



CRTPA BOARD

MEETING OF TUESDAY, MAY 19, 2020 AT 1:30 PM

NOTE:

Due to the ongoing COVID-19 pandemic, the CRTPA will meet via Webex video conference on May 19, 2020 at 1:30 pm. The public is invited to view the meeting's live broadcast on <https://www.talgov.com/employment/hrlivestream.aspx> or Comcast Channel 13 (WCOT-13)

MISSION STATEMENT

"The mission of the CRTPA is to act as the principal forum for collective transportation policy discussions that results in the development of a long range transportation plan which creates an integrated regional multimodal transportation network that supports sustainable development patterns and promotes economic growth."

FINAL AGENDA

1. **CALL TO ORDER AND ROLL CALL**
2. **AGENDA MODIFICATIONS**
3. **PUBLIC COMMENT ON ITEMS NOT APPEARING ON THE AGENDA**

IMPORTANT: CRTPA public comment for this meeting may be submitted online at <http://crtpa.org/contact-us/> until 5 p.m. on May 18 in order to allow sufficient time for provision to CRTPA members prior to the meeting. Any comments submitted after this time will be accepted and included as part of the official record of the meeting.

4. **CONSENT AGENDA**
 - A. Minutes of the February 18 meeting
 - B. General Planning Consultant (GPC) Contract Extensions
 - C. Citizens Multimodal Advisory Committee Appointments
5. **CONSENT ITEMS PULLED FOR DISCUSSION**

If you have a disability requiring accommodations, please contact the Capital Region Transportation Planning Agency at (850) 891-8630. The telephone number of the Florida Relay TDD Service is # 711.

6. **ROLL CALL VOTE AGENDA ITEMS**

A. **Transportation Performance Measures Consensus Document Adoption**

This item seeks CRTPA adoption of the “Transportation Performance Measures Consensus Planning Document” that serves to outline the roles of the Florida Department of Transportation (FDOT) and the CRTPA.

B. **Fiscal Year (FY) 2020 – FY 2024 Transportation Improvement Program (TIP) Amendment**

The FY 2020 – FY 2024 TIP is proposed to be amended to reflect the addition of the following project:

- Leon County Retrofit Pedestrian Lighting (Limits: Various Signalized Intersections on SR 61 (US 27/319), SR 20 and SR 371) (Project #4470421): Provide design funding for pedestrian safety lighting at various signalized intersections in Leon County.

7. **CRTPA ACTION**

NOTE: Due to the meeting being conducted via video conference, voting on action items will be done using roll call.

A. **Unified Planning Work Program (UPWP)**

The Fiscal Year (FY) 2020/21 – 2021/2022 draft UPWP reflecting the CRTPA’s transportation planning activities for the next two years has been developed for CRTPA adoption. Approval of an Amendment to the Joint Planning Agreement and FY 2019 – FY 2020 UPWP.

B. **Regional Mobility Plan Update**

This item provides information to the CRTPA Board regarding the Regional Mobility Plan Update including what’s been accomplished and what is scheduled as plan development proceeds.

C. **Leon County Transportation Disadvantaged Local Coordinating Board**

This item seeks Board approval related to a change in the designated planning agency for the Leon County Transportation Disadvantaged Local Coordinating Board.

8. FLORIDA DEPARTMENT OF TRANSPORTATION REPORT

9. EXECUTIVE DIRECTOR'S REPORT

A status report on CRTPA activities will be provided including an update on the recent FDOT Joint Certification of the CRTPA for 2019.

10. CRTPA INFORMATION

- A. 2020 Freight Priorities Program CRTPA Submittal**
- B. Future Meeting Dates**

11. CRTPA CITIZEN COMMENT

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12. ITEMS FROM CRTPA BOARD MEMBERS

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



May 19, 2020

AGENDA ITEM 1

CALL TO ORDER AND ROLL CALL



May 19, 2020

AGENDA ITEM 2

AGENDA MODIFICATIONS



May 19, 2020

AGENDA ITEM 3

CITIZEN COMMENT

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May 19, 2020

AGENDA ITEM 4 A

MINUTES

TYPE OF ITEM: Consent

The minutes from the February 18, 2020 meeting are provided as ***Attachment 1***.

RECOMMENDED ACTION

Option 1: Approve the minutes of the February 18, 2020 CRTPA meeting.

ATTACHMENT

Attachment 1: Minutes of the February 18, 2020 CRTPA meeting.



CRTPA BOARD

MEETING OF TUESDAY, FEBRUARY 18, 2020 AT 1:30 PM

CITY OF TALLAHASSEE COMMISSION CHAMBERS
300 S. ADAMS STREET
TALLAHASSEE, FL 32301

Meeting Minutes

Members Present:

Commissioner Merritt, Chairman, Wakulla County
Commissioner Viegbesie, Gadsden County
Commissioner Barfield, Jefferson County
Commissioner Desloge, Leon County
Commissioner Dozier, Leon County
Commissioner Maddox, Leon County
Commissioner Minor, Leon County
Commissioner Matlow, City of Tallahassee
Commissioner Richardson, City of Tallahassee
Commissioner Williams-Cox, City of Tallahassee

Staff Present: Thornton Williams, CRTPA Attorney; Greg Slay, CRTPA, Jack Kostrzewa, CRTPA; Suzanne Lex, CRTPA; Greg Burke, CRTPA; Yulonda Mitchell, CRTPA; Bryant Paulk, FDOT

1. CALL TO ORDER AND ROLL CALL

The meeting was called to order at 1:35PM with the roll call.

2. AGENDA MODIFICATIONS

Board Action: Commissioner Minor made a motion to pull Agenda Item 4B from the Consent Agenda. Commissioner Barfield seconded the motion. The motion was unanimously passed.

3. PUBLIC COMMENT ON ITEMS NOT APPEARING ON THE AGENDA

None

4. CONSENT AGENDA**A. Minutes of the January 21 meeting**

Board Action: Commissioner Richardson made a motion to accept the January 21 meeting minutes as presented by Staff. Commissioner Viegbesie seconded the motion. The motion was unanimously passed.

5. CONSENT ITEMS PULLED FOR DISCUSSION**B. CRTPA Safety Measures Update**

Commissioner Minor discussed the proposed recommendations for fatalities shown in the Agenda Item. He stated that 58 fatalities was not an acceptable number and wanted to state that for the record. In order to meet FHWA requirements, this information allows the CRTPA to track progress of improvement.

Board Action: Commissioner Minor made a motion to approve the CRTPA Safety measures Update as presented by Staff. Commissioner Barfield seconded the motion. The motion was unanimously approved.

6. CRTPA ACTION

The public is welcome to comment on any discussion item after a motion has been made and seconded. Each member of the public is provided three (3) minutes to address the CRTPA.

A. Town of Havana Main Street Assessment

An analysis of US 27 in Downtown Havana has been developed for Board approval by CRTPA general planning consultant RS&H.

Ms. Beverly Davis, RS&H provided a presentation with the findings of the analysis of US 27 in downtown Havana. The area studied was US 27/Main Street, between 5th Avenue and 9th Avenue which is a four-lane north/south undivided facility. The goals of the study were to improve the pedestrian experience, manage traffic efficiently; improve corridor aesthetics, and support overall goals of the Town for downtown. The project included a data collection process where traffic counts, vehicle classification, speed and turning movements at 7th Avenue were analyzed. The recommendation was Alternative 4, 3 Lanes; 12' wide 2 northbound and 1 southbound; no on street parking; wider sidewalks and/plating strips with landscaping.

Commission Viegbesie noted the Town Manager, Brad Johnson, was present at the meeting and stated he would like to hear from the manager to discuss the proposal and how it would effect the Town of Havana.

Mr. Brad Johnson, Town Manager, Town of Havana stated the CRTPA staff met with him recently and noted the need for emergency services/evacuation routes are also included in the discussion.

Commissioner Barfield requested information on large trucks, bike lanes/shoulders. Ms. Davis stated there are signs for the large trucks to use the left lane only in the area. She also noted the bicycles access would be on surrounding streets and there was no room for bike lanes in this area.

Board Action: Commissioner Viegbesie made a motion to approve as presented by Staff. Commission Minor seconded the motion. The motion was unanimously passed.

B. Connections 2045 Regional Mobility Plan

This item will provide information to the CRTPA Board regarding the Needs Plan, Evaluation Criteria, Prioritization Criteria, Jurisdictional Outreach and a Public Engagement Update.

Mr. Kostrzewa provided general background information on the plan's schedule including the evaluation and prioritization criteria process. He noted that the Needs Plan combines previous planning efforts with data to anticipate growth within the region. It utilized the following to identify and select projects during the evaluation and prioritization process: previous plans, congestion data, safety conditions and public feedback. The needs plan creates a list of all projects.

Ms. Kate Widness, KHA, provided a more detailed presentation on the evaluation and prioritization criteria and noted that the evaluation and prioritization process consist of a 2 step process. The evaluation criteria was designed to be a screening process to gain an understanding of the viability and utility of the proposed project. Prioritization criteria is a detailed process to determine the performance of the proposed project in relation to other proposed projects. The process provides flexibility by having mode-specific prioritization criteria; by having projects that are financially constrained to funding tiers; and by allowing projects in tiers to be implemented in any order.

Commissioner Richardson requested information on the Orange Avenue. He stated with new apartment building and the new Emergency Room on Orange Avenue, traffic has dramatically increased. Mr. Slay discussed the Orange Avenue project and the current placing on the prioritization list. Commissioner Williams-Cox discussed Orange Avenue, noting the need for pedestrian safety measures along Orange Avenue. She discussed the need to move Orange Avenue ahead on the project priority list. Mr. Slay discussed moving Orange Avenue up on the priority list and noted that the annual process occurs in June. He also noted that this project would still have to complete the development process (PD&E, Design, right-of-way acquisition) and that moving it up in prioritization may not result in an expedited project due to where it is within the development process. Commissioner

Maddox also discussed moving the Orange Avenue project up on the prioritization list. Mr. Slay noted the annual priority process is in June 2020. Commissioner Maddox requested that at the June 2020 meeting include consideration for moving Orange Avenue on the priority list. There was a general consensus among the members on the board to reconsider the priority list rankings. Commissioner Maddox discussed the need for a regional transit system. He noted this would be a system that would not be able to be funded by one municipality and noted that there needs to be a conversation regarding funding for transit.

Board Action: This item was informational, therefore there was no action taken.

C. CRTPA Audit Solicitation

This item seeks approval to enter into an agreement for auditing services.

Board Action: Commissioner Viegbesie made a motion to approve the CRTPA Audit Solicitation as presented by staff. Commissioner Richardson seconded the motion. The motion was unanimously passed.

D. Thomasville Road Path Feasibility Study Kickoff

The Thomasville Road Multi-Use Path Feasibility Study is the first project to be initiated from the Tallahassee-Leon County Bicycle and Pedestrian Master Plan. The Project Team will be providing general information about the project, its purpose and schedule.

Mr. Kostrzewa stated this project was funded by the CRTPA under the GPC Contract with Kimley Horn and Associates.

Kate Widness, KHA, summarized the plan, stating the project intent. She noted this project was an initial pilot project from TLC Bicycle and Pedestrian Master Plan 2019 Update and includes a technical review of the multi-use path along the corridor to have a Midtown-to-Market. Ms. Widness provided the project schedule for the next few months.

Board Action: This item was informational, therefore there was no action taken.

7. FLORIDA DEPARTMENT OF TRANSPORTATION REPORT

None

Commissioner Barfield discussed I-10 and US 90 at the FEDEX Facility causes terrible traffic back-ups. FDOT staff would discuss with Jefferson County.

8. EXECUTIVE DIRECTOR'S REPORT

Mr. Slay stated the Community Traffic Safety Team (CTST) would be reinvigorated. This team typically consists of MPO/Law Enforcement/City/County Staff. He felt this would help address short-term and long-term safety issues.

Citizen Comment:

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

9. CRTPA INFORMATION

A. Future Meeting Dates

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

10. ITEMS FROM CRTPA BOARD MEMBERS

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

Attest:

Yulonda Mitchell, Recording Secretary

Randy Merritt, Chairman

May 19, 2020



COMMITTEE AGENDA ITEM 4B

CRTPA GENERAL PLANNING CONSULTANT CONTRACT EXTENSION

STATEMENT OF ISSUE

This item is being brought before the CRTPA Board to extend the contracts of the General Planning Consultants (GPC) to March of 2022.

RECOMMENDED ACTION

Option 1: Approve a two-year extension of the CRTPA GPC Contracts for Kimley Horn and Associates and RS&H to March 2022.

BACKGROUND

The initial contract with the GPC firms was for a three-year term and included options to extend the contracts for two years utilizing either a single two-year extension or two one-year extensions.

These contracts terminated in March 2020. Therefore, CRTPA staff is seeking approval to extend the GPC contracts for two years making the contract expiration date of March 2022.

OPTIONS

Option 1: Approve a two-year extension of the CRTPA GPC Contracts for Kimley Horn and Associates and RS&H to March 2022.
(Recommended)

Option 2: Provide other direction.

May 19, 2020



AGENDA ITEM 4 C

CITIZENS MULTIMODAL ADVISORY COMMITTEE (CMAC) APPOINTMENTS

TYPE OF ITEM: Consent

STATEMENT OF ISSUE

This item seeks board approval of the appointment of two (2) applicants, Ms. Dara Osher and Mr. Marcus Thompkins, to the CRTPA's Citizens Multimodal Advisory Committee (CMAC). The applications of Ms. Osher and Mr. Thompkins are provided as **Attachment 1 & 2**, respectively.

RECOMMENDED ACTION

Option 1: Approve the he appointment of Ms. Dara Osher and Mr. Marcus Thompkins to the CRTPA's Citizens Multimodal Advisory Committee


BACKGROUND

The CMAC is an advisory committee to the CRTPA composed of volunteers who dedicate their time and advice to the CRTPA on issues pertaining to transportation planning within the region. Pursuant to Article III, Section 2 of the CMAC Bylaws (provided as **Attachment 3**), the CMAC may consist of a maximum of fifteen (15) voting representatives from the four (4) county region. Currently, the CMAC is comprised of seven (7) members. In addition to the CMAC, the CRTPA is advised by the Technical Advisory Committee (TAC), which is composed of local and state planners and engineers with expertise in the area of transportation.

