



## **CRTPA BOARD**

**MEETING OF TUESDAY, MAY 21, 2024, AT 1:30 PM**

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

### ***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**

Citizens wishing to provide input at the CRTPA meeting may:

- (1) Provide comments in person at the meeting. Speakers are requested to limit their comments to three (3) minutes; or
- (2) Submit written comments prior to the meeting at <http://crtpa.org/contact-us/> by providing comments in the "Email Us" portion of the page before 5:00 p.m. on **Monday, May 20**. This will allow time for comments to be provided to CRTPA members in advance of the meeting. Comments submitted after this time (up to the time of the meeting) will be accepted and included in the official record of the meeting; or
- (3) Provide live comments during the meeting virtually by registering before 5:00 p.m. on **Monday, May 20** at <http://crtpa.org/contact-us/> and noting your desire to provide comments via video in the "Email Us" portion of the page along with the agenda item or issue your wish to discuss. You will be contacted by CRTPA staff and provided with a link to virtually access the meeting and provide your comment during the meeting. Speakers are requested to limit their comments to three (3) minutes.

The public is invited to view the meeting's live broadcast on <https://www.tal.gov.com/cotnews/wcot.aspx> or Comcast Channel 13 (WCOT-13).

*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.*

*"Public Participation is solicited without regard to race, color, national origin, age, sex, religion, disability, or family status. Persons who require special accommodations under the Americans With Disabilities Act, or persons who require translation services (free of charge) should contact the CRTPA Title VI Coordinator, Suzanne Lex, four days in advance of the meeting at 850-891-8627 ([Suzanne.Lex@crtpa.org](mailto:Suzanne.Lex@crtpa.org)) and for the hearing impaired, telephone 711 or 800-955-8771 (TDY)."*

*"La participación pública se solicita sin distinción de raza, color, nacionalidad, edad, sexo, religión, discapacidad o estado familiar. Las personas que requieran adaptaciones especiales en virtud de la Ley de Americanos con Discapacidades, o las personas que requieran servicios de traducción (sin cargo) deben comunicarse con Suzanne Lex, CRTPA Coordinadora del Título VI, al 850-891-8627 ([Suzanne.lex@crtpa.org](mailto:Suzanne.lex@crtpa.org)) y para las personas con discapacidad auditiva, teléfono 711 o 800-955-8771 (TDY) cuatro días antes de la reunión.*

1. **CALL TO ORDER AND ROLL CALL**

2. **AGENDA MODIFICATIONS**

3. **PUBLIC COMMENT ON ITEMS NOT APPEARING ON THE AGENDA**

This portion of the agenda is provided to allow for public input on general CRTPA issues that are not included on the meeting’s agenda. Speakers are requested to limit their comments to three (3) minutes.

4. **CONSENT AGENDA**

- A. Minutes of the April 16, 2024, CRTPA Meeting
- B. FDOT 2023 Joint Certification of the CRTPA
- C. Unified Planning Work Program

5. **CONSENT ITEMS PULLED FOR DISCUSSION**

6. **ROLL CALL VOTE AGENDA ITEMS**

- None

7. **C RTPA 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. **CRTPA Take the Safe Route – Safe Access to School Study**

This item will provide an update on efforts associated with the CRTPA’s school safety study.

B. **Public Involvement Plan (PIP) Update**

A discussion on the CRTPA’s update to the PIP will be provided.

**8. FLORIDA DEPARTMENT OF TRANSPORTATION REPORT**

A status report on FDOT activities will be provided.

**9. EXECUTIVE DIRECTOR'S REPORT**

A status report on CRTPA activities will be provided.

**10. C RTPA INFORMATION**

**A. Future Meeting Dates (Next Board Meeting: Monday, June 17, 2024)**

**B. CRTPA Committee Actions**

**11. 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.

**12. ADJOURNMENT**

May 21, 2024



AGENDA ITEM 4 A

**MINUTES**

TYPE OF ITEM: Consent

The minutes from the April 16, 2024, CRTPA Meeting are provided as ***Attachment 1***.

**RECOMMENDED ACTION**

Option 1: Approve the minutes of the April 16, 2024, CRTPA Meeting.

**ATTACHMENT**

Attachment 1: Minutes of the April 16, 2024, CRTPA Meeting





## **CRTPA BOARD**

MEETING OF TUESDAY, APRIL 16, 2024, AT 1:30 PM

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

### **Members Present:**

Commissioner Williams-Cox, Vice Chair, City of Tallahassee  
Commissioner Hosford, Jefferson County  
Commissioner Goldwire, Gadsden Municipalities  
Commissioner Nesmith, Gadsden County  
Commissioner Maddox, Leon County  
Commissioner Minor, Leon County  
Commissioner O'Keefe, Leon County  
Commissioner Matlow, City of Tallahassee  
Commissioner Richardson, City of Tallahassee

**Staff Present:** Greg Slay, CRTPA; Greg Burke, CRTPA; Suzanne Lex, CRTPA; Yulonda Mitchell, CRTPA; Bryant Paulk, FDOT

The meeting was called to order with a quorum present and roll call at 1:30 pm.

1. **CALL TO ORDER AND ROLL CALL**
2. **AGENDA MODIFICATIONS**
3. **PUBLIC COMMENT ON ITEMS NOT APPEARING ON THE AGENDA**
4. **CONSENT AGENDA**
  - A. Minutes of the March 18 CRTPA Meeting
  - B. Executive Director's Quarterly Timesheet Approval

**Committee Action:** Commissioner Richardson made a motion to approve the consent agenda as presented. Commissioner Minor seconded the motion and the motion was unanimously passed.

5. **CONSENT ITEMS PULLED FOR DISCUSSION**

## 6. ROLL CALL VOTE AGENDA ITEMS

### A. Fiscal Year (FY) 2024 – FY 2028 Transportation Improvement Program (TIP) Amendment

This item sought Board adoption of an amendment to the FY 2024 – FY 2028 Transportation Improvement Program (TIP) to include the following projects:

- Paul Russell Road (Monday Road to SR 20 (US 27) Apalachee Parkway) (Project No. 453141-1): Provide \$2,919,120 in funding in FY 25 related to sidewalk construction (Leon County)
- CR 0346 (Velda Dairy Road/Ox Bottom Road) Intersection Realignment (Project No. 453829-1): Provide \$1,500,000 in funding in FY 25 for intersection realignment (Leon County)

Ms. Lex provided background information on the Fiscal Year (FY) 2024 – FY 2028 Transportation Improvement Program (TIP) Amendment. She explained the projects that will be added to the next fiscal budget and provided information on the process for funding the requests and moving the projects forward.

Ms. Lex outlined the first project was for Paul Russell Road, which is one of the CRTPA's priorities, and noted the amendment provided \$2,919,120 in funding from FDOT in FY 25 related to sidewalk construction in Leon County. She explained the design for the project will be completed by City of Tallahassee. The second amendment, Ms. Lex explained, was for the Thomasville Road intersection improvement with a realignment at Velda Dairy Road/Ox Bottom Road. This amendment provided \$1,500,000 in funding from FDOT in FY 25 and would be supplemented with the discretionary funds from the CRTPA to accomplish this project.

Commissioner Richardson noted the major residential developments along Paul Russell Road and that the project was a needed project for the area. Mr. Slay stated the schedule for the Paul Russell Road project including completion of design in the summer of this year, next the bidding process in the fall, and then move to construction at the beginning of 2025.

**Board Action: Commissioner Minor made a motion to approve the Fiscal Year (FY) 2024 – FY 2028 Transportation Improvement Program (TIP) Amendment. Commissioner Richardson seconded the motion and a roll call vote was conducted. The motion was passed unanimously.**

## 7. CRTPA ACTION

### A. CRTPA Fiscal Year (FY) 2026 – FY 2030 Transportation Alternatives (TA) Project Priority List

This item sought adoption of the FY 2026 – FY 2030 Transportation Alternatives PPL.

Mr. Burke provided information on the Fiscal Year (FY) 2026 – FY 2030 Transportation Alternatives Project Priority List (PPL). He stated every two years the CRTPA solicits applications for the TA Program

and outlined the process for selecting the TA Subcommittee as well as the development of the criteria for ranking the applications. Mr. Burke presented the recommended list of projects and outlined the next steps. He noted that after adoption, the CRTPA FY 2026 – FY 2030 TA PPL list will be provided to the FDOT for consideration in the development of the FY 2026 – FY 2030 Tentative Work Program.

The recommended ranking of the four projects are as follows: 1. Spring Creek Highway-Multi-use Path (Wakulla); 2. Waverly Road Sidewalk (Tallahassee); 3. Dr. MLK, Jr Memorial Boulevard-Multi-use Path (Wakulla); and 4. Highland Drive Sidewalk (Leon).

**Board Action: Commissioner O’Keefe made a motion to adopt the FY 2026 – FY 2030 Transportation Alternatives PPL. Commissioner NeSmith seconded the motion. The motion was unanimously passed.**

## **8. FLORIDA DEPARTMENT OF TRANSPORTATION REPORT**

A status report on FDOT activities will be provided.

Mr. Paulk noted the Department had one update for the board related to a resurfacing project on Thomasville Road (Monroe Street to 9<sup>th</sup> Avenue). He stated that with financial contributions from Blueprint Intergovernmental Agency, the Department was able to provide a segment of substantial pedestrian improvements along the corridor. Mr. Paulk explained north of Calhoun to south of 6<sup>th</sup> Avenue there is an opportunity to remove the two-way center turn lane to provide additional pedestrian amenities. Lastly, he stated the project would be accepting bids for the project in the winter of 2025.

## **9. EXECUTIVE DIRECTOR’S REPORT**

A status report on CRTPA activities will be provided.

Mr. Slay noted the North Monroe Safety Study was moving forward and there will be a public meeting at the Lake Jackson Community Center on April 29<sup>th</sup> from 5:30 pm - 7:30 pm. He noted at the meeting the potential improvements will be presented to the public for input. Mr. Slay stated the deadline for submittal of the grant is May 16<sup>th</sup> and that he would provide an additional update at the next meeting. Lastly, Mr. Slay discussed the update for the Public Involvement Plan and noted there was a required 45 day comment period. He stated a notification would be sent out to the public for comment in the next few days.

## **10. CRTPA INFORMATION**

- A. Future Meeting Dates (Next Board Meeting Tuesday, May 21, 2024)**
- B. CRTPA Committee Actions**
- C. Utilization Report**

**11. 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.

Commissioner Minor discussed the resurfacing project on Thomasville Road and thanked the FDOT for the work on the project.

**12. ADJOURNMENT**

The meeting was adjourned at 1:44 pm.

May 21, 2024



## AGENDA ITEM 4 B

### **FDOT 2023 JOINT CERTIFICATION OF THE CRTPA**

#### **STATEMENT OF ISSUE**

This item is seeking CRTPA approval of the agency's annual joint certification by the Florida Department of Transportation (FDOT) and execution of the required Statements and Assurances.