ATTACHMENTS

- Attachment 1: Application of Ms. Dara Osher
- Attachment 2: Application of Mr. Marcus Thompkins
- Attachment 3: CMAC Bylaws

Capital Region Transportation Planning Agency (CRTPA) CITIZEN'S MULTIMODAL ADVISORY COMMITTEE (CMAC) APPLICATION

Please return in person to: Capital Region Transportation Planning Agency 300 S. Adams St., 3rd Floor Tallahassee, Florida 32301 Or mail to: CRTPA 300 S. Adams St, Box A-19 Tallahassee, FL 32301		This application will remain in active files for two years. Please contact the CRTPA to advise of any changes regarding the information on this application. Email: lynn.barr@talgov.com PHONE: 850-891-8630
Name: Dara Osher		Date: 12/11/2019
Work Phone: 850-701-2308	Home Phone: 954-913-5903	Email: Dara.Osher@mbakerintl.com
Please list your specific employer/occupation if employed by a State, Federal, or local government:		
Employer: Michael Baker International		
Please provide your home and work address (if applicable). Please check that box of your preferred mailing address.		
<input checked="" type="checkbox"/> Home Address: 4306 Sierra Woods Lane City/State/Zip: Tallahassee, FL 32311		
<input type="checkbox"/> Work Address: 2316 Killearn Center Blvd., Suite 201-A City/State/Zip: Tallahassee, FL 32309		
The Capital Region Transportation Planning Agency strives to ensure that its citizens multimodal advisory committee is representative of the community's demographic makeup. To assist in this endeavor, please provide the following information (voluntary).		
Please also note if you are physically challenged. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Race: <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Black <input checked="" type="checkbox"/> Other <input type="checkbox"/> Asian or Pacific Islander <input type="checkbox"/> Hispanic <input type="checkbox"/> White		Gender: <input checked="" type="checkbox"/> Female <input type="checkbox"/> Male
Identify any potential conflicts of interest that might occur were you to be appointed:		
Do you ride the bus? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Do you drive a car? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please circle your age bracket 18 - 25 / 26 - 35 / 36 - 49 / 50 and over	Do you bicycle to work/shopping? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Do you bicycle for recreation? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Do you walk to work/shopping? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Do you walk for recreation? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Can you serve a multi-year term? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Can you regularly attend meetings? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Conflicts:		
Please circle any special population interests you may represent:		
Minorities, Road Cyclists, Off-Road Cyclists,	Transit Riders	Transportation Disadvantaged
Child, Youth, or Senior Pedestrian Advocates	Students	Persons with Disabilities, Seniors

CITIZEN'S MULTIMODAL ADVISORY COMMITTEE APPLICATION

Please tell us something about yourself! This information will help us create an advisory board that is reflective of a broad spectrum of the community. If you have any interests, hobbies, community activities, previous experience on committees, or anything else you would like us to know in consideration of your application please write it here. You may also attach this information.

At the end of this year, I will have completed by two-year term serving as the Region III Representative for the American Planning Association Student Representatives Council. I sat on the Communications Committee and worked on monthly e-newsletters containing important event and conference information relevant for students and planning student organization (PSO) representatives. I attended two National Planning Conferences (New Orleans and San Francisco) and two Policy and Advocacy Conference in D.C. while serving in this position. Since starting to work full-time, I have also become the APA Florida Capital Area Section Emerging Planners Representative and have won the Women in Transportation Seminar (WTS) Capital Area Chapter's Emerging Professional of the Year Award for 2019, which enables me to be more involved with the executive board throughout 2020.

As a Tallahassee resident and recent Florida State University graduate with a master's in urban and regional planning, I have spent the last three years getting to know Tallahassee's transportation system, learning from the experiences of local community members who rely exclusively on walking, cycling, and transit for transportation. As a transportation planner working predominantly on transit planning work that emphasizes alternative transportation connections to transit, I am passionate about the multimodal options the Tallahassee-Leon County has to offer its residents. Outside of the office, I am a paddler, hiker, walker, and road/mountain biking enthusiast. I spend a lot of time with my partner, who grew up in Tallahassee, enjoying the region's multi-use trails, greenways, rivers, parks, and outdoor amenities. While I cannot access transit as a county resident, I rely on transit, walking, and cycling to move around the city on weekends.

I believe my urban and regional planning background, transportation enthusiasm/experience, volunteer activities, and perspective as a young woman who cares about multimodal access for all people makes me an ideal candidate for a position on the CRTC Citizen's Multimodal Advisory Committee.

How did you hear about us?

Greg Burke came and gave a talk about the CRTC and the role of MPOs to my Transportation Planning Process class in Fall 2018, taught my Professor Michael Duncan. I went home and did some additional research and learn about the Citizen's Multimodal Advisory Committee and its role in communicating a diverse citizen perspective on multimodal transportation for the region. Since then, I have always wanted to become a member.

All statements and information provided in this application are true to the best of my knowledge.


Signature: _____

D. Osher

If you have a disability requiring accommodations, or need assistance filling out this application, please contact the Capital Region Transportation Planning Agency at 850-891-8630.

The telephone number for the Florida Relay TDD Service is 711 or 1-800-955-8771.

Capital Region Transportation Planning Agency (CRTPA) CITIZEN'S MULTIMODAL ADVISORY COMMITTEE (CMAC) APPLICATION

Please return in person to: Capital Region Transportation Planning Agency 300 S. Adams St., 3rd Floor Tallahassee, Florida 32301 Or mail to: CRTPA 300 S. Adams St, Box A-19 Tallahassee, FL 32301		This application will remain in active files for two years. Please contact the CRTPA to advise of any changes regarding the information on this application. Email: lynn.barr@talgov.com PHONE: 850-891-8630
Name: <u>Marcus Thompson</u>		Date: <u>1-11-20</u>
Work Phone:	Home Phone: <u>305-927-9190</u>	Email: <u>marcus.thompkins1@gmail.com</u>
Please list your specific employer/occupation if employed by a State, Federal, or local government:		
Employer: <u>Department of Corrections</u>		
Please provide your home and work address (if applicable). Please check that box of your preferred mailing address.		
<input checked="" type="checkbox"/> Home Address: <u>217 W 9th Avenue</u>		
City/State/Zip: <u>Tallahassee, FL 32303</u>		
<input type="checkbox"/> Work Address: <u>4070 Esplanade Way</u>		
City/State/Zip: <u>Tallahassee, FL 32399</u>		
The Capital Region Transportation Planning Agency strives to ensure that its citizens multimodal advisory committee is representative of the community's demographic makeup. To assist in this endeavor, please provide the following information (voluntary).		
Please also note if you are physically challenged. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Race: <input type="checkbox"/> American Indian or Alaskan Native <input checked="" type="checkbox"/> Black <input type="checkbox"/> Other <input type="checkbox"/> Asian or Pacific Islander <input type="checkbox"/> Hispanic <input type="checkbox"/> White		
Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male		
Identify any potential conflicts of interest that might occur were you to be appointed:		
<u>None</u>		
Do you ride the bus? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Do you drive a car? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Do you bicycle to work/shopping? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Do you bicycle for recreation? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Do you walk to work/shopping? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Do you walk for recreation? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Please circle your age bracket 18 - 25 / <u>26 - 35</u> / 36 - 49 / 50 and over		
Can you serve a multi-year term? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Can you regularly attend meetings? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Conflicts:	
Please circle any special population interests you may represent:		
<u>Minorities</u> , <u>Road Cyclists</u> , Off-Road Cyclists,	Transit Riders	Transportation Disadvantaged
Child, <u>Youth</u> , or Senior Pedestrian Advocates	Students	Persons with Disabilities, Seniors

CITIZEN'S MULTIMODAL ADVISORY COMMITTEE APPLICATION

Please tell us something about yourself! This information will help us create an advisory board that is reflective of a broad spectrum of the community. If you have any interests, hobbies, community activities, previous experience on committees, or anything else you would like us to know in consideration of your application please write it here. You may also attach this information. I'm an introspective person who loves and respects nature. I adore the sound of rain and the calmness it brings to my soul. I was raised in Tallahassee. I attended Chaires Elementary, Fairview middle, and both Lincoln & Rickards Highschool. I attended college at Florida International University and obtained both my Bachelor's and Master's degree in Finance. I enjoy listening and making music as well. Currently, my ears favor lo-fi hip hop and jazz. I ~~thor~~ thoroughly enjoy cities. The density. The space. The activity. The calmness. The lights, the buildings. The way people move about. Whether it's by bike, foot, public transportation, or car. I enjoy being apart of it and watching it as well. I believe in the world. I believe in cities. I believe in people. With positive, thoughtful intentions, that are guided by gentleness and respect, I believe in the health and wellness ~~that city planning and transportation can provide.~~

How did you hear about us? Google

All statements and information provided in this application are true to the best of my knowledge.

Signature: 

If you have a disability requiring accommodations, or need assistance filling out this application, please contact the Capital Region Transportation Planning Agency at 850-891-8630.

The telephone number for the Florida Relay TDD Service is 711 or 1-800-955-8771.

Citizen's Multimodal Advisory Committee Bylaws

Adopted June 2017

Preamble

The Capital Region Transportation Planning Agency (CRTPA) supports full and timely public participation in the transportation decision-making process of the CRTPA. To ensure that participation is reflective of the cross section of residents and interests within the CRTPA area, it has created a Citizens Multimodal Advisory Committee (CMAC) to advise the CRTPA Board.

The following sets forth the Bylaws that guide the proper functioning of the urban transportation planning process for the CMAC of the CRTPA.

ARTICLE I: NAME AND PURPOSE

Section 1. NAME

The name of this committee shall be the Citizens Multimodal Advisory Committee (CMAC).

Section 2. PURPOSE

This Committee was established by the Capital Region Transportation Planning Agency (CRTPA) in May 2012. The tasks of this Committee shall include, but not be limited to the following:

- a. Provide independent citizen advice to the CRTPA Board on issues related to the transportation planning processes in the CRTPA region. This includes but is not limited to: the Long Range Transportation Plan, Unified Planning Work Program, Priority Project Lists, Transportation Improvement Program, Public Involvement Plan, and other regionally significant transportation related issues and projects as requested.
- b. Provide advice to the CRTPA from a balanced mobility perspective considering the needs and safety of all transportation users and modes of transportation in the CRTPA region within fiscal and physical constraints.
- c. Promote equity in the regional transportation planning process.
- d. Promote public awareness and participation in the regional transportation planning process within the region and from professional and citizen-based organizations and employers.
- e. Review and evaluate CRTPA issues as requested by the CRTPA Board, or CRTPA staff.

ARTICLE II: ORGANIZATION

Section 1. AREA

The Committee shall represent and serve the CRTPA area, which encompasses all of Gadsden, Jefferson, Leon, and Wakulla counties.

Section 2. AUTHORITY

Pursuant to 23 USC 134, 49 USC 5303, 23 CFR 450, and Section 339.175 (6)(e), Florida Statutes, the CMAC is statutorily formulated. The CMAC is also governed by the policies and guidelines set forth by the CRTPA.

Section 3. NONDISCRIMINATION

No organization or person shall, on the grounds of race, color, national origin, religion, creed, or handicap, be excluded from participating in, be denied the benefits of, or be subject to discrimination from the CMAC.

ARTICLE III: MEMBERSHIP

Section 1. GEOGRAPHICAL AND SPECIAL INTEREST BALANCE

The CMAC shall represent and serve the CRTPA area, which encompasses all of Gadsden, Jefferson, Leon, and Wakulla Counties. The CMAC will be made up of a cross-section of citizens who represent the four-county region. Pursuant to Section 339.175(e), Florida Statutes, the membership on the citizen's advisory committee must reflect a broad cross-section of local residents with an interest in the development of an efficient, safe, and cost-effective transportation system. Minorities, the elderly, and the handicapped must be adequately represented. The CRTPA Executive Director or his /her designee may recommend appointment to the CMAC with approval of the CRTPA Board to balance the geographical or special interest/diversity of the committee.

Section 2. MAXIMUM MEMBERSHIP

The CMAC will consist of a maximum of fifteen (15) voting representatives from the four (4) county region.

Section 3. TERMS OF MEMBERSHIP AND REAPPOINTMENT PROCEDURES

Terms of membership are based on the calendar year, and are renewable in January 1 of any given year, regardless of when appointments were made. Further details of term conditions are outlined below.

- a. Application - Anyone serving on the CMAC must have a completed application on file to be considered for appointment to the committee.
- b. Terms - CMAC members are appointed by and serve at the pleasure of the CRTPA Board. CMAC Members may be replaced at the will of the CRTPA Board, however, the anticipated term of service of a CMAC member shall be four years.
- c. Reappointments - A CMAC Member may be reappointed by the CRTPA Board to one or more four-year terms. Terms are reconsidered for renewal at the end of each calendar year, no later than the last CRTPA Board Meeting of a calendar year, regardless of the date of initial appointment.

Section 4. RESIGNATIONS

CMAC members are expected to send written notice of intent to resign their position to the CRTPA Executive Director, as soon as practical, but at least one (1) month prior to their expected resignation from attendance at any meeting, if possible.

Section 5. VACANCIES

When vacancies exist, the CRTPA Executive Director or his/her designee will review the current demographics and representation on the committee and advise the CRTPA Board of any specific representation that is needed. Board Members will be given an opportunity to forward applications to any individuals they know to have an interest in serving on the CMAC for upcoming CRTPA Board consideration. Completed applications will be forwarded to CRTPA Board Members for consideration, and Board approval will be sought for any suggested appointments.

ARTICLE IV: VOTING

Section 1. VOTING AUTHORITY

Only the appointed members are entitled to vote at any meeting of the CMAC.

Section 2. VOTING WEIGHT

Each CMAC member shall have one vote. Votes shall be weighted equally.

Section 3. QUORUM

The calculations for determining a quorum of the CMAC will consider only appointed voting members and not eligible vacancies. A quorum and the recommendations of the CMAC are subject to the following conditions:

- a. A majority vote (50% of the appointed membership plus 1) of the CMAC shall constitute a quorum. An affirmative vote shall consist of a majority vote of the total quorum present.
- b. In the absence of a quorum at any scheduled meeting, the members present shall function as a full subcommittee, electing an interim chair, if necessary, and the consensus of the group, as determined by a majority vote per item, is forwarded to the CRTPA Board as a recommendation without a quorum.

ARTICLE V: REGULAR AND SPECIAL MEETINGS

Section 1. MEETING SCHEDULE

The meeting schedule is designed to complement the meeting schedule of the CRTPA, such that recommendations from the committee can be considered by the CRTPA Board. The regular meeting of the CMAC will typically be held on the first Tuesday of each month, with the exception of July and August and such other times as scheduled by the Chairperson. Meeting dates will be adjusted by the Chairperson or CRTPA Staff to accommodate holidays or other conflicts.

Section 2. MEETING ATTENDANCE

Each member of the CMAC is expected to demonstrate interest in the CMAC's activities through attendance at the regularly scheduled meetings except for reasons of an unavoidable nature. The CRTPA Executive Director may recommend the removal of any member who fails to attend 50% or more regularly scheduled meetings in a one-year period. A request for removal and replacement of any CMAC member shall be sent to the CRTPA Board from the CRTPA Executive Director at the last scheduled meeting of each year.

Section 3. MEETING LOCATION

Regular meetings of the CMAC shall be held at a location agreed to by the members and accessible by the public.

Section 4. SPECIAL MEETINGS

Special meetings may be called by the Chairperson or CRTPA Staff.

Section 5. MEETING NOTIFICATION

- a. Notice of the time, place and purpose of all regular meetings shall be provided to each member of the Committee, not less than seven (7) days before such meeting. Special meetings will provide notice not less than three (3) days before such meeting.

- b. CMAC meetings shall be advertised on the CRTPA web site at least one week prior to the scheduled meeting date. Special CMAC Meetings will provide notice not less than three (3) days before the special meeting date.
- c. Meetings will be open to the public. Any group which so requests in writing will be notified of CMAC meetings.