#### **BACKGROUND**

Annually, the Florida Department of Transportation conducts a certification review of the planning process to certify that the CRTPA complies with state and federal planning requirements. In February, staff met with the FDOT to discuss and finalize the certification.

Associated with the certification is a Joint Certification Statement (***Attachment 1***) that was signed by the CRTPA Executive Director and FDOT District Three Director of Transportation Development. The CRTPA's planning process is certified and that the agency's financial management status is low risk.

#### **OPTIONS**

Option 1: Approve the annual Joint Certification Statement of the CRTPA by the FDOT for the calendar year 2023 and execute the required Statements and Assurances.  
(Recommended)

Option 2: Provide other direction.

#### **ATTACHMENT**

Attachment 1: Joint Certification and Statements and Assurances

FLORIDA DEPARTMENT OF TRANSPORTATION  
MPO JOINT CERTIFICATION STATEMENT

525-010-05c  
POLICY PLANNING  
02/18

Pursuant to the requirements of 23 U.S.C. 134(k)(5) and 23 CFR 450.334(a), the Department and the MPO have performed a review of the certification status of the metropolitan transportation planning process for the Capital Region TPA with respect to the requirements of:

1. 23 U.S.C. 134 and 49 U.S.C. 5303;
2. Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 C.F.R. Part 21
3. 49 U.S.C. 5332 prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
4. Section 1101(b) of the FAST Act and 49 C.F.R. Part 26 regarding the involvement of disadvantaged business enterprises in USDOT funded projects;
5. 23 C.F.R. Part 230 regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
6. The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and the regulations found in 49 C.F.R. Parts 27, 37, and 38;
7. The Older Americans Act, as amended (42 U.S.C. 6101) prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
8. Section 324 of 23 U.S.C. regarding the prohibition of discrimination on the basis of gender; and
9. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 C.F.R. Part 27 regarding discrimination against individuals with disabilities.

Included in this certification package is a summary of noteworthy achievements by the MPO, attachments associated with these achievements, and (if applicable) a list of any recommendations and/or corrective actions. The contents of this Joint Certification Package have been reviewed by the MPO and accurately reflect the results of the joint certification review meeting held on February 13, 2024..

Based on a joint review and evaluation, the Florida Department of Transportation and the Capital Region TPA recommend that the Metropolitan Planning Process for the Capital Region TPA be certified.

DocuSigned by:

*Tim Smith, P.E. Director of Transportation Development*

03/27/2024 | 2:53 PM EDT

Name: Tim Smith, P.E

Date

Title: Transportation Development Director

DocuSigned by:

*Greg Slay, AICP*

03/26/2024 | 5:21 PM EDT

Name: Greg Slay, AICP

Date

Title: Director Capital Region Transportation Planning Agency

FLORIDA DEPARTMENT OF TRANSPORTATION  
**UNIFIED PLANNING WORK PROGRAM (UPWP)**  
**STATEMENTS AND ASSURANCES**

525-010-08  
POLICY PLANNING  
05/18

**DEBARMENT and SUSPENSION CERTIFICATION**

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

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

\_\_\_\_\_  
Name: Quincee Messersmith  
Title: MPO Chairman (or designee)

\_\_\_\_\_  
May 21, 2024  
Date

FLORIDA DEPARTMENT OF TRANSPORTATION  
**UNIFIED PLANNING WORK PROGRAM (UPWP)**  
**STATEMENTS AND ASSURANCES**

525-010-08  
POLICY PLANNING  
05/18

**LOBBYING CERTIFICATION for GRANTS, LOANS and COOPERATIVE AGREEMENTS**

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

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

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Name: Quincee Messersmith  
Title: MPO Chairman (or designee)

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May 21, 2024  
Date



FLORIDA DEPARTMENT OF TRANSPORTATION  
**UNIFIED PLANNING WORK PROGRAM (UPWP)**  
**STATEMENTS AND ASSURANCES**

525-010-08  
POLICY PLANNING  
05/18

**DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION**

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

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

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

\_\_\_\_\_  
Name: Quincee Messersmith  
Title: MPO Chairman (or designee)

\_\_\_\_\_  
May 21, 2024  
Date

FLORIDA DEPARTMENT OF TRANSPORTATION  
**UNIFIED PLANNING WORK PROGRAM (UPWP)**  
**STATEMENTS AND ASSURANCES**

525-010-08  
POLICY PLANNING  
05/18

**TITLE VI/ NONDISCRIMINATION ASSURANCE**

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

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

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

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

\_\_\_\_\_  
Name: Quincee Messersmith  
Title: MPO Chairman (or designee)

\_\_\_\_\_  
May 21, 2024  
Date

FLORIDA DEPARTMENT OF TRANSPORTATION  
**UNIFIED PLANNING WORK PROGRAM (UPWP)  
STATEMENTS AND ASSURANCES**

525-010-08  
POLICY PLANNING  
05/18

**APPENDICES A and E**

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

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

FLORIDA DEPARTMENT OF TRANSPORTATION  
**UNIFIED PLANNING WORK PROGRAM (UPWP)**  
**STATEMENTS AND ASSURANCES**

525-010-08  
POLICY PLANNING  
05/18

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

May 21, 2024



## AGENDA ITEM 7 B

### CRTPA Fiscal Years (FYs) 2024/25-2025/26 Unified Planning Work Program

TYPE OF ITEM: Action

#### STATEMENT OF ISSUE

Staff is seeking adoption of Resolution No. 2024-05-4B (**Attachment 1**) approving the CRTPA's Unified Planning Work Program (UPWP) for Fiscal Years (FYs) 2024/25-2025/26 (**Attachment 2**) and the Consolidated Planning Grant Agreement (CPGA) (**Attachment 3**) with the Florida Department of Transportation (FDOT) (pending final legal review). The FYs 2024/25-2025/26 UPWP may be viewed on the [CRTPA's website](#).

#### CRTPA COMMITTEE ACTIONS

The Technical Advisory Committee (TAC) and Citizens Multimodal Advisory Committee met on May 7, 2024 and recommended the Board approve the FYs 2024/25-2025/26 UPWP.

#### BACKGROUND

The UPWP describes the planning tasks and activities to be carried out by the CRTPA. Additionally, the work plan sets forth the schedule for completion of tasks, the budget and funding source, who will perform the work and the final product or deliverable. At the March 18, 2024 CRTPA Meeting the draft FYs 2024/25-2025/26 UPWP was presented to the Board and submitted for review to FDOT, the Federal Highway Administration and Federal Transit Administration. Subsequently, the UPWP was revised in response to the agencies' comments and is presented for final consideration and approval. **Attachment 4** details the revisions in response to the agencies' comments. This attachment also highlights additional changes to align the work program and budget. Staff met with Federal Highway to discuss the agency comments and the CRTPA's responses. As revised, the FYs 2024/25-2025/26 UPWP addresses the agency's concerns.

#### NEXT STEPS

After CRTPA Board adoption of the UPWP, staff will transmit the document to state and federal review agencies. Following the final review, the CRTPA Contract No. G2U25, between the FDOT and the CRTPA, will be executed.

## **OPTIONS**

Option 1: Adopt Resolution No. 2024-05-4B approving the CRTPA’s Unified Planning Work Program (UPWP) for Fiscal Years (FYs) 2024/25-2025/26 and the Consolidated Planning Grant Agreement with the Florida Department of Transportation (pending final legal review).

Option 2: CRTPA Board Discretion.

## **ATTACHMENT**

Attachment 1: Resolution 2024-05-4B

Attachment 2: [CRTPA UPWP for FY 2024/25 - 2025/26](#)

Attachment 3: Consolidated Planning Grant Agreement Contract G2U25

Attachment 4: CRTPA Response to Agency Comments

**Resolution 2024-05-4C**

A RESOLUTION APPROVING THE FISCAL YEAR (FY) 2024/25 – FY 2025/26 UNIFIED PLANNING WORK PROGRAM FOR THE CAPITAL REGION TRANSPORTATION PLANNING AGENCY (CRTPA); AUTHORIZING THE CHARIMAN TO EXECUTE ALL REQUIRED FORMS AND ASSURANCES; AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE ALL SUBSEQUENT GRANT APPLICATIONS, AND INVOICES.

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

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

**Whereas**, the CRTPA prepared and submitted a FY 2024/25 and FY 2025/26 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 and project details in response to reviewing agencies’ comments; 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 2024/25 and FY 2025/26; 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.

DONE, ORDERED, AND ADOPTED THIS 21<sup>st</sup> DAY OF MAY 2024

CAPITAL REGION TRANSPORTATION PLANNING AGENCY

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Quincee Messersmith, Chair

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



## UNIFIED PLANNING WORK PROGRAM

*Effective Date: July 1, 2024—June 30, 2026*

Adopted May 21, 2024  
Amended

*Prepared by the Capital Region Transportation Planning Agency  
300 South Adams Street  
Tallahassee, FL 32301  
(850) 891-8630  
[www.crtpa.org](http://www.crtpa.org)*

*Federal Aid ID Nos. 0220 062 M  
FDOT Financial Project Numbers:  
439323-5-1-01 (PL), -02 (SU), -03 (CM)*

*Code of Federal Domestic Assistance Numbers  
20.205 - Highway Planning and Construction*

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

*Public Participation is solicited without regard to race, color, national origin, age, sex, religion, disability, or family status. Persons who require special accommodations under the Americans With Disabilities Act, or persons who require translation services (free of charge) should contact the CRTPA Title VI Coordinator, Suzanne Lex, four days in advance of the meeting at 850-891-8627 (Suzanne.Lex@crtpa.org) and for the hearing impaired, telephone 711 or 800-955-8771 (TDY)."*

*"La participación pública se solicita sin distinción de raza, color, nacionalidad, edad, sexo, religión, discapacidad o estado familiar. Las personas que requieran adaptaciones especiales en virtud de la Ley de Americanos con Discapacidades, o las personas que requieran servicios de traducción (sin cargo) deben comunicarse con Suzanne Lex, CRTPA Coordinadora del Título VI, al 850-891-8627 Suzanne.lex@crtpa.org) y para las personas con discapacidad auditiva, teléfono 711 o 800-955-8771 (TDY) cuatro días antes de la reunión.*



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

Financial Project No.: 439322-5-14-01, 439322-5-14-02, 439322-5-14-03 (item segment phase sequence)	Fund: <u>PL SU CM</u> Function: <u>615, 215</u> Federal Award Identification No. (FAIN): <u>0220-062-M</u> MPO SAM No.: <u>HS3PRJ2R6X93</u>	FLAIR Approp.: <u>088854</u> FLAIR Obj.: <u>780000</u> Org. Code: <u>55032010330</u> Vendor No.: <u>F596000435134</u>
CFDA Number & Title: <u>20.205</u>		

THIS FDOT/METROPOLITAN PLANNING ORGANIZATION AGREEMENT (Agreement) is made and entered into on this \_\_\_\_\_ day of May 2024, by and between the STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION (Department), an agency of the State of Florida, whose address is Office of the District Secretary, Highway 90, Chipley, FL 32428-0607 and the Capital Region Transportation Planning Agency (MPO), whose address is 300 South Adams Street, A-19, Tallahassee, FL 32301, and whose System for Award Management (SAM) Number is: HS3PRJ2R6X93 (collectively the "parties").

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

- 1. Authority:** The MPO and the Department have authority to enter into this Agreement pursuant to 23 U.S.C. 134, 23 Code of Federal Regulations (CFR or C.F.R.) §450 and Section 339.175, Florida Statutes (F.S.), which, require the Department and the MPO to clearly identify the responsibilities for cooperatively carrying out the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) components of the Metropolitan Planning Process and accomplish the transportation planning requirements of state and federal law.
- 2. Purpose of the Agreement:** The purpose of this Agreement is to pass financial assistance through the Department in the form of FHWA funds to the MPO for the completion of transportation related planning activities set forth in the Unified Planning Work Program (UPWP) of the MPO (Project), state the terms and conditions upon which FHWA funds will be provided, and set forth the manner in which work tasks and subtasks within the UPWP will be undertaken and completed. The Project is more fully described in the UPWP, which is attached and incorporated into this Agreement as Exhibit "A".
- 3. Consolidated Planning Grant (CPG):** The Department is electing to participate in the Consolidated Planning Grant (CPG) program starting with the State fiscal year (FY) 22/23 – 23/24 two-year UPWP cycle. The Department is selecting FHWA to serve as the CPG lead grant agency in accordance with FTA Circular 8100.D. Under the CPG, the FTA and FHWA annually deliver lump sum appropriations to the Department to allocate to MPOs for the metropolitan planning activities. The federal funds are delivered to the Department in the form of FTA 5305(d) and FHWA planning (PL). The Department will utilize the CPG to combine the FTA 5305(d) and FHWA PL MPO allocations into a single grant that is administered by FHWA. The Department calculates annual MPO funding allocations using the approved FTA 5305(d) and FHWA allocation formulas.
- 4. Scope of Work:** The UPWP, Exhibit "A", constitutes the Scope of Work for this Agreement.
- 5. Project Cost:** The total budgetary ceiling for the Project is \$3,607,216.00. The budget, including tasks, is summarized below and detailed in the UPWP, Exhibit "A". The budget may be modified by mutual agreement as provided for in paragraph 9, Amendments.

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

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

FINANCIAL PROJECT NO.	AMOUNT
439322-5-14-01(PL)	\$1,882,966.00
439322-5-14-02 (SU)	\$1,274,250.00
439322-5-14-03(CMAQ)	\$ 450,000.00

6. **Non-federal Share:** PL & Surface Transportation Block Grant (STBG) Funds (FHWA Section 112): The Department uses the U.S. Department of Transportation sliding scale federal/non-federal match ratio for metropolitan planning funds. This ratio is 81.93 percent federal and 18.07 percent non-federal. It is the policy of the Department to fulfill the non-federal share or “soft match” with toll credits as authorized by Title 23 U.S.C. § 120 conditional on funding availability. The MPO must identify and describe the soft match in its 2-year UPWP introduction and show the total amount of toll credits used to match the FHWA funds in the UPWP Summary Budget Tables.
  
7. **Term of Agreement:** This Agreement shall have a term of two (2) years. This Agreement shall begin on the later of July 1, 2024 or the date the Agreement is fully executed, whichever is later, and expire on June 30, 2026. If the Agreement is fully executed after July 1, 2024, then the term of the Agreement shall be less than two (2) years and the Agreement shall expire on June 30, 2026. Expiration of this Agreement will be considered termination of the Project. The cost of any work performed after the expiration date of this Agreement will not be reimbursed by the Department.
  
8. **Renewals and Extensions:** This Agreement shall not be renewed or extended.
  
9. **Amendments:** Amendments may be made during the term of this Agreement. Any Amendment must be in writing and signed by both parties with the same formalities as the original Agreement.
  - A. **Amendments and Modifications to the UPWP:** Revisions to the UPWP require an Amendment or Modification. Revisions may be budgetary and/or programmatic; and may be major or minor in scale. Minor UPWP revisions are processed by the MPO as a Modification, whereas more significant or major UPWP revisions are processed by the MPO as an Amendment. A significant change is defined as a change to the UPWP that alters the original intent of the Project or the intended Project outcome. MPO’s shall process UPWP Modifications or Amendments as needed.

The following section further clarifies the actions necessitating UPWP Amendments and Modifications, which are thereby defined as significant changes.

**i. Amendments to the UPWP**

UPWP Amendments are required for the following actions per 2 CFR 200.308 and 49 CFR 18.30:

- a. Any revision resulting in the need to increase the UPWP budget ceiling by adding new funding or reducing overall approved funding;
- b. Adding new or deleting tasks/subtasks;
- c. Change in the scope or objective of the program/task even if there is no associated budget revision (this also applies to when a task scope changes);
- d. A transfer between tasks/sub-tasks that exceeds a combined amount equal or greater than \$100,000 OR 10% of the total budget, whichever is more restrictive;
- e. Reducing the budget of a task/sub-task more than 50 percent, or to the point a task/sub-task could not be accomplished as it was originally approved;
- f. Change in key person\*;
- g. Extending the period of performance past the approved work program period (i.e., no-cost time extension);
- h. Sub awarding, transferring, or contracting out any of the activities in the UPWP;
- i. The disengagement from a project for more than 3 months, or a 25 percent reduction in time devoted to the project by the approved project director or principal investigator,
- j. The inclusion of costs that require prior approval (e.g. capital and equipment purchases \$5,000 and above per unit cost).

**ii. Modifications to the UPWP**

UPWP changes that do not fall into the above categories may be processed as a Modification.

\* A key person is specified in the application or federal award. For the UPWP, the key person is the MPO’s staff director.

- iii. If the MPO makes a modification to the UPWP budget, then the MPO shall immediately send any such modifications to the Department. Amendments to the UPWP must be approved by FHWA. Proposed amendments to the UPWP shall be filed with the Department. Within a reasonable amount of time, the Department shall review and transmit the proposed UPWP amendment and supporting documents to the FHWA with a recommendation for approval or denial. Transmittal of the proposed UPWP amendment and supporting documents to FHWA may be delayed by the Department due to the MPO failing to include all documentation required for the UPWP Amendment. The Department shall immediately forward to the MPO all correspondence that the Department receives from FHWA regarding the proposed UPWP amendment. If FHWA approves the amendment to the UPWP then this Agreement and supporting documentation must be amended immediately following such approval.

#### **10. General Requirements:**

- A. The MPO shall complete the Project with all practical dispatch in a sound, economical, and efficient manner, and in accordance with the provisions in this Agreement, the Interlocal Agreement establishing the MPO, and all applicable laws.
- B. Federal-aid funds shall not participate in any cost which is not incurred in conformity with applicable Federal and State laws, the regulations in 23 C.F.R. and 49 C.F.R., and policies and procedures prescribed by the Division Administrator of FHWA. If FHWA or the Department determines that any amount claimed is not eligible, federal participation may be approved in the amount determined to be adequately supported and the Department shall notify the MPO in writing citing the reasons why items and amounts are not eligible for federal participation. Where correctable non-compliance with provisions of law or FHWA requirements exists, Federal funds may be withheld until compliance is obtained. Where non-compliance is not correctable, FHWA or the Department may deny participation in Project costs in part or in total. Any determination by the Department made pursuant to this section of the Agreement is subject to the conflict and dispute resolution process set forth in Section 15 of this Agreement.
- C. The MPO's financial management system must comply with the requirements set forth in 2 CFR §200.302, specifically:
  - i. Identification, in its accounts, of all Federal awards received and expended and the Federal programs under which they were received.
  - ii. Accurate, current, and complete disclosure of the financial results of each Federal award or program in accordance with the reporting requirements set forth in §§200.327 Financial reporting and 200.328 Monitoring and reporting program performance.
  - iii. Records that identify adequately the source and application of funds for federally-funded activities. These records must contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.
  - iv. Effective control over, and accountability for, all funds, property, and other assets.
  - v. Comparison of expenditures with budget amounts for each Federal award.
  - vi. Written procedures to implement the requirements of §200.305 Payment.
  - vii. Written procedures for determining the allowability of costs in accordance with Subpart E—Cost Principles of this part and the terms and conditions of the Federal award.

#### **11. Compensation and Payment:**

- A. The Department shall reimburse the MPO for costs incurred to perform services satisfactorily during a monthly or quarterly period in accordance with Scope of Work, Exhibit "A". Reimbursement is limited to the maximum amount authorized by the Department. The MPO shall submit a request for reimbursement to the Department on a quarterly or monthly basis. Requests for reimbursement by the MPO shall include an invoice, an itemized expenditure report, and progress report for the period of services being billed that are acceptable to the Department. The MPO shall use the format for the invoice, itemized expenditure report and progress report that is approved by the Department. The MPO shall provide any other data required by FHWA or the Department to justify and support the payment requested.