Section 6. MEETING MATERIALS

- a. Agenda materials for the CMAC meetings shall posted on the CRTPA webpage no later than seven (7) days prior to the meeting.
- b. Supplemental materials shall be provided to the CMAC members as soon as practicable and no later than the Friday before a scheduled meeting. These materials shall also be posted on the CRTPA webpage on the same date.

Section 7. MEETING MINUTES

CMAC meetings will be recorded and minutes will be prepared. CMAC Minutes will be posted on the CRTPA website for public review.

ARTICLE VI: OFFICERS & DUTIES

Section 1. Committee Leadership and Selection

The members of the CMAC shall elect from their own membership the following officers no later than the last meeting of the calendar year:

A: Chairperson

B: Vice-Chairperson

Officers shall be elected by a majority vote of the quorum present.

Section 2. Leadership Terms

The terms of office for all officers shall be one year beginning at the first CMAC meeting of the calendar year and terminating at the last CMAC meeting of the year, or until their successors are elected at the next regular meeting of the committee. Any officer may be re-elected for the same office.

Section 3. Leadership Duties:

The Chairperson shall preside at all meetings of the CMAC and conduct all meetings of the CMAC. In the event of the Chairperson's absence, or at the Chairperson's direction, the Vice-Chairperson shall assume the powers and duties of the Chairperson. In the absence of both a Chairperson and Vice-Chairperson at a regular or special CMAC meeting, a temporary Chair

shall be elected by majority vote at the meeting to serve as Chairperson of that meeting, for that meeting alone.

ARTICLE VII: RULES OF PROCEDURE

Section 1. MEETING CONDUCT

All meetings of the CMAC shall be conducted in accordance with the most current edition of Roberts Rules of Order Revised. The Chairperson (or the Vice Chairperson when serving as Chairperson) shall preside at all meetings and shall either serve as the “parliamentarian” or designate another CMAC member to serve as “parliamentarian”.

Section 2. CONFLICT OF INTEREST

Whenever a CMAC Member has cause to believe that a matter to be discussed would involve him/her to be in a conflict of interest, he/she shall announce the conflict of interest and refrain from voting on any such matter.

ARTICLE VIII: BYLAW AMENDMENTS

The CMAC Bylaws may be amended by a majority vote of the CRTPA. A thirty (30) days’ public review period shall be provided prior to final adoption.

ARTICLE IX: PUBLIC PARTICIPATION

Comment will be accepted by individuals during the course of CMAC meetings as set forth below:

- a. Members of the public may speak on items on the approved agenda after a motion has been made on that item and the Chairperson calls for public comment.
- b. Members of the public may speak on items which are not on the agenda during the “Public Comment” section of the agenda.
- c. Individuals are encouraged to complete a separate “Request to Speak” card for each item they wish to address. If they are unable to complete the card, or do not wish to, then his/her concerns will be noted by the CRTPA staff.
- d. Individuals will be allowed to speak up to three minutes on each agenda item or “Public Comment” topic for which they have indicated a desire to speak. Additional time may be allotted at the discretion of the CMAC Chairperson.

- e. Large groups wishing to speak are encouraged to designate a spokesperson to represent their views. Additional time may be allotted at the discretion of the CMAC Chairperson when such a situation arises.



May 19, 2020

AGENDA ITEM 5

CONSENT ITEMS PULLED FOR DISCUSSION

May 19, 2020



AGENDA ITEM 6A

TRANSPORTATION PERFORMANCE MEASURES CONSENSUS PLANNING DOCUMENT ADOPTION

TYPE OF ITEM: Roll Call

STATEMENT OF ISSUE

The purpose of this item is to adopt “Transportation Performance Measures Consensus Planning Document” that serves to outline the roles of the Florida Department of Transportation (FDOT) and the CRTPA in ensuring consistency with transportation performance management requirements promulgated by the United States Department of Transportation.

RECOMMENDED ACTION

Option 1: Adopt the “Transportation Performance Measures Consensus Planning Document” by resolution

HISTORY AND ANALYSIS

The Latest

In October 2019, the CRTPA’s Transportation Improvement Program (Fiscal Year 2021 – FY 2025) was amended to adopt the “Transportation Performance Measures Consensus Planning Document” into the TIP as an Appendix as was requested of the CRTPA by the FDOT.

Recently and subsequent to October’s amendment of the TIP, the CRTPA has been advised by the FDOT that that because the TIP expires annually, the FHWA has noted that the Consensus Document also expires annually. As a result, MPOs are being requested to adopt the Consensus Document as a separate action item that unlinks it to the current TIP.

Background

One of the requirements of metropolitan planning organizations is to address transportation performance management measures promulgated by the United States Department of Transportation in Title 23 Parts 450, 490, 625, and 673 of the Code of Federal Regulations (23 CFR). Pursuant to the FHWA, Transportation Performance Management is defined as “a strategic approach that uses system

information to make investment and policy decisions to achieve national performance goals.
Transportation Performance Management:

- Is systematically applied, a regular ongoing process
- Provides key information to help decision makers to understand the consequences of investment decisions across transportation assets or modes
- Improving communications between decision makers, stakeholders and the traveling public
- Ensuring targets and measures are developed in cooperative partnerships and based on data and objective information”

The Moving Ahead for Progress in the 21st Century Act (MAP-21, adopted July 6, 2012) requires performance management in seven (7) areas: safety, pavement condition, highway performance, bridge condition, freight movement, traffic congestion, and on-road mobile sources. Relatedly, MAP-21 created the National Highway Performance Program (NHPP) to be administered by the FHWA. MAP-21 notes that “Performance management will transform the Federal-aid highway program and provide a means to the most efficient investment of Federal transportation funds by refocusing on national transportation goals, increasing the accountability and transparency of the Federal aid highway program, and improving project decision making through performance-based planning and programming.”

Related to this requirement, the “Transportation Performance Measures Consensus Planning Document” was developed cooperatively by the FDOT and Florida’s Metropolitan Planning Organizations to outline the roles of these agencies in ensuring consistency with transportation performance management requirements promulgated by the United States Department of Transportation.

Adoption of the consensus document will satisfy the FHWA’s request that MPOs adopt the document as a standalone document.

OPTIONS

Option 1: Adopt the “Transportation Performance Measures Consensus Planning Document” by resolution
(Recommended)

Option 2: CRTPA Board Discretion.

ATTACHMENT

Attachment 1: “Transportation Performance Measures Consensus Planning Document”
Attachment 2: Resolution 2020-05-6A



Transportation Performance Measures Consensus Planning Document

Purpose and Authority

This document has been cooperatively developed by the Florida Department of Transportation (FDOT) and Florida's 27 Metropolitan Planning Organizations (MPOs) through the Florida Metropolitan Planning Organization Advisory Council (MPOAC), and, by representation on the MPO boards and committees, the providers of public transportation in the MPO planning areas.

The purpose of the document is to outline the minimum roles of FDOT, the MPOs, and the providers of public transportation in the MPO planning areas to ensure consistency to the maximum extent practicable in satisfying the transportation performance management requirements promulgated by the United States Department of Transportation in Title 23 Parts 450, 490, 625, and 673 of the *Code of Federal Regulations* (23 CFR). Specifically:

- 23 CFR 450.314(h)(1) requires that “The MPO(s), State(s), and providers of public transportation shall jointly agree upon and develop specific written procedures for cooperatively developing and sharing information related to transportation performance data, the selection of performance targets, the reporting of performance targets, the reporting of performance to be used in tracking progress toward achievement of critical outcomes for the region of the MPO, and the collection of data for the State asset management plan for the National Highway System (NHS).”
- 23 CFR 450.314(h)(2) allows for these provisions to be “Documented in some other means outside the metropolitan planning agreements as determined cooperatively by the MPO(s), State(s), and providers of public transportation.”

Section 339.175(11), Florida Statutes creates the MPOAC to “Assist MPOs in carrying out the urbanized area transportation planning process by serving as the principal forum for collective policy discussion pursuant to law” and to “Serve as a clearinghouse for review and comment by MPOs on the Florida Transportation Plan and on other issues required to comply with federal or state law in carrying out the urbanized transportation planning processes.” The MPOAC Governing Board membership includes one representative of each MPO in Florida.

This document was developed, adopted, and subsequently updated by joint agreement of the FDOT Secretary and the MPOAC Governing Board. Each MPO will adopt this document by incorporation in its annual Transportation Improvement Program (TIP) or by separate board action as documented in a resolution or meeting minutes, which will serve as documentation of agreement by the MPO and the provider(s) of public transportation in the MPO planning area to carry out their roles and responsibilities as described in this general document.

Roles and Responsibilities

This document describes the general processes through which FDOT, the MPOs, and the providers of public transportation in MPO planning areas will cooperatively develop and share information related to transportation performance management.

Email communications will be considered written notice for all portions of this document. Communication with FDOT related to transportation performance management generally will occur through the Administrator for Metropolitan Planning in the Office of Policy Planning. Communications with the MPOAC related to transportation performance management generally will occur through the Executive Director of the MPOAC.

1. Transportation performance data:

- a) FDOT will collect and maintain data, perform calculations of performance metrics and measures, and provide to each MPO the results of the calculations used to develop statewide targets for all applicable federally required performance measures. FDOT also will provide to each MPO the results of calculations for each applicable performance measure for the MPO planning area, and the county or counties included in the MPO planning area.¹² FDOT and the MPOAC agree to use the National Performance Management Research Data Set as the source of travel time data and the defined reporting segments of the Interstate System and non-Interstate National Highway System for the purposes of calculating the travel time-based measures specified in 23 CFR 490.507, 490.607, and 490.707, as applicable.
- b) Each MPO will share with FDOT any locally generated data that pertains to the federally required performance measures, if applicable, such as any supplemental data the MPO uses to develop its own targets for any measure.
- c) Each provider of public transportation is responsible for collecting performance data in the MPO planning area for the transit asset management measures as specified in 49 CFR 625.43 and the public transportation safety measures as specified in the National Public Transportation Safety Plan. The providers of public transportation will provide to FDOT and the appropriate MPO(s) the transit performance data used to support these measures.

2. Selection of performance targets:

FDOT, the MPOs, and providers of public transportation will select their respective performance targets in coordination with one another. Selecting targets generally refers to the processes used to identify, evaluate, and make decisions about potential targets prior to action to formally establish the targets. Coordination will include as many of the following opportunities as deemed appropriate for each measure: in-person meetings, webinars, conferences calls, and email/written communication. Coordination will include timely

¹ When an MPO planning area covers portions of more than one state, as in the case of the Florida-Alabama TPO, FDOT will collect and provide data for the Florida portion of the planning area.

² If any Florida urbanized area becomes nonattainment for the National Ambient Air Quality Standards, FDOT also will provide appropriate data at the urbanized area level for the specific urbanized area that is designated.

sharing of information on proposed targets and opportunities to provide comment prior to establishing final comments for each measure.

The primary forum for coordination between FDOT and the MPOs on selecting performance targets and related policy issues is the regular meetings of the MPOAC. The primary forum for coordination between MPOs and providers of public transportation on selecting transit performance targets is the TIP development process.

Once targets are selected, each agency will take action to formally establish the targets in its area of responsibility.

- a) FDOT will select and establish a statewide target for each applicable federally required performance measure.
 - i. To the maximum extent practicable, FDOT will share proposed statewide targets at the MPOAC meeting scheduled in the calendar quarter prior to the dates required for establishing the target under federal rule. FDOT will work through the MPOAC to provide email communication on the proposed targets to the MPOs not in attendance at this meeting. The MPOAC as a whole, and individual MPOs as appropriate, will provide comments to FDOT on the proposed statewide targets within sixty (60) days of the MPOAC meeting. FDOT will provide an update to the MPOAC at its subsequent meeting on the final proposed targets, how the comments received from the MPOAC and any individual MPOs were considered, and the anticipated date when FDOT will establish final targets.
 - ii. FDOT will provide written notice to the MPOAC and individual MPOs within two (2) business days of when FDOT establishes final targets. This notice will provide the relevant targets and the date FDOT established the targets, which will begin the 180-day time-period during which each MPO must establish the corresponding performance targets for its planning area.
- b) Each MPO will select and establish a target for each applicable federally required performance measure. To the extent practicable, MPOs will propose, seek comment on, and establish their targets through existing processes such as the annual TIP update. For each performance measure, an MPO will have the option of either³:
 - i. Choosing to support the statewide target established by FDOT, and providing documentation (typically in the form of meeting minutes, a letter, a resolution, or incorporation in a document such as the TIP) to FDOT that the MPO agrees to plan and program projects so that they contribute toward the accomplishments of FDOT's statewide targets for that performance measure.
 - ii. Choosing to establish its own target, using a quantifiable methodology for its MPO planning area. If the MPO chooses to establish its own target, the MPO will coordinate with FDOT and, as applicable, providers of public transportation regarding the approach used to develop the target and the proposed target prior to

³ When an MPO planning area covers portions of more than one state, as in the case of the Florida-Alabama TPO, that MPO will be responsible for coordinating with each state DOT in setting and reporting targets and associated data.

establishment of a final target. The MPO will provide FDOT and, as applicable, providers of public transportation, documentation (typically in the form of meeting minutes, a letter, a resolution, or incorporation in a document such as the TIP) that includes the final targets and the date when the targets were established .

- c) The providers of public transportation in MPO planning areas will select and establish performance targets annually to meet the federal performance management requirements for transit asset management and transit safety under 49 U.S.C. 5326(c) and 49 U.S.C. 5329(d).
 - i. The Tier I providers of public transportation will establish performance targets to meet the federal performance management requirements for transit asset management. Each Tier I provider will provide written notice to the appropriate MPO and FDOT when it establishes targets. This notice will provide the final targets and the date when the targets were established, which will begin the 180-day period within which the MPO must establish its transit-related performance targets. MPOs may choose to update their targets when the Tier I provider(s) updates theirs, or when the MPO amends its long-range transportation plan by extending the horizon year in accordance with 23 CFR 450.324(c).
 - ii. FDOT is the sponsor of a Group Transit Asset Management plan for subrecipients of Section 5311 and 5310 grant funds. The Tier II providers of public transportation may choose to participate in FDOT's group plan or to establish their own targets. FDOT will notify MPOs and those participating Tier II providers following establishment of transit-related targets. Each Tier II provider will provide written notice to the appropriate MPO and FDOT when it establishes targets. This notice will provide the final targets and the date the final targets were established, which will begin the 180-day period within which the MPO must establish its transit-related performance targets. MPOs may choose to update their targets when the Tier II provider(s) updates theirs, or when the MPO amends its long-range transportation plan by extending the horizon year in accordance with 23 CFR 450.324(c).
 - iii. FDOT will draft and certify a Public Transportation Agency Safety Plan for any small public transportation providers (defined as those who are recipients or subrecipients of federal financial assistance under 49 U.S.C. 5307, have one hundred (100) or fewer vehicles in peak revenue service, and do not operate a rail fixed guideway public transportation system). FDOT will coordinate with small public transportation providers on selecting statewide public transportation safety performance targets, with the exception of any small operator that notifies FDOT that it will draft its own plan.
 - iv. All other public transportation service providers that receive funding under 49 U.S. Code Chapter 53 (excluding sole recipients of sections 5310 and/or 5311 funds) will provide written notice to the appropriate MPO and FDOT when they establish public transportation safety performance targets. This notice will provide the final targets and the date the final targets were established, which will begin the 180-day period within which the MPO must establish its transit safety

performance targets. MPOs may choose to update their targets when the provider(s) updates theirs, or when the MPO amends its long-range transportation plan by extending the horizon year in accordance with 23 CFR 450.324(c).