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

- B.** Pursuant to Section 287.058, Florida Statutes, the MPO shall provide quantifiable, measurable, and verifiable units of deliverables. Each deliverable must specify the required minimum level of service to be performed and the criteria for evaluating successful completion. The Project and the quantifiable, measurable, and verifiable units of deliverables are described in Exhibit “A”.
- C.** Invoices shall be submitted by the MPO in detail sufficient for a proper pre-audit and post-audit based on the quantifiable, measurable and verifiable units of deliverables as established in Exhibit “A”. Deliverables must be received and accepted in writing by the Department’s Grant Manager prior to payments.
- D.** The Department will honor requests for reimbursement to the MPO for eligible costs in the amount of FHWA funds approved for reimbursement in the UPWP and made available by FHWA. The Department may suspend or terminate payment for that portion of the Project which FHWA, or the Department acting in lieu of FHWA, may designate as ineligible for federal-aid. Regarding eligible costs, whichever requirement is stricter between federal and State of Florida requirements shall control. Any determination by the Department made pursuant to this section of the Agreement is subject to the conflict and dispute resolution process set forth in Section 15 of this Agreement.
- E.** Supporting documentation must establish that the deliverables were received and accepted in writing by the MPO and must also establish that the required minimum level of service to be performed based on the criteria for evaluating successful completion as specified in the UPWP, Exhibit “A”, was met. All costs charged to the Project, including any approved services contributed by the MPO or others, shall be supported by properly executed payrolls, time records, invoices, contracts or vouchers evidencing in proper detail the nature and propriety of the charges. See Exhibit “D” for Contract Payment Requirements.
- F.** Bills for travel expenses specifically authorized in this Agreement shall be documented on the Department’s Contractor Travel Form No. 300-000-06 or on a form that was previously submitted to the Department’s Comptroller and approved by the Department of Financial Services. Bills for travel expenses specifically authorized in this Agreement will be paid in accordance with Section 112.061 Florida Statutes.
- G.** Payment shall be made only after receipt and approval of goods and services unless advance payments are authorized by the Chief Financial Officer of the State of Florida under Chapters 215 and 216, Florida Statutes. If the Department determines that the performance of the MPO fails to meet minimum performance levels, the Department shall notify the MPO of the deficiency to be corrected, which correction shall be made within a time-frame to be specified by the Department. The MPO shall, within sixty (60) days after notice from the Department, provide the Department with a corrective action plan describing how the MPO will address all issues of contract non-performance, unacceptable performance, failure to meet the minimum performance levels, deliverable deficiencies, or contract non-compliance. If the corrective action plan is unacceptable to the Department, the MPO shall be assessed a non-performance retainage equivalent to 10% of the total invoice amount. The retainage shall be applied to the invoice for the then-current billing period. The retainage shall be withheld until the MPO resolves the deficiency. If the deficiency is subsequently resolved, the MPO may bill the Department for the retained amount during the next billing period. If the MPO is unable to resolve the deficiency, the funds retained may be forfeited at the end of the Agreement’s term.
- H.** An invoice submitted to the Department involving the expenditure of metropolitan planning funds (“PL funds”) is required by Federal law to be reviewed by the Department and issued a payment by the Department of Financial Services within 15 business days of receipt by the Department for review. If the invoice is not complete or lacks information necessary for processing, it will be returned to the MPO, and the 15-business day timeframe for processing will start over upon receipt of the resubmitted invoice by the Department. If there is a case of a bona fide dispute, the invoice recorded in the financial system of the Department shall contain a statement of the dispute and authorize payment only in the amount not disputed. If an item is disputed and is not paid, a separate invoice could be submitted requesting reimbursement, or the disputed item/amount could be included/added to a subsequent invoice.
- I.** Records of costs incurred under the terms of this Agreement shall be maintained and made available upon request to the Department at all times during the period of this Agreement and for five years after final payment is made. Copies of these documents and records shall be furnished to the Department upon

request. Records of costs incurred include the MPO's general accounting records and the Project records, together with supporting documents and records, of the consultant and all subconsultants performing work on the Project, and all other records of the Consultants and subconsultants considered necessary by the Department for a proper audit of costs.

- J. The MPO must timely submit invoices and documents necessary for the close out of the Project. Within 90 days of the expiration or termination of the grant of FHWA funds for the UPWP, the MPO shall submit the final invoice and all financial, performance, and related reports consistent with 2 CFR §200.
- K. The Department's performance and obligation to pay under this Agreement is also contingent upon FHWA making funds available and approving the expenditure of such funds.
- L. In the event this Agreement is in excess of \$25,000 and has a term for a period of more than one year, the provisions of Section 339.135(6)(a), Florida Statutes, are hereby incorporated:

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

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

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

Any determination by the Department made pursuant to this section of the Agreement is subject to the conflict and dispute resolution process set forth in Section 15 of this Agreement.

- N. If, after Project completion, any claim is made by the Department resulting from an audit or for work or services performed pursuant to this Agreement, the Department may offset such amount from payments due for work or services done under any agreement which it has with the MPO owing such amount if, upon demand, payment of the amount is not made within 60 days to the Department. Offsetting any amount pursuant to this paragraph shall not be considered a breach of contract by the Department. Any determination by the Department made pursuant to this section of the Agreement is subject to the conflict and dispute resolution process set forth in Section 16 of this Agreement.
- O. **Indirect Costs:** A state or federally approved indirect cost rate may be applied to the Agreement. If the MPO does not have a federally approved indirect cost rate, a rate up to the de minimis indirect cost rate of

10% of modified total direct costs may be applied. The MPO may opt to request no indirect cost rate, even if it has a federally approved indirect cost rate.

**12. Procurement and Contracts of the MPO:**

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

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

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

that fiscal year. However, the MPO must provide a single audit exemption statement to the Department at [FDOTSingleAudit@dot.state.fl.us](mailto:FDOTSingleAudit@dot.state.fl.us) no later than nine months after the end of the MPO's audit period for each applicable audit year. In the event the MPO expends less than the threshold established by 2 CFR Part 200, Subpart F – Audit Requirements, in Federal awards in a fiscal year and elects to have an audit conducted in accordance with the provisions of 2 CFR Part 200, Subpart F – Audit Requirements, the cost of the audit must be paid from non-Federal resources (*i.e.*, the cost of such an audit must be paid from the MPO's resources obtained from other than Federal entities).

- iv. The MPO must electronically submit to the Federal Audit Clearinghouse (FAC) at <https://harvester.census.gov/facweb/> the audit reporting package as required by 2 CFR Part 200, Subpart F – Audit Requirements, within the earlier of 30 calendar days after receipt of the auditor's report(s) or nine months after the end of the audit period. The FAC is the repository of record for audits required by 2 CFR Part 200, Subpart F – Audit Requirements, and this Agreement. However, the Department requires a copy of the audit reporting package also be submitted to [FDOTSingleAudit@dot.state.fl.us](mailto:FDOTSingleAudit@dot.state.fl.us) within the earlier of 30 calendar days after receipt of the auditor's report(s) or nine months after the end of the audit period as required by 2 CFR Part 200, Subpart F – Audit Requirements.
- v. Within six months of acceptance of the audit report by the FAC, the Department will review the MPO's audit reporting package, including corrective action plans and management letters, to the extent necessary to determine whether timely and appropriate action on all deficiencies has been taken pertaining to the Federal award provided through the Department by this Agreement. If the MPO fails to have an audit conducted in accordance with 2 CFR Part 200, Subpart F – Audit Requirements, the Department may impose additional conditions to remedy noncompliance. If the Department determines that noncompliance cannot be remedied by imposing additional conditions, the Department may take appropriate actions to enforce compliance, which actions may include but not be limited to the following:
  1. Temporarily withhold cash payments pending correction of the deficiency by the MPO or more severe enforcement action by the Department;
  2. Disallow (deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance;
  3. Wholly or partly suspend or terminate the Federal award;
  4. Initiate suspension or debarment proceedings as authorized under 2 C.F.R. Part 180 and Federal awarding agency regulations (or in the case of the Department, recommend such a proceeding be initiated by the Federal awarding agency);
  5. Withhold further Federal awards for the Project or program;
  6. Take other remedies that may be legally available.
- vi. As a condition of receiving this Federal award, the MPO shall permit the Department, or its designee, the CFO or State of Florida Auditor General access to the MPO's records including financial statements, the independent auditor's working papers and Project records as necessary. Records related to unresolved audit findings, appeals or litigation shall be retained until the action is complete or the dispute is resolved.
- vii. The Department's contact information for requirements under this part is as follows:

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

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

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

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

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

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

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

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

The conflict and dispute resolution process set forth in Section 16 of this Agreement shall not delay or stop the Parties' rights to terminate the Agreement.

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

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

**16. Conflict and Dispute Resolution Process:** This section shall apply to conflicts and disputes relating to matters subject to this Agreement, or conflicts arising from the performance of this Agreement. If possible, the parties shall attempt to resolve any dispute or conflict within thirty (30) days of a determination of a dispute or conflict. This section shall not delay or stop the Parties' rights to terminate the Agreement. In addition, notwithstanding that a conflict or dispute may be pending resolution, this section shall not delay or stop the Department from performing the following actions pursuant to its rights under this Agreement: deny payments; disallow costs; deduct the value of ineligible work from subsequent reimbursement requests, or; offset pursuant to Section 11.N of this Agreement.

- A. **Initial Resolution:** The affected parties to this Agreement shall, at a minimum, ensure the attempted early resolution of conflicts relating to such matters. Early resolution shall be handled by direct discussion between the following officials: for the Department - the Intermodal Systems Development Manager; and for the MPO - the Staff Director.



- B. Resolution by Senior Agency Official:** If the conflict remains unresolved, the conflict shall be resolved by the following officials: for the Department - the District Secretary; and for the Capital Region Transportation Planning Agency - the Chairperson of the MPO.
- C. Resolution of Conflict by the Agency Secretary:** If the conflict is not resolved through conflict resolution pursuant to the provisions, "Initial Resolution" and "Resolution by Senior Agency Official" above, the conflict shall be resolved by the Secretary for the Department of Transportation or their delegate. If the MPO does not agree with the resolution provided by the Secretary for the Department of Transportation, the parties may pursue any other remedies set forth in this Agreement or provided by law.

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

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

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

- A.** The MPO shall comply and require its consultants and subconsultants to comply with all terms and conditions of this Agreement and all federal, state, and local laws and regulations applicable to this Project. Execution of this Agreement constitutes a certification that the MPO is in compliance with, and will require its consultants and subconsultants to comply with, all requirements imposed by applicable federal, state, and local laws and regulations.
- B.** The MPO shall comply with the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions," in 49 C.F.R. Part 29, and 2 C.F.R. Part 200 when applicable and include applicable required provisions in all contracts and subcontracts entered into pursuant to this Agreement.
- C. Title VI Assurances:** The MPO will comply with all the requirements imposed by Title VI of the Civil Rights Act of 1964, the regulations of the U.S. Department of Transportation issued thereunder, and the assurance by the MPO pursuant thereto, including but not limited to the requirements set forth in Exhibit "C", Title VI Assurances. The MPO shall include the attached Exhibit "C", Title VI Assurances, in all contracts with consultants and contractors performing work on the Project that ensure compliance with Title VI of the Civil Rights Act of 1964, 49 C.F.R. Part 21, and related statutes and regulations.
- D. Restrictions on Lobbying** The MPO agrees that to no federally-appropriated funds have been paid, or will be paid by or on behalf of the MPO, to any person for influencing or attempting to influence any officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any federal contract, grant, loan or cooperative agreement. If any funds other than federally-appropriated funds have been paid by the MPO to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with this Agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. The MPO shall require that the language of this paragraph be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. No funds received pursuant to this Agreement may be expended for lobbying the Legislature, the judicial branch or a state agency.
- E.** The MPO must comply with FHWA's Conflicts of Interest requirements set forth in 23 CFR §1.33.

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

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

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

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

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

**20. Miscellaneous Provisions:**

**A. Public Records:**

- i. The MPO shall allow public access to all documents, papers, letters, or other material subject to the provisions of Chapter 119, Florida Statutes, and made or received by the MPO in conjunction with this Agreement, unless such documents are exempt from public access or are confidential pursuant to state and federal law. Failure by the MPO to grant such public access shall be grounds for immediate unilateral cancellation of this Agreement by the Department.
- ii. In addition, the MPO shall comply with the requirements of section 119.0701, Florida Statutes.