- v. If the MPO chooses to support the asset management and safety targets established by the provider of public transportation, the MPO will provide to FDOT and the provider of public transportation documentation that the MPO agrees to plan and program MPO projects so that they contribute toward achievement of the statewide or public transportation provider targets. If the MPO chooses to establish its own targets, the MPO will develop the target in coordination with FDOT and the providers of public transportation. The MPO will provide FDOT and the providers of public transportation documentation (typically in the form of meeting minutes, a letter, a resolution, or incorporation in a document such as the TIP) that includes the final targets and the date the final targets were established. In cases where two or more providers operate in an MPO planning area and establish different targets for a given measure, the MPO has the options of coordinating with the providers to establish a single target for the MPO planning area, or establishing a set of targets for the MPO planning area.

3. Reporting performance targets:

- a) Reporting targets generally refers to the process used to report targets, progress achieved in meeting targets, and the linkage between targets and decision making processes FDOT will report its final statewide performance targets to the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) as mandated by the federal requirements.
 - i. FDOT will include in future updates or amendments of the statewide long-range transportation plan a description of all applicable performance measures and targets and a system performance report, including progress achieved in meeting the performance targets, in accordance with 23 CFR 450.216(f).
 - ii. FDOT will include in future updates or amendments of the statewide transportation improvement program a discussion of the anticipated effect of the program toward achieving the state's performance targets, linking investment priorities to those performance targets, in accordance with 23 CFR 450.218 (q).
 - iii. FDOT will report targets and performance data for each applicable highway performance measure to FHWA, in accordance with the reporting timelines and requirements established by 23 CFR 490; and for each applicable public transit measure to FTA, in accordance with the reporting timelines and requirements established by 49 CFR 625 and 40 CFR 673.
- b) Each MPO will report its final performance targets as mandated by federal requirements to FDOT. To the extent practicable, MPOs will report final targets through the TIP update or other existing documents.
 - i. Each MPO will include in future updates or amendments of its metropolitan long-range transportation plan a description of all applicable performance measures

and targets and a system performance report, including progress achieved by the MPO in meeting the performance targets, in accordance with 23 CFR 450.324(f)(3-4).

- ii. Each MPO will include in future updates or amendments of its TIP a discussion of the anticipated effect of the TIP toward achieving the applicable performance targets, linking investment priorities to those performance targets, in accordance with 23 CFR 450.326(d).
 - iii. Each MPO will report target-related status information to FDOT upon request to support FDOT's reporting requirements to FHWA.
- c) Providers of public transportation in MPO planning areas will report all established transit asset management targets to the FTA National Transit Database (NTD) consistent with FTA's deadlines based upon the provider's fiscal year and in accordance with 49 CFR Parts 625 and 630, and 49 CFR Part 673.
4. Reporting performance to be used in tracking progress toward attainment of performance targets for the MPO planning area:
- a) FDOT will report to FHWA or FTA as designated, and share with each MPO and provider of public transportation, transportation performance for the state showing the progress being made towards attainment of each target established by FDOT, in a format to be mutually agreed upon by FDOT and the MPOAC.
 - b) If an MPO establishes its own targets, the MPO will report to FDOT on an annual basis transportation performance for the MPO area showing the progress being made towards attainment of each target established by the MPO, in a format to be mutually agreed upon by FDOT and the MPOAC. To the extent practicable, MPOs will report progress through existing processes including, but not limited to, the annual TIP update.
 - c) Each provider of public transportation will report transit performance annually to the MPO(s) covering the provider's service area, showing the progress made toward attainment of each target established by the provider.
5. Collection of data for the State asset management plans for the National Highway System (NHS):
- a) FDOT will be responsible for collecting bridge and pavement condition data for the State asset management plan for the NHS. This includes NHS roads that are not on the State highway system but instead are under the ownership of local jurisdictions, if such roads exist.

For more information, contact:

Mark Reichert, Administrator for Metropolitan Planning, Office of Policy Planning, Florida Department of Transportation, 850-414-4901, mark.reichert@dot.state.fl.us

Carl Mikyska, Executive Director, MPOAC, 850-414-4062, carl.mikyska@mpoac.org

CRTPA RESOLUTION 2020-05-6A**A RESOLUTION OF THE CAPITAL REGION TRANSPORTATION PLANNING AGENCY (CRTPA)
ADOPTING TRANSPORTATION PERFORMANCE MEASURES CONSENSUS PLANNING DOCUMENT**

Whereas, the Capital Region Transportation Planning Agency (CRTPA) is the organization designated by the Governor of Florida on August 17, 2004 together with the State of Florida, to implement and execute certain provisions of the United States Code (U. S. C.). Specifically, the provisions of sections 23 U.S.C. 134 (h) and (i)(2), (3) and (4); also the Code of Federal Regulations (CFR), specifically, CFR 450.324, 326, 328, 330, and 332; and FS 339.175 (5) and (7); and

Whereas, one of the requirements of metropolitan planning organizations such as the CRTPA is to address transportation performance management measures promulgated by the United States Department of Transportation in Title 23 Parts 450, 490, 625, and 673 of the Code of Federal Regulations (23 CFR); and

Whereas, the Florida Department of Transportation, in coordination with Florida's Metropolitan Planning Organizations, has developed the "Transportation Performance Measure Consensus Planning Document" outlining the roles of each agency to ensure consistency with the transportation performance management requirements promulgated by the United States Department of Transportation.

NOW, THEREFORE LET IT BE RESOLVED BY THE CAPITAL REGION TRANSPORTATION PLANNING AGENCY THAT:

The CRTPA adopts the Transportation Performance Measure Consensus Planning Document.

Passed and duly adopted by the Capital Region Transportation Planning Agency on this 19th day of May 2020.

Capital Region Transportation Planning Agency

Attest:

By: _____
Randy Merritt, Chair

Greg Slay, Executive Director

May 19, 2020



AGENDA ITEM 6 B

FISCAL YEAR 2020 – FISCAL YEAR 2024 TRANSPORTATION IMPROVEMENT PROGRAM AMENDMENT

TYPE OF ITEM: Roll Call

STATEMENT OF ISSUE

The purpose of this item is to amend the CRTPA Fiscal Year (FY) 2020 – FY 2024 Transportation Improvement Program (TIP) to add the following project:

- Leon County Retrofit Pedestrian Lighting (Limits: Various Signalized Intersections on SR 61 (US 27/319), SR 20 and SR 371) (Project #447042-1): Provide design funding for pedestrian safety lighting at various signalized intersections in Leon County.

CRTPA COMMITTEE ACTIONS

The CRTPA's two (2) committees (Citizens Multimodal Advisory Committee and Technical Advisory Committee) did not meet on May 5.

RECOMMENDED ACTION

Option 1: Adopt a resolution amending the FY 2020 – FY 2024 Transportation Improvement Program to reflect:

- ADD NEW PROJECT: Leon County Retrofit Pedestrian Lighting (Limits: Various Signalized Intersections on SR 61 (US 27/319), SR 20 and SR 371) (Project #4470421): Provide design funding for pedestrian safety lighting at various signalized intersections on SR 61, SR 20, and SR 371 (Leon County).

HISTORY AND ANALYSIS

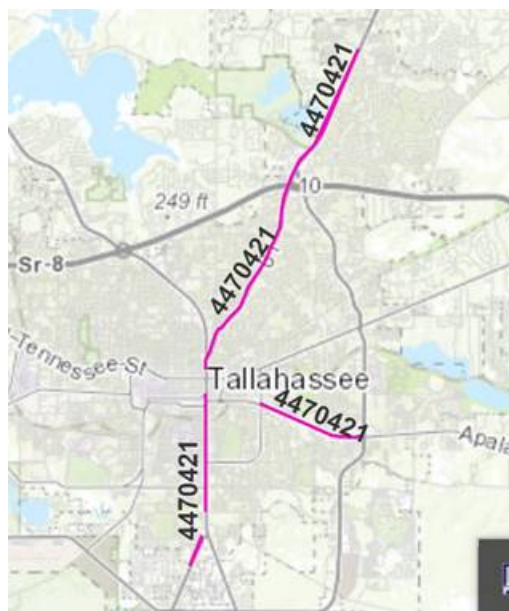
Adopted annually, the CRTPA's Transportation Improvement Program reflects those projects in the region that have received state and federal funding within the State Work Program. Subsequent to adoption, the TIP is occasionally formally amended to reflect project changes such as the addition or deletion of a project as well changes to existing projects related to funding or project scope.

The CRTPA was recently contacted by the Florida Department of Transportation to amend the current TIP to include the following project:

- Leon County Retrofit Pedestrian Lighting (Limits: Various Signalized Intersections on SR 61 (US 27/319), SR 20 and SR 371) (Project #4470421): Provide design funding for pedestrian safety lighting at various signalized intersections on SR 61, SR 20, and SR 371 (Leon County).

This project provides design funding (\$248,322) in the current fiscal year (2020) for pedestrian safety lighting retrofits for signalized intersections on SR 61, SR 20, & SR 371 in Leon County. Specifically, the following roads and related intersections are scheduled for the lighting retrofits:

- **SR 61 (US 27/US 319)**: Jefferson St, FAMU Way, Palmer Ave, Magnolia Dr, Town South, Orange Ave, Paul Russell Rd; Section 55050000: E Carolina St, E Georgia St, E Brevard St, E 5th Ave, E 6th Ave, E 7th Ave, Whole Foods Shopping Square Intersection, Glenview Dr, Bradford Rd, Gardenia Dr, Sandhurst Dr, Metropolitan Blvd, Raymond Diehl Rd, Timberline Dr, Market St, Village Square Blvd, Maclay Rd, Kerry Forest Pkwy.
- **SR 20**: Capital Circle, Richview Rd, Executive Centre Dr, Richardson Rd, Paul Russell Rd, Blairstone Rd, Lafayette St, Magnolia Dr; Section 55090000: Nina Rd.
- **SR 371**: CR 2203 (Springhill Road).



Subsequent to Board approval, the FY 2020 – FY 2024 TIP will be updated to reflect the project's addition.

OPTIONS

Option 1: Adopt a resolution amending the FY 2020 – FY 2024 Transportation Improvement Program to reflect:

- ADD NEW PROJECT: Leon County Retrofit Pedestrian Lighting (Limits: Various Signalized Intersections on SR 61 (US 27/319), SR 20 and SR 371) (Project #4470421): Provide design funding for pedestrian safety lighting at various signalized intersections on SR 61, SR 20, and SR 371 (Leon County).

Option 2: C RTPA Board Discretion.

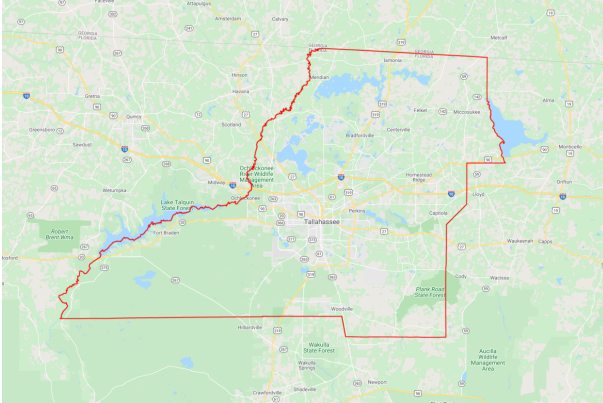
ATTACHMENT

Attachment 1: TIP project page

Attachment 2: Resolution 2020-05-6B

LEON COUNTY RETROFIT PEDESTRIAN SAFETY LIGHTING 4470421

ATTACHMENT 1



Project Description: LIGHTING

Extra Description: Highway Lighting Retrofit Design for signalized intersections on SR 61, SR 20, & SR 371 in Leon County. SR 61 (US 27/US 319) Section 55040000: Jefferson St, FAMU Way, Palmer Ave, Magnolia Dr, Town South, Orange Ave, Paul Russell Rd; Section 55050000: E Carolina St, E Georgia St, E Brevard St, E 5th Ave, E 6th Ave, E 7th Ave, Whole Foods Shopping Square Intersection, Glenview Dr, Bradford Rd, Gardenia Dr, Sandhurst Dr, Metropolitan Blvd, Raymond Diehl Rd, Timberline Dr, Market St, Village Square Blvd, Maclay Rd, Kerry Forest Pkwy. SR 20 Section 55080000: Capital Circle, Richview Rd, Executive Centre Dr, Richardson Rd, Paul Russell Rd, Blairstone Rd, Lafayette St, Magnolia Dr; Section 55090000: Nina Rd. SR 371 Section 55160101: CR 2203. This project was amended into the TIP at the May 19 CRTPA meeting and provides enhanced pedestrian lighting at signalized intersections.

Lead Agency: MANAGED BY FDOT

From:

County: LEON

To:

Length: 12.668

Phase Group: PRELIMINARY ENGINEERING

Prior Year Cost: 496,644
Future Year Cost: 0
Total Project Cost: 496,644
LRTP: 2040 RMP Maintenance (5.7)

Phase	Fund Code	2020	2021	2022	2023	2024	Total
PE	DIH	22,575					22,575
PE	ACSS	225,747					225,747
		248,322					248,322

CRTPA RESOLUTION 2020-05-6B

**A RESOLUTION OF THE CAPITAL REGION TRANSPORTATION PLANNING AGENCY (CRTPA) ENDORSING
THE FY 2020 – FY 2024 TRANSPORTATION IMPROVEMENT PROGRAM**

Whereas, the Capital Region Transportation Planning Agency (CRTPA) is the organization designated by the Governor of Florida on August 17, 2004 together with the State of Florida, for carrying out provisions of 23 U.S.C. 134 (h) and (i)(2), (3) and (4); CFR 450.324, 326, 328, 330, and 332; and FS 339.175 (5) and (7); and

Whereas, the Transportation Improvement Program (TIP) shall be endorsed annually by the CRTPA and submitted to the Governor of the State of Florida, to the Federal Transit Administration, and to the Federal Highway Administration, through the State of Florida;

Whereas, the TIP is periodically amended to maintain consistency with the Florida Department of Transportation Work Program and;

Whereas, authorization for federal funding of projects within an urbanized area cannot be obtained unless the projects are included in the CRTPA's TIP;

NOW, THEREFORE LET IT BE RESOLVED BY THE CAPITAL REGION TRANSPORTATION PLANNING AGENCY (CRTPA) THAT:

The CRTPA amends the FY 20 – FY 24 Transportation Improvement Program to add the following project:

- ADD NEW PROJECT: Leon County Retrofit Pedestrian Lighting (Limits: Various Signalized Intersections on SR 61 (US 27/319), SR 20 and SR 371) (Project #4470421): Provide design funding for pedestrian safety lighting at various signalized intersections on SR 61, SR 20, and SR 371 (Leon County).

Passed and duly adopted by the Capital Region Transportation Planning Agency on this 19th day of May 2020.

Capital Region Transportation Planning Agency

Attest:

By: _____
Randy Merritt, Chair

Greg Slay, Executive Director

May 19, 2020



AGENDA ITEM 7 A

DRAFT UNIFIED PLANNING WORK PROGRAM (UPWP) TASKS

TYPE OF ITEM: Action

STATEMENT OF ISSUE

The CRTPA's Fiscal Year (FY) 2020/21 – 2021/2022 final Draft Unified Planning Work Program has been developed for adoption and the accompanying Joint Planning Agreement (JPA) is presented for execution. Concurrently, the CRTPA's Fiscal Year (FY) 2018/2019 – 2019/2020 Unified Planning Work Program is amended to de-obligate funds.

RECOMMENDED ACTION

Option 1: Approve the amendment to the CRTPA's Fiscal Year (FY) 2018/2019 – 2019/2020 Unified Planning Work Program; and the FY 2020/21– 2021/22 final Draft UPWP and the Joint Planning Agreement with FDOT.

BACKGROUND

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 initial draft is designed to focus on the tasks and upcoming studies while the final draft will include the tasks along with the required project and budget information (i.e. project schedule, budget tables, etc.) as well as the various budget forms and federal and state documents and certifications.

The draft UPWP was submitted to FDOT, FHWA and FTA for review. The final UPWP includes comments made by the agencies, as well as the total budget and required documentation.

OPTIONS

Option 1: Approve the amendment to the CRTPA's Fiscal Year (FY) 2018/2019 – 2019/2020 Unified Planning Work Program; and the FY 2020/21– 2021/22 final Draft UPWP and the Joint Planning Agreement with FDOT.
(Recommended)

Option 2: CRTPA Board Discretion.

ATTACHMENT

Attachment 1: Amendment to the 2018/2019 – 2019/2020 Unified Planning Work Program and JPA.

Attachment 2: FY 2020/2021– 2021/2022 final Draft UPWP and JPA.

ATTACHMENT 1

R7 De-Obligation Amendment						
	Amendment			Amendment		
	Budget			Budget		
Task/Fund Type	CM	UPWP Balance	De-obligate	SU	UPWP Balance	De-obligate
1.0 (ADM)	-			55,000.00	55,000.00	
SUBTOTAL	-			55,000.00	55,000.00	-
3.0 (LRTP)	-			225,000.00	44,657.70	180,342.30
SUBTOTAL	-			225,000.00	44,657.70	180,342.30
4.0 (SRP)	-			21,777.00	-	
SUBTOTAL	-			21,777.00	-	21,777.00
5.1 (Leon Co. BPMP)	-			180,560.00	160,210.00	20,350.00
5.2 (Wakulla Co. BPMP)	-			30,000.00	-	30,000.00
5.3 ITS Master Plan	55,000.00	47,442.50	7,557.50	-	-	-
5.4 CMP Phase II	125,000.00	18,426.60	106,573.40	-	-	-
5.5 Performance Measures	62,700.00	-	62,700.00	-	-	-
5.6 Other TBD				136,000.00	-	136,000.00
5.7 Thomasville				150,000.00	79,488.75	70,511.25
SUBTOTAL	242,700.00	65,869.10	176,830.90	496,560.00	239,698.75	256,861.25
7.1 (SWAP)	-			301,000.00	275,185.64	25,814.36
7.2(MT II)	-			150,000.00	150,000.00	-
7.3 (Corridor)	-			50,000.00	31,267.15	18,732.85
7.4 (Corridor/Complete St)	-			200,000.00	100,000.00	100,000.00
7.5 (Monticello Tr)	-			55,000.00	46,600.00	8,400.00
7.6 (US 27 Havana)	-			50,000.00	40,000.00	10,000.00
7.7 (GPC - Other)	-			71,050.00	1,662.00	69,388.00
7.8 (US 90)	-			100,000.00	69,307.50	30,692.50
SUBTOTAL	-			977,050.00	714,022.29	263,027.71
TOTAL	242,700.00	65,869.10	176,830.90	1,775,387.00	1,053,378.74	722,008.26
		242,700.00	CM		1,775,387.00	SU
		De-Obligate	\$ 176,830.90		De-Obligate	\$ 722,008.26
			TOTAL	DE-OBLIGATION	\$ 898,839.16	



UNIFIED PLANNING WORK PROGRAM

Fiscal Years 2020/21—2021/2022

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

Adoption Date: May 19, 2020

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

www.crtpa.org

*Federal Aid ID No. 0220-058-M
FDOT Financial Project Numbers: 439323-3-14-01 (PL), -02 (SU), -03 (CM)
421716-2-14-29 (FTA 5305d)*

*Code of Federal Domestic Assistance Numbers:
20.205 – Highway Planning and Construction
20.505 – Federal Transit Technical Studies Grant (Metropolitan Planning)*

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

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

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Required Forms

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

Resolution 2020-##

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

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

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

Whereas, the CRTPA prepared and submitted a Fiscal Years 2021 and 2022 Unified Planning Work Program; and

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

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

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

NOW THEREFORE BE IT RESOLVED that the CRTPA:

1. Adopts the Final Unified Planning Work Program for FY 2020/21 and FY 2021/22; and
2. Authorizes the Chairman to execute all required forms and assurances; and
3. Authorizes the CRTPA Executive Director to file and execute all related grant applications and invoices for the Unified Planning Work Program and Section 5305(d) Transit Planning Grant.

DONE, ORDERED, AND ADOPTED THIS 19th DAY OF May 2020

CAPITAL REGION TRANSPORTATION PLANNING AGENCY

Randy Merritt, Chairman

ATTEST: _____
Greg Slay, Executive Director

FDOT COST ANALYSIS CERTIFICATION

Capital Region Transportation Planning Agency (CRTPA)

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

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

Initial Adoption 5/19/2020

Bryant Paulk, AICP
Urban Planning Manager, District 3

Signature

Date

GLOSSARY OF ABBREVIATIONS

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

GLOSSARY OF ABBREVIATIONS (cont.)

MAP-21	-	Moving Ahead for Progress in the 21 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, 2020, through June 30, 2022. This document serves to define activities for the public as well as public officials and agencies that contribute manpower and allocate funds to the transportation planning process. The UPWP provides a description of planning tasks and an estimated budget for each of the planning tasks to be undertaken by the CRTPA. Planning activities programmed within the UPWP meet the level of effort requirements anticipated by the CRTPA to meet local priorities as well as the requirements of Federal Highway Administration (FHWA), Federal Transit Administration (FTA), and the Florida Department of Transportation (FDOT). FHWA and FTA provide funding support through the FDOT in the form of PL, SU, SA and CM funds (FHWA) and the Section 5305(d) funds (FTA). Any expenses not covered by federal funds utilize local funding provided by the member governments of the CRTPA.

In addition, "Section 120 of Title 23, U.S.C., permits a State to use certain toll revenue expenditures as a credit toward the non-Federal matching share of all programs authorized by Title 23, (with the exception of Emergency Relief Programs) and for transit programs authorized by Chapter 53 of Title 49, U.S.C. This is in essence a "soft-match" provision that allows the Federal share to be increased up to 100% to the extent toll revenue credits are available. The "soft match" amount being utilized to match the FHWA PL funding (\$1,073,297) in the UPWP is 20% of FHWA program funds for a total of \$ 241,659. The "soft match" amount being utilized to match the FHWA SU and CM funding (\$2,290,259) in the UPWP is 18.07% of FHWA program funds for a total of \$ 447,615.

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

Development of this UPWP officially began on January 29, 2020 with a kickoff meeting held between CRTPA staff and the Florida Department of Transportation to discuss the overall process. Consistent with previous years, the UPWP was developed through reviewing and updating tasks contained within the preceding document in coordination with CRTPA staff and outside agencies responsible for the tasks identified within the document. Development of the UPWP also included a review of the CRTPA's top critical priorities as identified at its past annual retreats and development of tasks to address these priorities. In addition, staff reviewed the requirements related to development of UPWPs as contained within Chapter 3 of the Metropolitan Planning Organization Program Management Handbook.

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

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

INTRODUCTION (CONT.)

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

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

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

FEDERAL PLANNING FACTORS

In December 2015, the [Fixing America's Surface Transportation Act](#) (FAST Act) was signed into law. The FAST Act serves as the primary surface transportation legislation and is valid until September 30, 2020. The bill identifies ten planning factors that shall be considered as part of the review of projects and plans. Those factors are as follows:

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

Table I, on page 36, illustrates the CRTPA's consideration of the ten planning factors in the transportation planning process.

FDOT DISTRICT THREE PLANNING ACTIVITIES

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

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

STATE PLANNING EMPHASIS AREAS

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

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

Adopting and supporting innovative technologies and business practices supports all seven goals of the Florida Transportation Plan and the federal planning factors found in the FAST Act. ACES may lead to great improvements in safety, transportation choices, and quality of life for Floridians, our visitors, and the Florida economy. Though there is a great deal of speculation and uncertainty of the potential impacts these technologies will have, MPOs need to determine how best to address the challenges and opportunities presented to them by ACES vehicles.

SAFETY

Safety has been a federal and state planning priority over numerous iterations of the transportation legislation and policy. The FAST ACT required MPOS to adopt Safety Performance Measures, and to annually report on and monitor progress against their adopted safety performance measures. Planning activities included in the UPWP may include the identification of safety needs in the MPO's LRTP or TIP,

STATE PLANNING EMPHASIS AREAS (CONT.)

SAFETY (CONT)

stand-alone safety studies for areas or corridors, or safety considerations within modal planning elements.

SYSTEM CONNECTIVITY

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

RESILIENCE

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

ORGANIZATION AND MANAGEMENT OF THE CRTPA

The CRTPA is the public agency responsible for developing policies and procedures to guide the transportation planning process for the Metropolitan Planning Area (MPA). The MPA is consistent with Tallahassee Metropolitan Statistical Area (MSA) and includes Leon, Gadsden, Wakulla and Jefferson counties as well as their respective municipalities. As the agency directly responsible for the guidance of the transportation planning process, the CRTPA strives to ensure that the recommendations are in keeping with the goals and standards of the federal and state government, as well as its member governments. The CRTPA board is composed of members of the Gadsden, Leon, Jefferson and Wakulla County Commissions, the City of Tallahassee City Commission and the Leon County School Board. In addition, the six municipalities of Gadsden County (the Cities of Chattahoochee, Gretna, Midway and Quincy and the Towns of Havana and Greensboro) are represented by one elected official selected by the municipalities. The Gadsden County municipal representative serves a two-year term.

ORGANIZATION AND MANAGEMENT OF THE CRTPA (CONT.)

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; online surveys and interactive documents; and civic meetings.

In March 2017 the CRTPA Board approved updates to the Bylaws, Policies and Procedures. The adopted [Bylaws, Policies and Procedures](#) serve to guide the proper functioning of the urban transportation planning process and contain information related to the structure, duties and funding of the CRTPA. Two advisory committees, the Citizens Multimodal Advisory Committee (CMAC) and the Technical Advisory Committee (TAC), provide input as part of the public involvement process. The CMAC is composed of members of the public who represent the general welfare of the community. The TAC, composed of engineers, planners, and other related transportation professionals, reviews plans, programs, and projects and recommends solutions to the CRTPA based on technical expertise. The CMAC and TAC meet approximately two weeks prior to regularly scheduled CRTPA meetings to ensure that their recommendations are incorporated into the CRTPA agenda items and provided to CRTPA members in a timely manner. Adopted [bylaws](#) governing the activities of the advisory committees are available for review on the CRTPA website. In addition, the Transportation Disadvantaged Local Coordinating Board (TDLCB) identifies the local needs of the transportation disadvantaged population and investigates alternatives to meet those needs. The TDLCB is staffed through a contractual agreement with the Apalachee Regional Planning Council.

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

Intergovernmental Coordination and Review and Public Transportation Coordination Joint Project Agreement (ICAR): Updated in 2018, the ICAR establishes that the parties will cooperatively coordinate their efforts related to the transportation planning process and assure that highway facilities, mass transit, air transportation and other facilities will be properly located and developed in relation to the overall plan of community development. Parties to the ICAR are the FDOT, the CRTPA, the Apalachee Regional Planning Council, the City of Tallahassee StarMetro, and the City of Tallahassee Regional Airport,

ORGANIZATION AND MANAGEMENT OF THE CRTPA (CONT.)

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

The Metropolitan Planning Organization Agreement: The purpose of this agreement is to pass financial assistance to the CRTPA through the Florida Department of Transportation (FDOT) in the form of Federal Highway Administration (FHWA) funds for the completion of transportation related planning activities set forth in the CRTPA's Unified Planning Work Program (UPWP). A new two-year MPO Agreement will be executed subsequent to the adoption of the FY 2021- FY 2022 UPWP.

Staff Services Agreement: Approved by the CRTPA Board in 2019, the day-to-day operations of the CRTPA are accomplished through the Staff Services Agreement with the City of Tallahassee. The agreement outlines the administrative/professional support services and financial responsibilities of each party. All costs for the COT services and staff fringe benefits are established as a direct rate in the CRTPA's budget.

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

STATUS OF LOCAL AND REGIONAL PLANNING ACTIVITIES

CONNECTIONS 2045 REGIONAL MOBILITY PLAN

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

TALLAHASSEE-LEON COUNTY BICYCLE AND PEDESTRIAN MASTER PLAN

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

STATUS OF LOCAL AND REGIONAL PLANNING ACTIVITIES (CONT.)

MONTICELLO TRAIL EXTENSION FEASIBILITY STUDY

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

SOUTHWEST AREA TRANSPORTATION PLAN

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

PERFORMANCE MEASURES

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

US27/DOWNTOWN HAVANA CORRIDOR IMPROVEMENT STUDY

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

CONGESTION MANAGEMENT PROCESS PLAN

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

STATUS OF LOCAL AND REGIONAL PLANNING ACTIVITIES (CONT.)

MIDTOWN AREA TRANSPORTATION PLAN

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

CORRIDOR AND SAFETY STUDIES

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

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

REGIONAL TRAILS

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

STATUS OF LOCAL AND REGIONAL PLANNING ACTIVITIES (CONT.)

STARMETRO TRANSIT ASSET MANAGEMENT PLAN

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

INTELLIGENT TRANSPORTATION SYSTEM MASTER PLAN

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

PRIORITIES FOR FY 2020/21 AND FY 2021/22

CONGESTION MANAGEMENT PLAN PROCESS PART II

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

STARMETRO COMPREHENSIVE OPERATIONAL ANALYSIS

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

REGIONAL TRANSIT STUDY REEVALUATION

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

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

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

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

WAKULLA SPRINGS TRAIL (SR 267/BLOXHAM CUTOFF) FEASIBILITY STUDY

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

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

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

THOMASVILLE ROAD MULTIUSE PATH FEASIBILITY STUDY

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

APALACHEE PARKWAY TRAIL CONNECTION FEASIBILITY STUDY

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

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

OAK RIDGE ROAD TRAIL FEASIBILITY STUDY

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

WORK PROGRAM

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

- 1.0 Administration: identifies those functions necessary for proper management of the transportation planning process on a continuing basis.
- 2.0 Data Collection: includes the collection and analysis of socioeconomic, land use, and other transportation related data on a continuing basis in order to document changes within the transportation study area.
- 3.0 Long Range Planning: includes work related to the development and maintenance of the Long Range Transportation Plan (LRTP) as well as the Efficient Transportation Decision Making Process (ETDM) and items related to the Census 2010.
- 4.0 Short Range Planning: includes development of the annual Transportation Improvement Program and Priority Project process, reviews of impacts to the transportation system from new development and annual Enhancement Project process.
- 5.0 Multimodal Planning: includes planning activities to improve overall mobility through transit, ITS, bicycle/pedestrian and performance measures.
- 6.0 Public Involvement: describes the activities used to encourage public participation in the transportation planning process.
- 7.0 Special Projects: identifies any short-term projects or studies undertaken by the CRTPA.