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

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

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

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

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

MPO

Florida Department of Transportation

Capital Region Transportation Planning Agency

\_\_\_\_\_  
MPO Name

Greg Slay, AICP

\_\_\_\_\_  
Signatory (Printed or Typed)

Tim Smith, P.E.

\_\_\_\_\_  
Department of Transportation

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

Executive Director

\_\_\_\_\_  
Title

Transportation Development Director

\_\_\_\_\_  
Title

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

MPO  
Thornton  
Williams

Williams Law  
Group

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

Department of Transportation  
District 3

**EXHIBIT “B”**

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

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

**CFDA No.:** [20.205](#)  
**CFDA Title:** HIGHWAY PLANNING AND CONSTRUCTION  
Federal-Aid Highway Program, Federal Lands Highway Program  
**\*Award Amount:** \$3,607,216.00  
**Awarding Agency:** Florida Department of Transportation  
**Indirect Cost Rate:** 0  
**\*\*Award is for R&D:** No

\*The federal award amount may change with supplemental agreements

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

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

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

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

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

Title 23 – Highways, United States Code

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

Title 49 – Transportation, United States Code

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

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

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

Federal Highway Administration – Florida Division

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

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

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

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

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

- (1.) Compliance with REGULATIONS:** The contractor shall comply with the Regulations relative to nondiscrimination in federally-assisted programs of the U.S. Department of Transportation (hereinafter, "USDOT) ***Title 49, Code of Federal Regulations, Part 21***, as they may be amended from time to time, (hereinafter referred to as the ***REGULATIONS***), which are herein incorporated by reference and made a part of this contract.
- (2.) Nondiscrimination:** The contractor, with regard to the work performed by it during the contract, shall not discriminate on the basis of race, color, national origin, or sex in the selection and retention of sub-contractors, including procurements of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by ***Section 21.5*** of the ***REGULATIONS***, including employment practices when the contract covers a program set forth in ***Appendix B*** of the ***REGULATIONS***.
- (3.) Solicitations for Sub-contractors, including Procurements of Materials and Equipment:** In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under sub-contract, including procurements of materials or leases of equipment, each potential sub-contractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the ***REGULATIONS*** relative to nondiscrimination on the basis of race, color, national origin, or sex.
- (4.) Information and Reports:** The contractor shall provide all information and reports required by the ***REGULATIONS*** or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the *Florida Department of Transportation* or the *Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and Federal Motor Carrier Safety Administration* to be pertinent to ascertain compliance with such ***REGULATIONS***, orders and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information the contractor shall so certify to the *Florida Department of Transportation*, or the *Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, or Federal Motor Carrier Safety Administration* as appropriate, and shall set forth what efforts it has made to obtain the information.
- (5.) Sanctions for Noncompliance:** In the event of the contractor's noncompliance with the nondiscrimination provisions of this contract, the Florida Department of Transportation shall impose such contract sanctions as it or the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, or Federal Motor Carrier Safety Administration may determine to be appropriate, including, but not limited to:
  - a. withholding of payments to the contractor under the contract until the contractor complies, and/or
  - b. cancellation, termination or suspension of the contract, in whole or in part.
- (6.) Incorporation of Provisions:** The contractor shall include the provisions of paragraphs (1) through (7) in every sub-contract, including procurements of materials and leases of equipment, unless exempt by the ***REGULATIONS***, or directives issued pursuant thereto. The contractor shall take such action with respect to any sub-contract or procurement as the *Florida Department of Transportation* or the *Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, or Federal Motor Carrier Safety Administration* may direct as a means of enforcing such provisions including sanctions for noncompliance, provided, however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a sub-contractor or supplier as a result of such direction, the contractor may request the *Florida Department of Transportation* to enter into such litigation to protect the interests of the *Florida Department of Transportation*, and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.
- (7.) Compliance with Nondiscrimination Statutes and Authorities:** Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21; The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects); Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex); Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits

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

525-010-02  
POLICY PLANNING  
OGC – 01/24  
Page 15 of 16

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

**Exhibit “D”**  
**CONTRACT PAYMENT REQUIREMENTS**  
**Florida Department of Financial Services, Reference Guide for State Expenditures**  
**Cost Reimbursement Contracts**

Invoices for cost reimbursement contracts must be supported by an itemized listing of expenditures by category (salary, travel, expenses, etc.). Supporting documentation shall be submitted for each amount for which reimbursement is being claimed indicating that the item has been paid. Documentation for each amount for which reimbursement is being claimed must indicate that the item has been paid. Check numbers may be provided in lieu of copies of actual checks. Each piece of documentation should clearly reflect the dates of service. Only expenditures for categories in the approved agreement budget may be reimbursed. These expenditures must be allowable (pursuant to law) and directly related to the services being provided.

Listed below are types and examples of supporting documentation for cost reimbursement agreements:

**Salaries:** Timesheets that support the hours worked on the Project or activity must be kept. A payroll register, or similar documentation should be maintained. The payroll register should show gross salary charges, fringe benefits, other deductions and net pay. If an individual for whom reimbursement is being claimed is paid by the hour, a document reflecting the hours worked times the rate of pay will be acceptable.

**Fringe benefits:** Fringe benefits should be supported by invoices showing the amount paid on behalf of the employee, e.g., insurance premiums paid. If the contract specifically states that fringe benefits will be based on a specified percentage rather than the actual cost of fringe benefits, then the calculation for the fringe benefits amount must be shown. Exception: Governmental entities are not required to provide check numbers or copies of checks for fringe benefits.

**Travel:** Reimbursement for travel must be in accordance with s. 112.061, F.S., which includes submission of the claim on the approved state travel voucher along with supporting receipts and invoices.

**Other direct costs:** Reimbursement will be made based on paid invoices/receipts and proof of payment processing (cancelled/processed checks and bank statements). If nonexpendable property is purchased using state funds, the contract should include a provision for the transfer of the property to the State when services are terminated. Documentation must be provided to show compliance with DMS Rule 60A-1.017, F.A.C., regarding the requirements for contracts which include services and that provide for the contractor to purchase tangible personal property as defined in s. 273.02, F.S., for subsequent transfer to the State.

**Indirect costs:** If the contract stipulates that indirect costs will be paid based on a specified rate, then the calculation should be shown. Indirect costs must be in the approved agreement budget and the entity must be able to demonstrate that the costs are not duplicated elsewhere as direct costs. All indirect cost rates must be evaluated for reasonableness and for allowability and must be allocated consistently.

**Contracts between state agencies may submit alternative documentation to substantiate the reimbursement request, which may be in the form of FLAIR reports or other detailed reports.**

The Florida Department of Financial Services, online Reference Guide for State Expenditures can be found at this web address <https://www.myfloridacfo.com/Division/AA/Manuals/documents/ReferenceGuideforStateExpenditures.pdf>.



# ***APPENDIX III***

***FDOT, FTA and FHWA Comments***



**Federal Highway Administration**

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

**Federal Transit Administration**

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

**Planning Comments**

Document Name: _____		MPO: _____	
Date of Document:	Date Received	Date Reviewed	District: _____
Reviewed by:			

**COMMENTS**

	Page #	Comment Type	Comment Description
1			
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FLORIDA DEPARTMENT OF TRANSPORTATION  
OFFICE OF POLICY PLANNING

02/2024 – v6

## UNIFIED PLANNING WORK PROGRAM (UPWP) REVIEW CHECKLIST

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MPO: **CRTPA**

UPWP Draft # or Date: **1**

Review #: **1**

Date of Review: **4/19/2024**

Reviewed By: **D3 Staff**

The following UPWP Review Checklist is provided to assist in the review of the MPO's UPWP. This Review Checklist is to be completed by the MPO Liaison and included in the UPWP Appendix.

Comments should be categorized as:

**Editorial:** Comments may be addressed by MPO but would not affect approval of the document, i.e., grammatical, spelling, and other related errors.

**Enhancement:** Comments may be addressed by MPO but would not affect the approval of the document, i.e., improve the quality of the document and the understanding for the public (improving graphics, re-packaging of the document, use of plain language, reformatting for clarity, removing redundant language).

**Critical:** Comment MUST be addressed to meet minimum state and federal requirements to obtain approval. The reviewer must clearly identify the applicable state or federal policies, regulations, guidance, procedures, or statutes that the document does not conform with.

A space for comments for each section is provided at the bottom of each section.

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### UPWP Cover & Title Page

Does the cover or title page include the following information?

- MPO name, address, website? [Yes | If yes, page number: cover page](#)
- CFDA number (FHWA – PL & SU: 20.205, FTA 5305: 20.505)? [Yes | If yes, page number: cover page](#)
- Identification of agencies providing funds for the UPWP? [Yes | If yes, page number: cover page](#)
- Financial Project Number (FPN) for each contract shown in UPWP? [Yes | If yes, page number: cover page](#)
- Federal Award Identification Number (FAIN) for FHWA contracts (or the Federal Aid Project Number [FAP])? [Yes | If yes, page number: cover page](#)
- Correct State Fiscal Years? [Yes | If yes, page number: xx](#)
- Statement of nondiscrimination? [Select response | If yes, page number: xx](#)
- DRAFT UPWP: Space for adoption date and revision dates? [Yes | If yes, page number: xx](#)
- FINAL UPWP: Adoption date and space for revision dates? [Not Applicable | If yes, page number: xx](#)

[No comment](#)

[Click here to enter comments](#)

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### Required Content

Does the UPWP have the following information?

- Introduction? [Yes | If yes, page number: 1](#)

## Unified Planning Work Program (UPWP)

### Review Checklist

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- Organization and Management? [Select response](#) | If yes, page number: 8
- UPWP Planning Task Pages? [Yes](#) | If yes, page number: 19
- Funding Source Budget Table and Summary Budget Table? [Yes](#) | If yes, page number: 65
- Definition of acronyms used in UPWP? [Yes](#) | If yes, page number: ii.
- District Planning Activities? [Yes](#) | If yes, page number: 7
- Indirect Rate Approval (if required)? [Not Applicable](#) | If yes, page number: xx
  - Cost Allocation Plan and Certificate of Indirect Cost in an appendix? [Select response](#) | If yes, page number: xx
- In TMAs, the MPO must identify and include cost estimates for transportation planning, research, and technology transfer activities funded with other federal, state, or local funds being conducted within the MPO area (this includes planning and feasibility studies by other entities) (23 CFR 420.111(e)). [Not Applicable](#) | If yes, page number: [Not applicable at this time, no studies planned.](#)
- DRAFT UPWP:
  - A place for the signed Resolution adopting the final UPWP? [Yes](#) | If yes, page number: xx
  - A place for the draft Resolution to adopt Travel Policy if not using FDOT policy (if required)? [Yes](#) | If yes, page number: 67
  - A place for the Cost Analysis Certification Statement? [Yes](#) | If yes, page number: i.
  - A place for the FHWA Certifications and Assurances? [Yes](#) | If yes, page number: 67
- FINAL UPWP:
  - The signed Resolution adopting the UPWP? [Select response](#) | If yes, page number: xx
  - The signed Resolution adopting the Travel Policy if not using FDOT policy (if required)? [Select response](#) | If yes, page number: xx
  - The signed Cost Analysis Certification Statement? [Select response](#) | If yes, page number: xx
  - The signed FHWA Certifications and Assurances? [Select response](#) | If yes, page number: xx
  - UPWP Comments? [Select response](#) | If yes, page number: xx
- Appendix to include items previously mentioned: Travel Policy (if required), Cost Allocation Plan and Certificate of Indirect Cost (if required), and UPWP Comments? [Yes](#) | If yes, page number: 67

#### Editorial

Ensure Appendix I is completed in Final UPWP

---

### Introduction

Does the introduction include the following elements?