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

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

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

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

UPWP TASK 1.0 –ADMINISTRATION

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

OBJECTIVE

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

PREVIOUS WORK

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

ANTICIPATED ACTIVITIES

STAFF SUPPORT

- 1.1 Provide staff support and administration to the CRTPA and its committees by developing meeting schedules, providing technical assistance, providing minutes and other tasks as directed. Support includes travel and associated facility and office expenses (i.e. office supplies, telecom/IT expenses, utilities, etc.).
- 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 2020/21 – 2021/22 UPWP:
 - Prepare and submit invoices on a quarterly basis
 - Complete quarterly desk audits
 - Ensure compliance with federal and state grant requirements
- 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 administrative activities consistent with the UPWP as directed by the CRTPA Board or its subcommittees.

UNIFIED PLANNING WORK PROGRAM

- 1.8 Modify/Amend the FY 2020/21 – FY 2021/22 UPWP as necessary.
- 1.9 Continue to improve linkage between UPWP and City of Tallahassee financial systems.
- 1.10 Develop FY 2022/23– FY 2023/24 UPWP (May 2021)
 - Review status of current planning projects.
 - Coordinate with planning partners to determine new planning projects to be included in UPWP.
 - Review upcoming planning requirements to address as part of the UPWP.
 - Identify potential planning projects.
 - Develop operating budget.
 - Develop and execute required funding agreements for PL and 5305(d), and as applicable for SU, SA, CM.

CERTIFICATION

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

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
- GIS, Payroll and Accounting
- FDOT Transplex
- NHI Public Involvement
- TA/TRIP Submittal Process, FDOT Workshop
- FDOT Online Computer Based Training
- Florida APA Annual Conference
- MPOAC Institute (May 2021, 2022)

END PRODUCTS

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

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

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

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

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

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

MPOAC Institute board member training. (ongoing)

Annual audit. (Spring 2021, 2022)

RESPONSIBLE AGENCY

CRTPA

ESTIMATED TASK BUDGET AND FUNDING SOURCES TASK 1.0

Task 1.0							
FY 2020/21							
Estimated Budget Detail							
	PL	FHWA SU	CM	5305(d)	FTA State Match	Local Match	Local Funds
Personnel:	\$ 178,983	\$ 17,000	\$ -	\$ 36,000	\$ 4,500	\$ 4,500	
Travel:	\$ 12,000						
Direct Expenses*							
Administrative:	\$91,245						
Contracted Services							
Audit:	\$18,000						
Legal:	\$32,000						
Office:	\$51,425						
Memberships and Dues							\$ 2,500
Total	\$ 383,653	\$ 17,000	0	\$ 36,000	\$ 4,500	\$ 4,500	\$ 2,500
*See Appendix I for Direct Expense detail							

Task 1.0							
FY 2021/22							
Estimated Budget Detail							
	FHWA PL	SU	CM	FTA 5305(d)	FTA State Match	Local Match	Local Funds
Personnel:	\$ 193,000	\$ 7,100	\$ -	\$ 37,600	\$ 4,700	\$ 4,700	
Travel:		\$ 12,000					
Direct Expenses*							
Administrative:	\$91,245						
Contracted Services							
Audit:	\$18,000						
Legal:	\$32,000						
Office:	\$51,425						
Memberships and Dues							\$ 2,500
Total	\$ 385,670	\$ 19,100	\$ -	\$ 37,600	\$ 4,700	\$ 4,700	\$ 2,500
*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 the Connections 2045 Mobility Plan, ETDM Projects, maps, bicycle and pedestrian, and non-motorized transportation.

Reviewed crash data for specific areas to identify potential improvements.

Participation on local Community Traffic Safety Teams (CTST).

ANTICIPATED ACTIVITIES

DATA COLLECTION

- 2.1 Coordinate collection and dissemination of GIS data with Tallahassee-Leon County GIS (TLCGIS).
- 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.
- 2.5 Monitor and analyze 2020 Census
- 2.6 Identify and incorporate data into the MPO's essential planning documents.

SAFETY

- 2.7 Analyze crash trends and statistics to identify high-hazard locations and prioritize potential improvements.

- 2.8 Continue participation on the Community Traffic Safety Teams (CTST) within the CRTPA planning area.
- 2.9 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. (ongoing)
Continued coordination with CTST partners in the CRTPA planning area. (ongoing)
Annual reporting on Safety Performance Measures. (Winter 2021, 2022)

RESPONSIBLE AGENCY

CRTPA

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ESTIMATED TASK BUDGET AND FUNDING SOURCES TASK 2.0

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

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

UPWP TASK 3.0 – LONG RANGE PLANNING

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

OBJECTIVES

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

PREVIOUS WORK

2040 REGIONAL MOBILITY PLAN

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

2045 REGIONAL MOBILITY PLAN

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

ON-GOING ACTIVITIES

Continued participation in the development of various transportation projects.

REGIONAL COORDINATION

Continued outreach with local governments, and regional and state agencies.
Participated in Multi-use Corridors of Regional Economic Significance (M-CORES) meetings.

REGIONAL TRAILS

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

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

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

ANTICIPATED ACTIVITIES

REGIONAL MOBILITY PLAN

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

AIR CONFORMITY

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

REGIONAL AND LOCAL COORDINATION

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

TRAILS

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

END PRODUCT

Adopted Connections 2045 LRTP. (November 2020)
Participation in training related to Fast Act Performance Measures. (Ongoing)
Regionally Coordinated Transportation Planning Process. (Ongoing)
Thomasville Road Mixed-Use Path Feasibility Study. (Fall 2020)
Tallahassee to Monticello Regional Trail Feasibility Study. (Fall 2020)
Bloxham Cutoff Trail Feasibility Study. (Winter 2021)
Oak Ridge Road Trail Feasibility Study. (Summer 2021)
Apalachee Parkway Trail Feasibility Study. (Summer 2021)

RESPONSIBLE AGENCY

CRTPA

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ESTIMATED TASK BUDGET AND FUNDING SOURCES TASK 3.0

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

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

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 CTRPA plans. Primary activities of the task include the Annual Project Priority process that serves as the basis for the development of the Transportation Improvement Program (TIP) as well as the development and maintenance of the TIP. Other activities include the development of legislative priorities and working with local governments to determine the impact of significant new development on the transportation system.

OBJECTIVES

To identify and address short term transportation needs.

Review development activity to monitor its effect on the local transportation system.

PREVIOUS WORK

Completion of Annual Priority Project process.

Published annual listing of Obligated Federal Projects.

Continued work on Interactive TIP System.

Developed Annual TIP and amend as necessary for Planning Consistency.

Worked with local governments on various planning issues.

Adopted annual legislative priorities.

Assisted local governments in developing applications for submittal to FDOT.

ANTICIPATED ACTIVITIES

PROJECT PRIORITY LISTS

4.1 Develop annual Project Priority Lists (PPLs). (June 2021, 2022)

PPLs are developed for:

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

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

4.2 Conduct public outreach for the PPLs consistent with the requirements of the latest Public Involvement Plan.

TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

- 4.3 Develop and adopt the annual TIP. (June 2021, 2022)
- 4.4 Coordinate the development of the TIP with FDOT D3 as well as local governments and agencies.
- 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 2020, 2021)
- 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 2020, 2021)
- 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 2021,2022)

Annual Transportation Improvement Plan. (June 2021, 2022)

Amendments to the Transportation Improvement Plan (TIP). (Ongoing)

Annual monitoring/reporting Transportation Performance Measures into TIP. (June 2021, 2022)

Annual Legislative Priorities. (November 2020, 2021)

RESPONSIBLE AGENCY

CRTPA

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ESTIMATED TASK BUDGET AND FUNDING SOURCES TASK 4.0

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

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

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/PEDESTRAIN PLANNING

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

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

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

Creation of joint City/County/CRTPA bicycle workgroup.

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

TRANSIT – STARMETRO

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

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

Partnered with StarMetro to select consultant for Comprehensive Operational Analysis.

Initiate Comprehensive Operational Analysis.

Adopted StarMetro's Transit Asset Management Plan.

AVIATION

Worked with TIA to update the Aviation Project Priority List.

CONGESTION MANAGEMENT PLAN

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

INTELLIGENT TRANSPORTATION SYSTEMS

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

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

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

ANTICIPATED ACTIVITIES

BICYCLE/PEDESTRAIN

- 5.1 Develop of the FY 2021 & 2022 Priority Project Lists for Bicycle and Pedestrian and Transportation Alternatives projects. (June 2020, June 2021)
- 5.2 Continue participation in the Bicycle Work Group.
- 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 Implement Tallahassee/Leon County Bicycle/Pedestrian Master Plan.
- 5.8 Completed Regional Trail and Multi-use Path Feasibility Studies.

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.
- 5.14 Complete Comprehensive Operational Analysis in cooperation with StarMetro.
- 5.15 Reevaluate Regional Transit Study.
- 5.16 Adopt FAST Act FTA Performance measures as required.

AVIATION

- 5.17 Assist Tallahassee International Airport (TIA), as necessary, in the update of their Airport Master Plan.
- 5.18 Coordinate with TIA on transportation projects that have a direct impact on airport operations.
- 5.19 Assist TIA, as necessary, with the development of the Joint Aviation Capital Improvement Program (JAICP).
- 5.20 Coordinate with TIA on the development of the annual project priority list for aviation.

CONGESTION MANAGEMENT PLAN/PERFORMANCE MEASURES

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

INTELLIGENT TRANSPORTATION SYSTEMS (ITS)

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

END PRODUCT

Effective and efficient coordinated public transportation system. (ongoing)
Complete CMP Phase II. (Summer 2021)
Completion of CTC review (annual)/Completion of NTD report. (annual)
Updated MAP-21/FAST ACT FHWA and FTA Performance Measures. (December 2020, 2021)
Complete Comprehensive Operational Analysis. (Summer – Fall 2021)
Complete Revaluation of Regional Transit Study. (Summer - Fall 2021)
Trail Feasibility Studies and Mobility Studies *Once a study is identified the UPWP will be amended to reflect to scope of work to be completed.*

RESPONSIBLE AGENCY

CRTPA

StarMetro – *Comprehensive Operational Analysis*

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ESTIMATED TASK BUDGET AND FUNDING SOURCES TASK 5.0

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

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

UPWP TASK 6.0 – PUBLIC INVOLVEMENT

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

OBJECTIVES

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

PREVIOUS WORK

CRTPA

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

Final redesign of the CRTPA website – www.crtpa.org.

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 Review and update Public Involvement Process Plan to incorporate guidance for Virtual Online Pubic Meetings and regarding COOP activities.
- 6.12 Continue to expand efforts related to increasing input from the region's traditionally underserved populations/areas.
- 6.13 Update (as necessary) the Limited English Proficiency Plan for the CRTPA planning area.
- 6.14 Conduct safety programs at public schools, as requested, in Gadsden, Leon, Jefferson, and Wakulla counties.
- 6.15 Continue to coordinate with FDOT on the annual Work Program Hearing.
- 6.16 Initiate public education campaign in coordination with the local colleges.

END PRODUCT

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

Completed

Updated Public Involvement Process Plan.

Updates of CRTPA website. (ongoing)

RESPONSIBLE AGENCY

CRTPA

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ESTIMATED TASK BUDGET AN FUNDING SOURCES TASK 6.0

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

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

UPWP TASK 7.0 – SPECIAL PROJECTS

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

OBJECTIVES

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

PREVIOUS WORK

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

ANTICIPATED ACTIVITIES

- 7.1 Stadium Dr./Lake Bradford Rd./Gaines St./Varsity Dr. Intersection Study
 - Data Collection.
 - Identify possible improvements to the intersection.
 - Evaluate potential alternate routes to divert traffic around/away from the intersection.
- 7.2 US 27/ Wakulla Springs Trail (SR 267/Bloxham Cutoff) Feasibility Study
 - Review right-of-way availability.
 - Identify potential trail alignments.
 - Assess any potential fatal-flaw issues.
- 7.3 City of Monticello to the City of Tallahassee US 90 Multi-use Trail
 - Document limits of existing right-of-way, publicly owned lands and cultural resources, environmental features and any physical barriers will be documented.
 - Identify possible constraints.
 - Coordinate with applicable agencies and local governments.
 - Determine the least impactful route.
- 7.4 Thomasville Road Multiuse Path Feasibility Study
 - Document limits of existing right-of-way and any physical barriers.
 - Identify possible constraints.
 - Complete cost estimate.
 - Determine the preferred option/least impactful route.
- 7.5 Apalachee Parkway Trail Connection Feasibility Study
 - Document limits of existing right-of-way and any physical barriers.
 - Identify possible constraints.
 - Determine the preferred option.