- Definition and purpose of the UPWP? [Yes](#) | If yes, page number: 1
- Overview of MPO's comprehensive transportation planning activities? [Yes](#) | If yes, page number: 11
- Discussion of planning priorities, both MPO and local? [Yes](#) | If yes, page number: 16
- Statement of CPG participation: "The FDOT and the (insert organization name) participate in the Consolidated Planning Grant (CPG). The CPG enables FDOT, in cooperation with the MPO, FHWA, and FTA, to annually consolidate Florida's FHWA PL and FTA 5305(d) metropolitan planning fund allocations into a single grant that is administered by the FHWA Florida Division. These funds are annually apportioned to FDOT as the direct recipient

## Unified Planning Work Program (UPWP)

### Review Checklist

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and allocated to the MPO by FDOT utilizing formulas approved by the MPO, FDOT, FHWA, and FTA in accordance with 23 CFR 420.109 and 49, U.S.C. Chapter 53. The FDOT is fulfilling the CPG's required 18.07% non-federal share (match) using Transportation Development Credits as permitted by 23 CFR 120(i) and FTA C 8100.1D". [Yes | If yes, page number: 3](#)

- Definition of the soft match: 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 (except 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 utilized to match the FHWA funding in the UPWP is 18.07% of FHWA program funds for a total of \$\_\_\_\_\_ ? [Yes | If yes, page number: 3](#)
- Description of the public involvement process used to develop the MPO's UPWP? [Yes](#)  [No](#)  [Page number: 2](#)
- Description of how the MPO addresses the [Federal Planning Factors](#) - (23 CFR 450.306(b)) – can be demonstrated using a matrix? [Yes | If yes, page number: 6262](#)
- Description of how the MPO's UPWP addresses the [2021 Federal Planning Emphasis Areas](#)? [Yes | If yes, page number: 63](#)
- If MPO is not in attainment, description of transportation related air quality planning activities regardless of funding sources or agencies conducting activities? [Not Applicable | If yes, page number: xx](#)

[Choose a category](#)

[Click here to enter comments](#)

---

### MPO Organization and Management

At a minimum, does the UPWP include information on the following items?

- Identification of participants and description of role in the UPWP planning process? [Yes | If yes, page number: 8](#)
- Discussion of agreements, including date executed:
  - Metropolitan Planning Agreement (FHWA funds)? [Yes | If yes, page number: 10](#)
  - Public Transportation Grant Agreements (prior year FTA funds)? [Yes | If yes, page number: 10](#)
  - Interlocal Agreement for the Creation (or Redesignation) of the Metropolitan Planning Organization? [Yes | If yes, page number: 10](#)
  - Intergovernmental Coordination and Review and Public Transportation Coordination Joint Participation Agreement (ICAR)? [Yes | If yes, page number: 10](#)
  - Memorandum of Understanding between MPOs or FDOT if transferring funds to accomplish Regional Activities? [Not Applicable | If yes, page number: xx](#)
- Discussion and identification of operational procedures and bylaws including date executed:
  - Continuity of Operations (COOP): [Yes | If yes, page number: 22](#)
  - MPO Bylaws: [Yes | If yes, page number: 8](#)
- Does the MPO include the following SIGNED Certifications and Assurances section?
  - Disadvantaged Business Enterprise Utilization? [Yes | If yes, page number: App I.](#)
  - Debarment and Suspension Certification? [Yes | If yes, page number: .App I.](#)

## Unified Planning Work Program (UPWP)

### Review Checklist

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- Lobbying Certification for Grants, Loans, and Cooperative Agreements? [Yes](#) | If yes, page number: [App I](#).
- Title VI/Nondiscrimination Assurances? [Yes](#) | If yes, page number: [App I](#).
- Appendices A and E? [Yes](#) | If yes, page number: [App I](#).
- Discussion of Indirect Rate Plan, and, in an appendix, inclusion of the signed Cost Allocation Plan and Certificate of Indirect Cost, if applicable. [Not Applicable](#) | If yes, page number: [xx](#)

[Choose a category](#)

[Click here to enter comments](#)

---

### Work Elements/Tasks Sheets

At a minimum, does the UPWP have the following distinct tasks or subtasks?

- MPO Administration? [Select response](#) | If yes, page number: [xx](#)
- Transportation Improvement Program (TIP)? [Select response](#) | If yes, page number: [xx](#)
- Long Range Transportation Plan (LRTP)? [Select response](#) | If yes, page number: [xx](#)
- MPO Regional Activities Task (if required)? [Select response](#) | If yes, page number: [xx](#)

[No comment](#)

---

Do each of the Work Element/Task Summary Pages include the following?

- Is each Task Sheet named and numbered? [Yes](#)
- Does each Task Sheet include Purpose, Previous Work, and Required Activities? [Yes](#)
- Do the required activities list who will be completing the work? [Yes](#)
- Does each Task Sheet indicate who the responsible agency or agencies are? [Yes](#)
- Does each Task Sheet include end products/deliverables with a description of the scope and estimated completion date? [Yes](#)
- Does the supporting narrative for each task provide sufficient detail to determine the eligibility, necessity, and reasonableness of the purchase? [Yes](#)
- If memberships are listed as an expense, does it state that the memberships are for organizational memberships, not individual memberships? [No](#) | If yes, page number: [Not Applicable](#)

[No comment](#)

---

### Work Elements/Tasks Sheets Budget Tables

Did the MPO use the latest UPWP Budget Table template provided by the Central Office for task budget tables, which includes a location to show do-obligated funds? [Yes](#)

If the MPO did not use the latest UPWP Budget Table template, did the MPO show de-obligated funds by source somewhere else in the UPWP? [Yes](#)

Did the MPO prepare Task Summary Budget tables for Year 1 and Year 2 (either individually or combined)? [Yes](#) | If yes, page number: [65](#)

Does MPO **Administration Task** have a subcategory for:

## Unified Planning Work Program (UPWP)

### Review Checklist

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- Personnel Services? [Yes](#) | If yes, page number: 26
- Equipment? Equipment costing more than \$5,000 per item should be listed separately. [Yes](#) | If yes, page number: [Equipment Category provided, no exp over \\$5k anticipated.](#)
- Travel? [Select response](#) | If yes, page number: xx
- Supplies? Supplies costing more than \$1,000 per item should be listed separately. [Yes](#) | If yes, page number: [Supplies Category provided, no exp over \\$1k anticipated.](#)
- Direct Expenses? [Yes](#) | If yes, page number: 26
- Indirect Expenses (only required if MPO has an approved indirect rate)? [No](#) | If yes, page number: NA
- Are Atypical expenses (see [Guide for UPWP Development](#)) clearly described? [Yes](#) | If yes, page number: 22
- Is Annual Audit expense included, if required? [Yes](#) | If yes, page number: 24

Do each of the other Work Element/Task Summary **Estimated Budget Tables** include the following?

- Personnel Services? [Yes](#)
- Consultant Services (if using consultant on task)? [Yes](#)
- Travel (if needed)? [Yes](#)
- Direct Expenses (if needed)? [Yes](#)
- Indirect Expenses (only required if MPO has an approved indirect rate)? [Not Applicable](#)
- Supplies (if needed)? [Yes](#)
- Equipment (if needed)? [Yes](#)

[No comment](#)

---

**MPO Regional Activities Task** (required if MPO is transferring funds between MPOs and/or FDOT to complete regional planning activities)

Does the MPO have distinct tables to reflect MPO funding and overall regional task funding? In the UPWP Budget Table template provided by the Central Office, these tables are called MPO Regional Activities and All Regional Accounting. [No](#) | If yes, page number: NA

Do the Regional Work Element/Task Budget Table(s):

- Show ALL agencies (e.g., other MPOs, FDOT) included in the regional activities? [Select response](#) | If yes, page number: xx
- Show amounts to be transferred by the MPO to other agencies (if applicable)? [Select response](#) | If yes, page number: xx
- Show amounts to be received by the MPO from other agencies (if applicable)? [Select response](#) | If yes, page number: xx
- Show activities the funds are being used for? [Select response](#) | If yes, page number: xx
- Do all participating MPOs use identical:
  - Descriptions of the activities to be completed [Select response](#) | If yes, page number: xx
  - Task name, activity description(s), and budgeted funds [Select response](#) | If yes, page number: xx



## Unified Planning Work Program (UPWP)

### Review Checklist

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[Choose a category](#)

[Click here to enter comments](#)

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#### Funding Source Budget Table

Did the MPO use the UPWP Budget Table template provided by the Central Office for Funding Source Budget Table?

[Yes](#)

#### Total Year 1 contract amounts:

- DRAFT UPWP:
  - PL funds, which include Year 1 FTA 5305(d) and Year 1 PL funds (refer to Chris Bratton's PL Spreadsheet **total should not include estimated amount to be de-obligated from the previous FY**)? [No](#) | If yes, [page number: 65](#)
  - STBG or other federal funds (Year 1 amount shown in FDOT Tentative Work Program)? [Yes](#)
  - Prior year active FTA contracts (PTGAs) with estimated amount? (contracts will be aligned in the fall once we have remaining balances at the end of the fiscal year.) [Yes](#)
- FINAL UPWP:
  - PL funds, which include Year 1 FTA 5305(d) and Year 1 PL funds (refer to Chris Bratton's UPDATED PL Spreadsheet, which will include the MPO Board approved de-obligated amount)? [Select response](#)
  - STBG funds or other federal funds (Year 1 amount shown in FDOT Tentative Work Program) + MPO Board approved de-obligated funds (if applicable) [Select response](#)
  - Prior year active FTA contracts (PTGAs) with estimated amount? (contracts will be aligned in the fall once we have remaining balances at the end of the fiscal year.) [Select response](#)
- Does the Funding Source Budget Table include soft match amounts? [Yes](#)

[Editorial](#)

Note needs to be added to Table IV clarifying Roll Forward usage until De-Ob has been processed.