- 7.6 Pine Flats - Oak Ridge Road Trail Feasibility Study
 - Document limits of existing right-of-way and any physical barriers.
 - Identify possible constraints.
 - Determine the preferred option.
- 7.7 Other planning projects as may be needed
 - *Once a planning project is identified the UPWP will be amended to reflect to scope of work to be completed.*

END PRODUCT

Monticello to Tallahassee US 90 Multi-use Trail Feasibility Study. (Fall 2020)
Thomasville Road Multiuse Path Feasibility Study. (Fall 2020)
Stadium Dr./Lake Bradford Rd./Gaines St./Varsity Dr. Intersection Study. (Winter 2020)
US 27/ Wakulla Springs Trail (SR 267/Bloxham Cutoff) Feasibility Study. (Winter 2020)
Apalachee Parkway Trail Connection Feasibility Study. (Summer 2021)
Pine Flats - Oak Ridge Road Trail Feasibility Study. (Summer 2021)

RESPONSIBLE AGENCY

CRTPA

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ESTIMATED TASK BUDGET AND FUNDING SOURCES TASK 7.0

Task 7.0						
FY 2020/21						
Estimated Budget Detail						
	PL	FHWA SU	CM	FTA 5305(d)	State Match	Local Match
Personnel:	\$ 24,000	\$ 79,107	\$ -	\$ 19,200	\$ 2,400	\$ 2,400
Consultant:						
7.1 US90 Bike/Ped Tr.Feasibility Study PH I & II		\$ 150,000				
7.2 Stadium/Lk. Bradford/Gaines/Varsity Int. Study		\$ 73,170	\$ 51,830			
7.3 Other Special Projects/Safety Studies (TBD)**		\$ 300,000				
7.4 Corridor/Complete Streets (TBD)**		\$ 239,974				
Total	\$ 24,000	\$ 842,251	\$ 51,830	\$ 19,200	\$ 2,400	\$ 2,400
**Requires an Amendment to the UPWP						

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

TABLE I
FAST ACT PLANNING FACTORS

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

Table II
STATE PLANNING EMPHASIS AREAS

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

See page 3 for details

TABLE III: Schedule of Selected Projects

5.1 Thomasville Road Path Feasibility Study 5.2 Wakulla Springs (SR 267) Feasibility Study 5.3 Apalachee Pkwy Trail Feasibility Study 5.4 Congestion Management Plan Process Phase II 5.5 Comprehensive Operational Analysis 5.6 Oak Ridge Road Trail Feasibility Study 5.7 Regional Transit Study Revaluation 5.8 Other Trail Studies/Projects 7.1 US90 Bike/Ped Tr.Feasibility Study PH I & II 7.2 Stadium/Lake Bradford/Gaines/Varsity Int. Study 7.3 Other Special Projects/Safety Studies 7.4 Corridor/Complete Streets	
Updated project schedule will be inserted	

TABLE IV
FY 2020/21 Funding by Agency

TASK	ELEMENT	FHWA	FTA	FDOT		Local ²	Total
				Soft Match	Cash Match ²		
1.0	Admin	\$400,653	\$36,000	\$3,072	\$4,500	\$9,500	\$450,653
2.0	Data/Safety	\$16,500	\$7,600	\$542	\$950	\$950	\$26,000
3.0	LRP	\$236,000	\$6,400	\$37,766	\$800	\$800	\$244,000
4.0	SRP	\$55,000	\$18,000	\$3,162	\$2,250	\$2,750	\$78,000
5.0	Mobility	\$1,095,500	\$12,777	\$190,729	\$1,597	\$1,597	\$1,111,471
6.0	Public Inv.	\$45,000	\$8,000	\$3,253	\$1,002	\$1,003	\$55,005
7.0	Special Proj.	\$918,081	\$19,200	\$161,560	\$2,400	\$2,400	\$942,081
	TOTAL	\$2,766,734	\$107,977	\$400,084	\$13,499	\$19,000	\$2,907,210

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

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

TABLE V
FY 2021/22 Funding Sources by Agency

TASK	ELEMENT	FHWA			FTA Sec 5305(d)	FDOT		Local ²				Task Total
		PL	SU	CM		Soft Match ¹	Cash Match ²		Federal	State	Local	
1.0	Admin	\$383,653	\$17,000		\$36,000	\$3,072	\$4,500	\$9,500	\$436,653	\$7,572	\$9,500	\$450,653
2.0	Data/Safety	\$13,500	\$3,000		\$7,600	\$542	\$950	\$950	\$24,100	\$1,492	\$950	\$26,000
3.0	LRP	\$27,000	\$209,000		\$6,400	\$37,766	\$800	\$800	\$242,400	\$38,566	\$800	\$244,000
4.0	SRP	\$37,500	\$17,500		\$18,000	\$3,162	\$2,250	\$2,750	\$73,000	\$5,412	\$2,750	\$78,000
5.0	Mobility	\$40,000	\$930,500	\$125,000	\$12,777	\$190,729	\$1,597	\$1,597	\$1,108,277	\$192,326	\$1,597	\$1,111,471
6.0	Public Inv.	\$27,000	\$18,000		\$8,000	\$3,253	\$1,002	\$1,003	\$53,000	\$4,255	\$1,003	\$55,005
7.0	Special Proj.	\$24,000	\$842,251	\$51,830	\$19,200	\$161,560	\$2,400	\$2,400	\$937,281	\$163,960	\$2,400	\$942,081
	TOTAL	\$552,653	\$2,037,251	\$176,830	\$107,977	\$400,084	\$13,499	\$19,000	\$2,874,711	\$413,584	\$19,000	\$2,907,210

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

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

TABLE VI
FY 2020/21 Funding by Agency

TASK	ELEMENT	FHWA	FTA	FDOT		Local ²	Total
				Soft Match	Cash Match ²		
1.0	Admin	\$404,770	\$ 37,600	\$ 80,585	\$ 4,700	\$ 9,700	\$456,770
2.0	Data/Safety	\$17,400	\$7,200	\$3,355	\$900	\$900	\$26,400
3.0	LRP	\$43,800	\$6,800	\$8,306	\$850	\$850	\$52,300
4.0	SRP	\$53,125	\$18,000	\$10,205	\$2,250	\$2,750	\$76,125
5.0	Mobility	\$97,700	\$13,600	\$18,170	\$1,700	\$1,700	\$114,700
6.0	Public Inv.	\$43,000	\$8,000	\$8,311	\$1,003	\$1,002	\$53,005
7.0	Special Proj.	\$107,858	\$20,020	\$19,832	\$2,503	\$2,503	\$132,883
	TOTAL	\$767,653	\$111,220	\$148,763	\$13,906	\$19,405	\$912,183

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

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

TABLE VII
FY 2021/22 Funding Source by Agency

TASK	ELEMENT	FHWA			FTA Sec 5305(d)	FDOT		Local ²				Task Total
		PL	SU	CM		Soft Match ¹	Cash Match ²		Federal	State	Local	
1.0	Admin	\$385,670	\$ 19,100		\$ 37,600	\$ 80,585	\$ 4,700	\$ 9,700	\$ 442,370	\$ 85,285	\$ 9,700	\$ 456,770
2.0	Data/Safety	\$ 10,900	\$ 6,500		\$ 7,200	\$ 3,355	\$ 900	\$ 900	\$ 24,600	\$ 4,255	\$ 900	\$ 26,400
3.0	LRP	\$ 20,300	\$ 23,500		\$ 6,800	\$ 8,306	\$ 850	\$ 850	\$ 50,600	\$ 9,156	\$ 850	\$ 52,300
4.0	SRP	\$ 31,375	\$ 21,750		\$ 18,000	\$ 10,205	\$ 2,250	\$ 2,750	\$ 71,125	\$ 12,455	\$ 2,750	\$ 76,125
5.0	Mobility	\$ 26,700	\$ 71,000		\$ 13,600	\$ 18,170	\$ 1,700	\$ 1,700	\$ 111,300	\$ 19,870	\$ 1,700	\$ 114,700
6.0	Public Inv.	\$ 28,000	\$ 15,000		\$ 8,000	\$ 8,311	\$ 1,003	\$ 1,002	\$ 51,000	\$ 9,314	\$ 1,002	\$ 53,005
7.0	Special Proj.	\$ 17,700	\$ 90,158		\$ 20,020	\$ 19,832	\$ 2,503	\$ 2,503	\$ 127,878	\$ 22,334	\$ 2,503	\$ 132,883
	TOTAL	\$520,644	\$ 247,008	\$ -	\$ 111,220	\$ 148,763	\$ 13,906	\$ 19,405	\$ 878,873	\$ 162,669	\$ 19,405	\$ 912,183

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

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

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

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

Section 5305(d) - FY 2020 and 2021
Grant Management Information System Codes
FTA Funds Only - 80% of Total

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 19^h day of May 2020

By:

Randy Merritt, 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 19th day of May 2020

By: _____
Randy Merritt, 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 19th day of May 2020

By: _____
Randy Merritt, 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 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 19th day of May 2020

By: _____
Randy Merritt, Chairman

 <div style="display: flex; justify-content: space-between;"> <div> Federal Highway Administration Florida Division Office 3500 Financial Plaza, Suite 400 Tallahassee, Florida 32312 (850) 553-2201 www.fhwa.dot.gov/fldiv </div> <div> Federal Transit Administration Region 4 Office 230 Peachtree St, NW, Suite 1400 Atlanta, Georgia 30303 (404) 865-5600 </div> </div>			
Planning Comments			
Document Name: Unified Planning Work Program		MPO: CRTPA	
Date of Document: May 19, 2020	Date Received: March 13, 2020	Date Reviewed: April 16, 2020	District: 3
Reviewed by: Michael Sherman and John Crocker			

COMMENTS:

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

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

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



COMMITTEE AGENDA ITEM 7B

CONNECTIONS 2045 REGIONAL MOBILITY PLAN UPDATE

STATEMENT OF ISSUE

CRTPA staff and the RMP consultant, Kimley-Horn & Associates (KHA), referred to the Project Team, will provide an update to the Board regarding the status of the Connections 2045 Regional Mobility Plan (RMP).

BACKGROUND

There were several components of the RMP scheduled to be presented at the March 2020 CRTPA Board meeting. The cancelation of the March meeting and subsequent April meeting has left the RMP, as it relates to the CRTPA Board, behind several months. However, Project Team have continues to develop the RMP to keep the process moving forward. At this meeting we will be presenting the following information:

1. Where we are in the RMP process.
2. Roadway Projects and prioritization - Example projects include Woodville Highway and Orange Avenue.
3. Bike Ped Projects and prioritization – Example projects include the US 90 Trail and the Wakulla Springs State Park Trail.

A brief RMP update is shown as ***Attachment 1*** for Board member information.

NEXT STEPS

At the next CRTPA Board meeting (post-quarantine), the agenda item regarding the RMP will include a detailed process update for action by the Board that will include the items described in the attached update document. While the project still has a November 2020 deadline and it is imperative to keep moving forward, the Project Team wants members to have a clear and confident understanding of process and projects as the RMP progresses. Therefore, if members have questions, please do not hesitate to bring those questions forward to the Project Team.

ATTACHMENTS

Attachment 1 - Connections 2045 Regional Mobility Plan Update

Connections 2045 Regional Mobility Plan

The Process and Where We Are

Kicking Off from Connections 2040

The 2045 Regional Mobility Plan built off of the previous efforts from the 2040 Regional Mobility Plan that was adopted in November 2015. During Connections 2040, a strong emphasis was placed on:

- Development of regional goals
- Quantifiable project prioritization process
- Measurable public engagement
- Grassroots development of projects

Beginning Connections 2045

The previous efforts for Connections 2040 allowed for a strong start to the Connections 2045 plan which began in October 2019. Building upon the previous RMP, Connections 2045 had a strong emphasis on the following components:

- Creating a sense of consistency between Connections 2040 and Connections 2045
- Building in performance measures
- Gathering robust public input
- Building upon 2040 recommendations
- Introducing emerging trends

Prior to April 2020, the C RTPA had presented the following items to the Technical Advisory Committee, Citizens Multimodal Advisory Committee, and C RTPA Board for feedback and approval to move forth in the planning process:

- Emerging trends
- Updated goals
- Prioritization criteria for both roadway and bicycle and pedestrian projects
- Public engagement updates
 - *Project Survey – over 300 participants*
 - *Traffic Jam Event – October 2019*
 - *Regional Work shops – November 2019*
 - *Jurisdictional Meetings – ongoing*

Roadway Projects

The Regional Mobility Plan (RMP) is required by federal legislation to include a financially constrained or balanced roadway project list, with project costs matching the anticipated revenues through the plan horizon year.

The development of this cost feasible plan begins with establishing the universe of projects identified from a variety of sources. These sources include those projects previously identified in the 2040 RMP, as well as from other plans with identified needs. The primary sources for the identification of projects include:

- 2040 Regional Mobility Plan (2040 RMP)
- 2020-2024 Transportation Improvement Program (TIP)
- Blueprint Intergovernmental Agency (BPIA)
- FDOT Work Program
- Congestion Management Process Report (CMP)

With the identification of the potential projects, each was reviewed to determine the current status and applicability to the RMP update, for example, those projects already completed or underway were removed from the list. The roadway projects were grouped into four categories:

- Corridor Projects
 - These projects are located along major roadways with safety, congestion, and mobility needs.
- Intersection Projects
 - These projects are located at intersections for safety and congestion improvements.
- Interchange Projects
 - Interchange projects located along I-10 where upgrades are needed.
- Interstate Widening
 - FDOT has identified widening projects along I-10 within the MPO boundary.

Once the project list was established, each project was then prioritized based on a set of weighted criteria developed in support of the established RMP goals and objectives, as well as the required federal planning factors. The assigned weighting used in the roadway project prioritization process include:

Criteria	Weighting
Project Phases Completed	100
Safety Improvement	75
Universal Accessibility Improvement	60
Part of an Adopted Plan	50
Growth Center/Economic Development Areas	30
Existing Congestion Reduction	25
Natural Environment	20
Social Environment	20
Supportive of Bicycle and Pedestrian Mobility and Accessibility	20
Supportive of Transit Priorities and Accessibility	20
Reduction of Future Congestion	15

Supportive of Freight Mobility	15
Supportive of Transportation Technology	15
Resilience	10
Evacuation Route	5
Travel and Tourism	5
Tiebreaker: Funding Commitment	

The prioritization process utilized datasets from various sources which included the recently updated CRTPA Congestion Management Process, existing and future traffic (FDOT and the travel demand model), crash data, wetlands, critical habitats, and state and national designated areas, US Census, US Department of Housing and Urban Development, transit routes, bicycle and pedestrian plans, adopted growth scenario, freight network, evacuation routes, flood hazards and storm surge, Strategic Intermodal System (SIS) routes, and scenic byway routes. The application of the weighted priority criteria using the various datasets resulted in the draft list of prioritized projects that will be discussed with the Board in June 2020.

Examples of the roadway project prioritization is described below:

Woodville Highway/SR 363 is included in the project list with three widening projects (2 to 4 lanes). Two of the three projects are located within Leon County and the third is in Wakulla County. The project for Woodville Highway from Capital Circle SE (SR 263/US 319) to Paul Russell Road (SR 263) has been identified as a priority for the following reasons:

- Project phases have been completed (project development and environment (PDE), utilities, design and right of way (ROW)) with the only construction phase remaining and ongoing agency cooperation between CRTPA and FDOT
- Improves regional mobility
- Supports planned growth areas, benefits Title VI communities, and has minimal environmental impacts
- Though not directly on the project, FDOT travel demand model results show sections south of Capital Circle SE with level of service (LOS) D in 2015 and worsening to LOS E in the 2045 horizon year.

Orange Avenue is included in the project list with two widening projects (2 to 4 lanes). Of the two Orange Avenue projects, the segment between Springhill Road and Monroe Street is ranked as the first priority in the prioritization process for the following reasons:

- Supports and improves mobility and accessibility and benefits a Title VI community
- Segments of the corridor reach LOS F in 2015 with congestion worsening in 2045
- Addresses safety and improves multimodal accessibility
- Supports planned growth areas and has minimal environmental impacts
- Supports local developments, southwest Tallahassee development plans, and southern Monroe Street development.
- Previous/ongoing multi-agency coordination between CRTPA, Blueprint Intergovernmental Agency and FDOT

The completion of the financial analysis which identifies project cost estimates and anticipated revenues provides the information needed to financially constrain the project list and develop the cost feasible plan.

Bicycle and Pedestrian Projects

Bicycle and pedestrian projects were identified through previous bicycle and pedestrian master planning efforts by each of the four counties, input gathered from the public outreach, and the previous 2040 RMP.

Bicycle and pedestrian projects are classified into two categories: regional trail systems and by county. Regional trail projects are those identified by the Florida Department of Environmental Protection (FDEP) Office and Greenways and Trails and are eligible for SUNTrails funding through the Florida Department of Transportation (FDOT). Projects within each of the four counties will be prioritized into the Priority Project List (PPL) for implementation. These projects should also be prioritized by their respective counties and be allocated available funding for phases such as feasibility studies.