---

#### Total Year 2 contract amounts:

- DRAFT UPWP:
  - PL funds, which include Year 2 FTA 5305(d) and Year 2 PL funds (refer to Chris Bratton's UPDATED PL Spreadsheet, which will include the MPO Board approved de-obligated amount)? [Yes](#) | If yes, [page number: 65](#)
  - STBG or other federal funds (Year 2 amount shown in FDOT Tentative Work Program)? [Yes](#)
- FINAL UPWP:
  - PL funds, which include Year 2 FTA 5305(d) and Year 2 PL funds (refer to Chris Bratton's UPDATED PL Spreadsheet, which will include the MPO Board approved de-obligated amount)? [Select response](#)
  - STBG funds or other federal funds (Year 2 amount shown in FDOT Tentative Work Program) + MPO Board approved de-obligated funds (if applicable) [Select response](#)
- Does the Funding Source Budget Table include soft match amounts? [Yes](#)

[No comment](#)

---

## Unified Planning Work Program (UPWP)

### Review Checklist

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Since the UPWP is the “Scope of Service” for the FDOT/MPO Agreement, it is important to confirm that the total amounts for Year 1 and Year 2 in the UPWP also match what is shown on the FDOT/MPO Agreement.

- Do the FINAL UPWP PL amounts shown in Year 1 plus Year 2 match what is shown on the new FDOT/MPO Agreement? [Yes](#)
- Does Other FHWA funding (i.e., SU, CMAQ, etc.) amounts shown in Year 1 and Year 2 match what is shown on the new FDOT/MPO Agreement? [Yes](#)

[No comment](#)

---

### Summary Budget Table

Did the MPO use the UPWP Budget Table template provided by the Central Office for the Summary Budget Table?

[Select response](#)

Do the **total Year 1 contract amounts** match what is shown on the Funding Source Budget Table? [Yes](#)

Do the **total Year 2 contract amounts** match what is shown on the Funding Source Budget Table? [Yes](#)

[No comment](#)

---

### General UPWP Comments

- |                                   |   |
|-----------------------------------|---|
| Critical                          | <i>Please make sure to include language to address the IIA 2.5% set aside for Complete Streets Planning. Guidance for this requirement was provided by FDOT in a 3/26/24 email.</i> |
| <a href="#">Choose a category</a> | <a href="#">Click here to enter comments</a>  |
| <a href="#">Choose a category</a> | <a href="#">Click here to enter comments</a>  |
| <a href="#">Choose a category</a> | <a href="#">Click here to enter comments</a>  |

**COMMENT 1:** Please note that any equipment purchases equal to or greater than \$5,000 must have prior review and approval from FHWA unless the UPWP contains sufficient detailed information for this review. Currently as drafted, this UPWP does not and will require this information to be submitted to FHWA for approval.

**RESPONSE:** *Subtask 1.13 requires the CRTPA process an amendment to the UPWP for any atypical single item purchase over \$5,000. FDOT and FHWA would review and determine if allowable. In addition, the discussion of the Consolidated Planning Grants provides guidance of allowable costs. Detail is also added to the Work Program Direct Expenses discussion. See response in Comment 10.*

1.13 Amend the UPWP to include any atypical expenditures of a single item purchase greater than \$5,000, an office supply over \$1,000 and travel outside the US in accordance with 2CFR200.

---

### **CONSOLIDATED PLANNING GRANT (CPG)**

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FHWA and FTA provide funding support through the FDOT in the form of PL, SU, SA and CMAQ funds. Funding provided by the member governments of the CRTPA is budgeted for any ineligible expenses as identified in Federal Code, 2CFR200, and state law and guidelines. Allowable costs are outlined in Federal Code, Florida Statutes and the Department of Financial Services' [Reference Guide for State Expenditures \(PDF\)](#). The FDOT and the Capital Region Transportation Planning Agency participate in the Consolidated Planning Grant (CPG).

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**COMMENT 2:** All Agreements or Certifications including Debarment and Suspension, Contracts, Grants, and Cooperative Agreements, Title VI Nondiscrimination Policy Statement and Disadvantaged Business Enterprise (DBE) statements should be signed and dated, and included in the final copy of the document.

**RESPONSE:** *The final transmittal will include all executed Agreements & Certifications.*

---

**COMMENT 3:** Does the TPO perform any activities ineligible for federal funds such as legislative work – legislative position development, etc.? If so, local funds should be programmed on the appropriate tasks activities and included in the UPWP Task and Summary Budget Tables.

**RESPONSE:** *UPWP Task 1 Budget, Direct Expense, identifies the ineligible expenses of food and professional memberships, which are funded by local government contributions. In addition, the discussion of the CPG (above) provides guidance on allowable costs. Note: Subtask 1.10 includes coordination with MPOAC on programmatic and/or legislative updates. The TPA does not develop legislative positions or lobby.*

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**COMMENT 4:** If the MPO will be contributing any federal funds to another MPO or entity for regional coordination work and end products (or the MPO is receiving federal funds from other MPOs or entities for the same or any purpose), those funds and activities must be reflected in the all the participating MPOs’ UPWPs consistently. Please coordinate with the District and FHWA to ensure the proper format to reflect these funds are being used, as some should be included in the total PL funds being requested and in other circumstances those funds should not be included. Please also provide the FHWA with a copy of any Memorandum of Understandings (MOUs) for these types of activities.

**RESPONSE:** *The Introduction section addresses this requirement and clarifies that the CRTPA is not proposing any task that would contribute funds to another MPO or entity through an MOU.*

**INTRODUCTION**

The UPWP contains seven primary tasks or elements that provide the framework for the work program. Within each element, the subtasks further define planning activities, including products, projects, and plans. Furthermore, any UPWP planning task funded in partnership with another agency or local government is identified as a “Joint Planning Task.” Joint Planning Tasks are established through an Agreement or Memorandum of Understanding between the parties. At this time the CRTPA is not proposing any tasks that will be funded by a Joint Planning Agreement.

**COMMENT 5:** Please ensure all funds identified are currently available for the MPO to use in this UPWP. Please verify funding levels available to the MPO prior to the final UPWP submission. If funding is overprogrammed, the UPWP will be approved only for the levels of funding available and verified from the Central Office PL fund Coordinator and the Districts’ Work programs for STBG levels.

Until the deobligation has been approved by FHWA the roll forward funds included in your budget table must have a notation that the funds are subject to said de-ob approval.

**RESPONSE:** *Noted that funding is subject to final deobligation approval before being approved in the current UPWP. The UPWP identifies the FY25 deobligated funds, allocated PL and roll forward funding; and, the allocated and anticipated F26 funding.*

**FY 2025 FUNDING TABLE**

	<b>DEOBLIGATION AMOUNTS</b>	<b>ROLL FORWARD</b>	<b>FY25 DTWP</b>	<b>TOTAL</b>
SU	\$ 925,000	\$ 349,250	\$ -	\$ 1,274,250
PL	\$ 300,000	\$ -	\$ 787,487	\$ 1,087,487
CM	\$ 450,000	\$ -	\$ -	\$ 450,000
	<b>\$ 1,675,000</b>	<b>\$ 349,250</b>	<b>\$ 787,487</b>	<b>\$ 2,811,737</b>

*FY 2026 includes an estimated \$289,110 in SU funding remaining from FY 2023. The UPWP will be updated to reflect the accurate budget after the contract is closed.*

**FY 2026 FUNDING TABLE**

<b>FY2026</b>	<b>ROLL FORWARD</b>	<b>FY26 DTWP</b>	<b>TOTAL</b>
SU	\$ 289,110		\$ 289,110
PL	\$ -	\$ 795,479	\$ 795,479
CM	\$ -	\$ -	\$ -
	<b>\$ 289,110</b>	<b>\$ 795,479</b>	<b>\$ 1,084,589</b>

**COMMENT 6:** When submitting the final UPWP for approval, please include a copy of all the reviewing agencies' comments and how the MPO addressed each comment. This can be included as an appendix in the UPWP.

**RESPONSE:** *The final transmittal will include all agency comments and responses.*

**COMMENT 7:** Please identify the PL 2.5% set aside for complete streets activities.

**RESPONSE:** *The following discussion is added in the Introduction Section and project budget tables are updated accordingly.*

***PL SET-ASIDE: COMPLETE STREETS***

The Bipartisan Infrastructure Law (BIL) requires each MPO to use at least 2.5% of its PL funds on specified planning activities to increase safe and accessible options for multiple travel modes for people of all ages and abilities. The CRTPA's total PL funding allocation for Fiscal Year 2024/25 -2025/26 is \$1,582,966. For FY 2025 the CRTPA's required allocation for the Safe and Accessible Transportation Options Metropolitan Planning Set-Aside for complete streets planning work is \$19,690. and for FY 26 is \$19,890, for a total of \$39,580.

A Complete Street is safe, and feels safe, for all users. FHWA is focused on supporting transportation agencies to plan, develop and operate equitable streets and networks that prioritize safety, comfort, and connectivity to destinations for all people who use the street network. The CRTPA's major programs and projects support the safe and adequate accommodation of all users of the transportation system, including pedestrians, bicyclists, public transportation users, children, older individuals, individuals with disabilities, motorists, and freight vehicles. The CRTPA's multi-use trail projects, sidewalk enhancements and proposed corridor and safety studies all support the Complete Streets initiative

In FY 25 \$40,000, of PL funding is budgeted for Subtask 7.2: Take the Safe Route - Safe Access to School Study. A notation is added that the project budget that a minimum of \$20,000 must be billed to PL funding to satisfy the 2.5% set-aside. In Fiscal Year 26 \$20,000 in PL funding is budgeted to the Thomasville Road Multi-use Trail connectivity project. A notation is added that assigns the funding to the set-aside.

**COMMENT 8:** CMAQ funds are being used regionally by MPOs. Will application of CMAQ funds be used to address NAAQS? How will this work be described when reported annually? Please explain how these activities meet the CMAQ funding requirements.

**RESPONSE:** *The following summary on the LRTP update is added in the “Priorities for FY25 - FY26” Section. It includes a discussion of the intent, goal and requirements of the LRTP programmed with CMAQ funding. In addition, the UPWP Long-Range Planning Section, subtask 3.7, addresses regular monitoring of air quality reporting. As the CRTPA Region is in attainment and meets required air quality standards.*

---

### **2050 LONG RANGE TRANSPORTATION PLAN UPDATE**

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Early in the work program the development of the 2050 Long Range Transportation Plan (LRTP) is initiated. The intent and purpose of the LRTP is to encourage and foster the safe and efficient management, operation, and development of a cost-feasible multimodal transportation system which serves the mobility needs of people and freight while minimizing transportation-related fuel demand, greenhouse gases and air pollution. Congestion Management and Air Quality (CMAQ) federal funding is programmed for the development of the long-range plan. Reducing congestion and emissions while maintaining economically viable and mobile communities is an important goal of the plan. The LRTP identifies long range transportation needs, considers infrastructure investments, and establishes priorities to implement projects based on anticipated funding. It provides a framework of goals and objectives to guide multi modal transportation investments and address congestion, as well as the maintenance and operations of systems and structures. This framework aligns plans and actions to clarify federal, state, regional, and local responsibilities to support an overall vision for transportation, economic development, and livability.