Below are two examples of bicycle and pedestrian projects identified in Connections 2045 RMP for implementation:

Example Project 1: US 90 Trail from Tallahassee to Monticello



Project Limits: Pederick Road to Monticello Bike Trail

Project Type: Regional Trail

County: Leon County and Jefferson County

Status: Currently in a feasibility study

Notes: This project would connect to the existing Monticello Bike Trail which is also being extended south along US 19. This project also connects to existing bicycle and pedestrian facilities including routes adopted in the recent Tallahassee-Leon County Bicycle and Pedestrian Master Plan.

Example Project 2: Wakulla Springs State Park Trail



Project Limits: Wakulla Springs State Park entrance to the existing Tallahassee to St. Marks Historic Railroad State Trail

Project Type: County Project

County: Wakulla County

Status: Identified in the adopted Capital City to the Sea Trails Master Plan; feasibility study beginning in late 2020.

Notes: This project would connect the existing Tallahassee to St. Marks Historic Railroad State Trail to Edward Ball Wakulla Springs State Park. This project would allow visitors and residents to visit Wakulla Springs via active transportation. This project expands the Capital City to the Sea Trails network that traverses throughout Wakulla and Leon County, and provides both transportation and recreational uses to residents in the Wakulla Springs area.

Current Efforts

Cost Feasible Plan Development

The cost feasible plan, required by the FAST Act for long range transportation plans, shows proposed roadway investments that are realistic in the context of reasonably anticipated future revenues over the life of the plan as well as during a series of funding bands. Meeting this test is referred to as “financial constraint.”

Revenue forecasts are currently being developed based on a review of previous state and local expenditures, current funding trends, and likely future funding levels. The revenue forecasts involve consultation with CRTPA and FDOT. All dollar figures initially are analyzed in current year dollars and then inflated to reflect projected year of expenditure or implementation. These revenue estimates include not only state and federal funds, but also local funding initiatives such as CIP funding or Blueprint.

Cost estimates are also being developed for recommended projects. Cost estimates rely where possible on previous studies that have been done for the proposed projects. Elsewhere, cost estimates are derived using FDOT unit cost information.

The cost feasible plan information presented to the Board in June will provide an overview of revenue assumptions, probable cost estimates, and the projects determined to fall within the cost feasible portion of the RMP. Projects that cannot be funded within the cost feasible plan are considered part of the unfunded needs plan. The cost feasible plan will be divided into cost bands, which represent a series of horizon years within which the projects will be divided. Typically, these cost bands represent roughly five year periods, though the final cost band can be a ten year period. Projects in the cost feasible plan will be divided up by project phase and have their likely funding source denoted.

In order to maximize the flexibility of the plan and the opportunities for their implementation, independent bicycle and pedestrian projects will not be financially constrained. These projects can be pulled from the project lists developed through the Bicycle and Pedestrian element. Similarly, transit and aviation projects are also not financially constrained in this plan. Each of these two modes are primarily governed by master plans developed by their respective agencies. As such, they are not part of the RMP cost feasible plan.

May 19, 2020



AGENDA ITEM 7 C

LEON COUNTY TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD (TDLCB)

TYPE OF ITEM: Action

STATEMENT OF ISSUE

In June 2018, the CRTPA entered into an agreement with the Apalachee Regional Planning Council (ARPC) to manage the CRTPA's planning agency function for Leon County Transportation Disadvantaged (TD) program. Since taking over those responsibilities, the ARPC has done an outstanding job managing and improving the overall administration of the program.

The agreement allowed the ARPC to manage the program using the TD planning funds allocated each year (approx. \$26,000) by the Commission for the Transportation Disadvantaged (CTD). The CRTPA is grantee and reimburses the ARPC for services performed. Since the CRTPA is currently serving essentially as a pass-through agency for the TD funds, it would be more efficient to have the CTD designate the ARPC as the planning agency and become the direct recipient of the planning funds. This would eliminate the CRTPA's administrative effort managing the TD funds.

RECOMMENDED ACTION

Option 1: Approve the Executive Director to draft a letter to the CTD requesting the ARPC become the designated planning agency for the Leon County TD Program effective July 1, 2020.

Option 2: As desired by the Board.

ATTACHMENT

Attachment 1: Draft request letter



May 20, 2020

Florida Commission for the Transportation Disadvantaged
Attn: David Darm
605 Suwannee Street, Mail Station 49
Tallahassee, FL, 32399

RE: Designation of ARPC as the Planning Agency for Leon County TD Program

Dear Mr. Darm:

On behalf of the Capital Region Transportation Planning Agency (CRTPA), I formally request the Apalachee Regional Planning Council (ARPC) be designated as the planning agency for the Leon County Transportation Disadvantaged (TD) Program effective July 1, 2020. In June 2018, the CRTPA entered into an agreement with the ARPC to manage the program and since that time, the ARPC has done an excellent job. By designating the ARPC as the official planning agency, the CRTPA would no longer administer the TD planning funds.

The ARPC also currently manages the Gadsden, Jefferson and Wakulla County TD programs, all of which are in the CRTPA's planning area. They have demonstrated they have the qualifications and expertise needed to perform the services under the Planning Grant agreement.

I appreciate your time and attention to this request. If you have any questions or would like to discuss this request further, please contact me at (850)891-8624 or via email at greg.slay@crtpa.org.

Sincerely,

Greg Slay, AICP
Executive Director

xc: Chris Rietow, Executive Director, ARPC
Kwentin Eastberg, Planning Manager, ARPC

May 19, 2020



AGENDA ITEM 8

FLORIDA DEPARTMENT OF TRANSPORTATION REPORT

TYPE OF ITEM: Information

A status report on the activities of the Florida Department of Transportation will be discussed.

May 19, 2020



AGENDA ITEM 9

EXECUTIVE DIRECTOR'S REPORT

TYPE OF ITEM: Information

A status report on the activities of the Capital Region Transportation Planning Agency (CRTPA) will be provided including A status report on CRTPA activities will be provided including an update on the recent FDOT Joint Certification of the CRTPA for 2019.



AGENDA ITEM 10 A

2020 FREIGHT PRIORITIES PROGRAM CRTPA SUBMITTAL

TYPE OF ITEM: Information

STATEMENT OF ISSUE

The purpose of this item is to inform the Board of the recent submittal of an application to the Florida Metropolitan Planning Organization Advisory Council's (MPOAC) Freight Priority Program (FPP) for the following project:

- SR 8 (I-10) Interchange Studies at SR 263 & SR 61 (US 319) (Project #2225936)

BACKGROUND

The purpose of the MPOAC Freight Priority Program (FPP) is to provide its member MPOs the opportunity to annual identify and highlight its high priority freight projects. The program allows the MPOAC to promote and endorse such projects as they receive funding consideration by the Florida Department of Transportation.

For 2020, the MPOAC FPP is now calling for applications. The requirements associated with MPO submittal of candidate projects include the following:

- Each MPO can submit up-to-three (3) freight projects
- Projects must fall on state highway system, and be post-PD&E or PD&E underway, or PD&E funded, or project does not require PD&E (ready for design and/or construction)
- Projects must be able to accept funds in the current Work Program (e.g., be unfunded, partially funded, able to accept accelerated funding)

CRTPA staff has identified the following project within the CRTPA region for submittal to the FPP to assist with funding consideration:

- SR 8 (I-10) Interchange Studies at SR 263 & SR 61 (US 319) (Project #2225936)
Currently funded for design in FY 20, this project funds I-10 Interchange improvements at Thomasville Road/Capital Circle, NE. The CRTPA will be seeking to advance funding for the next phase: construction.

The project addresses the requirements associated with the FPP related to advancing goods movement.

ATTACHMENT

Attachment 1: Application



2020 Freight Prioritization Program Project Screening Form

Notice: Please read accompanying instructions carefully before completing this form. Each agency may submit up to three (3) projects by providing the requested information.

Project Profile

MPO Name CRTPA		Other MPO(s) Involved N/A	
County/Countries Involved Leon		FDOT District Freight Coordinator (DFC) Name; Is this project a DFC Priority Project? Holly Cohen - Yes	
Facility Name Interstate 10		Project Name I-10 at Thomasville Road (State Roads 61 and 261)	
FM Number(s) 222593-5 222593-6	FDOT Roadway ID(s) SR 8	Direction eastbound	
Extent of Project (Milepost)	From 7.9	To 9.7	
Extent of Project (Intersected Roadway)	From SR 155	To SR 261	
Project Type	<input type="checkbox"/> Capacity Expansion <input type="checkbox"/> New Connection <input type="checkbox"/> Reconstruction <input checked="" type="checkbox"/> Management and Operation <input type="checkbox"/> Maintenance <input type="checkbox"/> Other(s)	Please specify if select "Other(s)" [Click here to respond]	
Existing Truck Activity	Florida Traffic Online: T Factor 12.6 on I-10 one mile west of Thomasville Road.		
Project Description	This project includes the extension of the existing eastbound I-10 auxiliary lane from US 27 to SR 61 as well as additional queue storage. Also includes an additional at-grade through-lane from the eastbound off-ramp and an additional turn lane at the intersection of Raymond Diehl Road and SR 261.		



2020 Freight Prioritization Program Project Screening Form

Describe Project
Rationale

This project addresses significant east-bound queuing congestion at the S.R. 61 (Thomasville Road) interchange.



2020 Freight Prioritization Program Project Screening Form

Project Schedule and Funding Status in the FDOT 5-Year Work Program (Costs Shown in \$Millions):								
Phase	1 st 5-Year Cost					2 nd 5-Year Cost (2025-2029 Total)	Unfunded Cost	Status*
	2020	2021	2022	2023	2024			
PD&E								
P.E.	\$2,000,301							
ROW Support								
ROW Land		\$560,000						
Construction							\$4,000,000	
CEI								
Environmental								
Other (1)								
Other (2)								
Total								

Provide URL(s)/Reference(s) to Work Program including page number(s) and project reference number(s) (FM Number):	URL/Link	Page Number	Project Reference Number
	https://fdotewp1.dot.state.fl.us/FMSupportApps/WorkProgram/Support/WPItemRept.ASPX?RF=WPI&IT=222593&IS=6&FY=		222593-6

If the PD&E phase is not shown in the above schedule, please provide: related work program, the year it began, funding amount (\$millions) and status/date completed, including project references (URL/page number/project reference number):

Work Program	Year	Amount	Status*	URL/Link	Page Number	Project Number
2014 - 2018	2014	\$3,324,729	Completed	https://fdotewp1.dot.state.fl.us/FMSupportApps/WorkProgram/Support/WPIte		222593-5



2020 Freight Prioritization Program Project Screening Form

				mRept.ASPX?RF=HIS&IT=222593&IS=5&FY=		
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* Appropriate responses for "Status" can be "Completed," "On-Going," "Funded," "Unfunded," or "N/A." **If applicable, please indicate date/anticipated date of completion.**

Define Requested Action	Requesting funding for the construction of operational improvements along I-10 and the I-10/SR 61 Interchange
Project GIS Shapefile	https://owpbstandardmap.fdot.gov/?query=WorkProgram_Tbl15_Dissolved_2004.itemseg.2225936



2020 Freight Prioritization Program Project Screening Form

Screening Questions

Q1. Is the project identified as a freight priority by the MPO and its partners (e.g., municipalities, seaports, airports, railroads)?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If yes, how was this priority determined and by which entity?	The CRTPA does not currently have a designated freight priority list.	

Q2. Please identify the plan(s) (e.g., freight plan, LRTP, TIP, CIP, master plan) documenting the project and provide specific reference(s):			
Plan	URL/Link	Page Number	Project Number
CRTPA TIP FY 20 – FY 24	http://crtpa.dtstiptool.com/Document	D-6	222593-5
FDOT Work Program	https://fdotewp1.dot.state.fl.us/FMSupportApps/WorkProgram/Support/WPIItemRept.ASPX?RF=WP&IT=222593&IS=6&FY=		222593-6
Other plan(s) not indicated above:			

Q3. Is the project on a priority freight network?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please indicate the network(s) and provide documentation:		
Network	URL/Link	Page Number
<input checked="" type="checkbox"/> NHFN	https://ops.fhwa.dot.gov/freight/infrastructure/ismt/state_maps/states/florida.htm	
<input checked="" type="checkbox"/> CUFC	https://fdotwww.blob.core.windows.net/sitefinity/docs/default-source/multimodal/fmtp/fmtp-addendum-may-2019-update.pdf?sfvrsn=578c2086_6	4-5
<input type="checkbox"/> CRFC		



2020 Freight Prioritization Program Project Screening Form

<input checked="" type="checkbox"/> SIS	https://fdotwww.blob.core.windows.net/sitefinity/docs/default-source/content/planning/systems/programs/mspi/pdf/sis_atlas.pdf?sfvrsn=928177cc_0	
<input type="checkbox"/> Regional Freight Network		
<i>Other network(s) not indicated above:</i>		



2020 Freight Prioritization Program Project Screening Form

Q4. Please identify the FTP goal(s) supported by the project (please see attached list of goals with key objectives for your reference):

- ☒ 1: Safety and security for residents, visitors, and businesses
- ☒ 2: Agile, resilient, and quality infrastructure
- ☒ 3: Efficient and reliable mobility for people and freight
- ☐ 4: More transportation choices for people and freight
- ☒ 5: Transportation solutions that support Florida's global economic competitiveness
- ☐ 6: Transportation solutions that support quality places to live, learn, work, and play
- ☐ 7: Transportation solutions that support Florida's environment and conserve energy

Provide a brief statement explaining how the project supports the FTP:

This project supports the FTP through reduce queuing on I-10 from the S.R. 61 (Thomasville Road) interchange, the primary east-west SIS facility that facilitates the movement of both freight and people through Florida's capital region and beyond.

Q5. Does the project have matching fund(s) (e.g., local)?

☐ Yes ☒ No

If yes, please indicate funding source(s) and amount(s):

<i>Funding Source</i>	<i>Amount (\$Millions)</i>

Other fund(s) not indicated above:

May 19, 2020



AGENDA ITEM 10 B

FUTURE MEETINGS

TYPE OF ITEM: Information

The Capital Region Transportation Planning Agency will meet on the following remaining dates, times and locations in 2020*:

Meeting Date	Meeting Type	Location
June 15*	Board Meeting	City of Tallahassee, City Hall, Commission Chambers, 2 nd Floor, 1:30 pm
September 15	Board Meeting	City of Tallahassee, City Hall, Commission Chambers, 2 nd Floor, 1:30 pm
October 20	Retreat/Workshop	<i>TBA 9:00 AM-1:00 PM</i>
November (<i>TBD</i>)	Board Meeting	<i>Date TBD</i> , City of Tallahassee, City Hall, Commission Chambers, 2 nd Floor, 1:30 pm
December 15	Board Meeting	City of Tallahassee, City Hall, Commission Chambers, 2 nd Floor, 1:30 pm

*Indicates Monday Meeting



May 19, 2020

AGENDA ITEM 11

CITIZEN COMMENT

IMPORTANT: CRTPA public comment for this meeting may be submitted online at <http://crtpa.org/contact-us/> until 5 p.m. on May 18 in order to allow sufficient time for provision to CRTPA members prior to the meeting. Any comments submitted after this time will be accepted and included as part of the official record of the meeting.



May 19, 2020

AGENDA ITEM 12

ITEMS FROM MEMBERS