---

**COMMENT 9:** Please include all appendices.

**RESPONSE:** *The appendices are included.*

---

**COMMENT 10:** 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.

**RESPONSE:** *The following projects are continued from the previous work program with detail on the outstanding work activities, products, and completion dates.*

---

### **REGIONAL FREIGHT STUDY**

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The Board approved this study at the June 2024 Meeting. The consultant will finalize the documents and appendices in the first quarter of FY 2025.

---

### **SCHOOL ACCESS SAFETY STUDY (UPDATE 2014 SAFE ROUTES REPORT)**

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This project, initiated in FY24, is continued in the new UPWP. The update investigates the safety and effectiveness of the Safe Routes to School (SRTS) program

and the primary factors contributing to a program's effectiveness....

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**THOMASVILLE ROAD SAFETY STUDY**

---

This project is deleted, a safety analysis was completed by FDOT District 3 for the identified section of Thomasville Road.

---

**COMMENT 11:** Please provide brief explanation addressing equipment, supplies, and/or non-typical expenses.

**RESPONSE:** *Additional detail is provided in the work program expenses section.*

**Direct Expenses:** Includes office supplies to support routine operations, including but not limited to copier, postage, paper, pens, paper clips, and copier ink; Telecom and IT services, including but not limited to technology and software; and, office/computer equipment including but not limited to printers, lap tops and ancillary supplies. Any single equipment purchase or atypical expense over \$5,000 requires approval by FHWA and FDOT.

---

**COMMENT 12:** The UPWP should set a needs-based context describing the transportation issues facing the metropolitan area and referencing those needs in the task descriptions. Examples might include the need to address long-standing deferred maintenance of the area's transportation systems, coping with projected revenue shortfalls and identifying new or enhanced revenue sources, addressing environmental threats while accommodating strong economic growth. 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.

**RESPONSE:** *The work detailed in the UPWP supports the CRTPA's vision statement. Additional detail may be added in the final version after consultation with FHWA.*

Vision Statement: "Create an integrated regional multimodal transportation network that provides the most options for moving people and goods economically, effectively and safely while protecting the environment, promoting economic development and maintaining a high quality of life with sustainable development patterns." No FTA funds are programmed in the UPWP.



May 21, 2024



## AGENDA ITEM 7 A

### **CRTPA SCHOOL SAFETY STUDY**

TYPE OF ITEM: Action

#### **STATEMENT OF ISSUE**

This item provides an update on the CRTPA's School Safety Study (["Take the Safe Route - Safe Access to School Study"](#)).

#### **BACKGROUND**

Focused on identifying schools in the CRTPA region with the greatest need for improved bicycle and pedestrian infrastructure, the CRTPA initiated the "Take the Safe Route – Safe Access to School Study" in late 2023. The study is a targeted, data-driven effort that is being guided by stakeholders' groups for Gadsden, Leon, and Wakulla counties comprised of local staff associated with school boards, law enforcement, public works, and planning agencies.

The "Take the Safe Route – Safe Access to School Study" is being developed in two (2) phases, discussed below.

#### **PHASE 1**

Phase 1 of the study was recently completed and involved a comprehensive data analysis of schools in the CRTPA region (elementary, middle, and high schools) to identify those with the greatest need for capital improvements related to biking and walking facilities. This phase began with conducting a desktop data analysis utilizing Geographic Information Systems (GIS) examining factors including connectivity, accessibility, and equity. Specifically, this analysis examined the following data:

- Identified hazardous walking condition data
- Pedestrian and bicycle crash data
- Relevant socioeconomic and demographic data
- Transportation data

The initial analysis allocated points based on the data from the GIS analysis and was shared with stakeholders in the relevant counties to solicit feedback. A further analysis was next conducted that refined the list of identified schools.



This analysis involved consideration of several additional factors using GIS and Google Earth within a specific buffer distance around schools. These factors included:

- Residential density
- Existing bicycle and pedestrian facilities
- Sidewalk Connectivity
- Roadway Signage
- Street lighting

Phase I analyses ultimately resulted in the identification of the following recommended schools in the CRTPA region from which a more detailed study will be initiated:

- **Shanks Middle School** (Gadsden County)
- **Wakulla Middle School** (Wakulla County)
- **Amos P. Godby High School** (Leon County)
- **John G. Riley Elementary School** (Leon County)
- **Raa Middle School + Ruediger Elementary School** (Leon County)
- **Griffin Middle School** (Leon County)
- **Leon High School** (Leon County)
- **Nims Middle School**
- **Rickards High School** (Leon County)
- **Pineview Elementary School** (Leon County)
- **Fairview Middle School** (Leon County)

## **PHASE 2**

This phase of the study was recently initiated and will provide a focused safety and accessibility analysis for the recommended schools in Phase 1. This analysis includes on-site visits and an inventory of the existing facilities and infrastructure at the selected schools. The assessments will consider sidewalk gaps, crosswalk/intersection improvements, lighting, bicycle facilities and off-road trails. This phase also includes a student and parent survey for each of the identified schools.

### **PROJECT MILESTONES/TIMELINE**

The following provides a timeline associated with the “Take the Safe Route – Safe Access to School Study”

#### **2023**

- December 7 – Initial stakeholder meetings conducted (Gadsden, Jefferson & Leon County stakeholder groups)

#### **2024**

- January 16 – Project kick off at CRTPA Retreat
- February 7 & 8 – Second stakeholder meetings conducted
- April 9 & 10 – Third stakeholder meetings conducted
- Spring/Fall – Conduct site visits & survey selected schools
- Fall – Develop study/recommendations
- November – Project complete

Ultimately, the “Take the Safe Route - Safe Access to School Study” will result in the identification of needed bicycle and pedestrian improvements from which implementation efforts can occur, including the identification of potential funding sources. The project is scheduled for completion in late 2024.

### **ATTACHMENTS**

Attachment 1 – DRAFT Presentation

# CRTPA TAC & CMAC

Project Update  
Tuesday, May 7, 2024



# TAKE THE SAFE ROUTE

Safe Access to School Study

# Take the Safe Route: *What is it?*



Through the evaluation of existing conditions and recommendations at schools throughout the region, this plan seeks to:

- ✔ Ensure students have safe routes to walk and bike to school
- ✔ Identify schools in the Capital Region with the most need
- ✔ Make recommendations for infrastructure and other improvements for selected schools
- ✔ Encourage a culture of walking and biking
- ✔ Strategically engage teachers and parents
- ✔ Streamline Safe Routes to School (SRTS) funding requests





# Take the Safe Route: *Project Phases*



This project is being initiated in two phases:

## Phase I

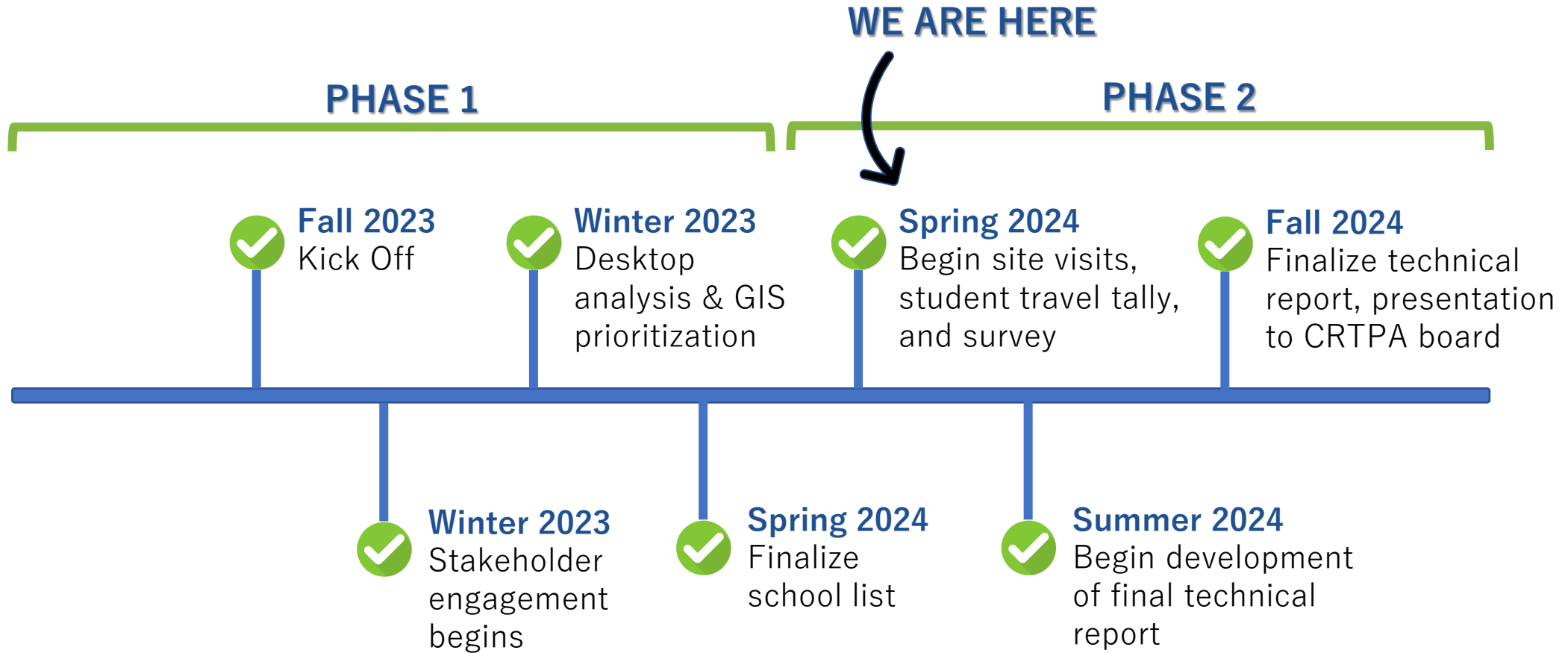
- ✓ Stakeholder meetings
- ✓ Data collection and desktop analysis
- ✓ Prioritization
- ✓ Identification of ten (10) schools for further evaluation

## Phase II

- ✓ Conduct survey and student travel tally at identified schools
- ✓ Conduct multimodal safety assessments at those schools
  - Physical improvements with a focus on roadways, sidewalks, etc.
  - Cost estimates and potential funding sources



# Anticipated Timeline





# What's been completed?

- ✓ Project initiated in November 2023
- ✓ Data collection
- ✓ Prioritization methodology
- ✓ GIS prioritization - February 2023
- ✓ Additional desktop analysis and memo - March 2023



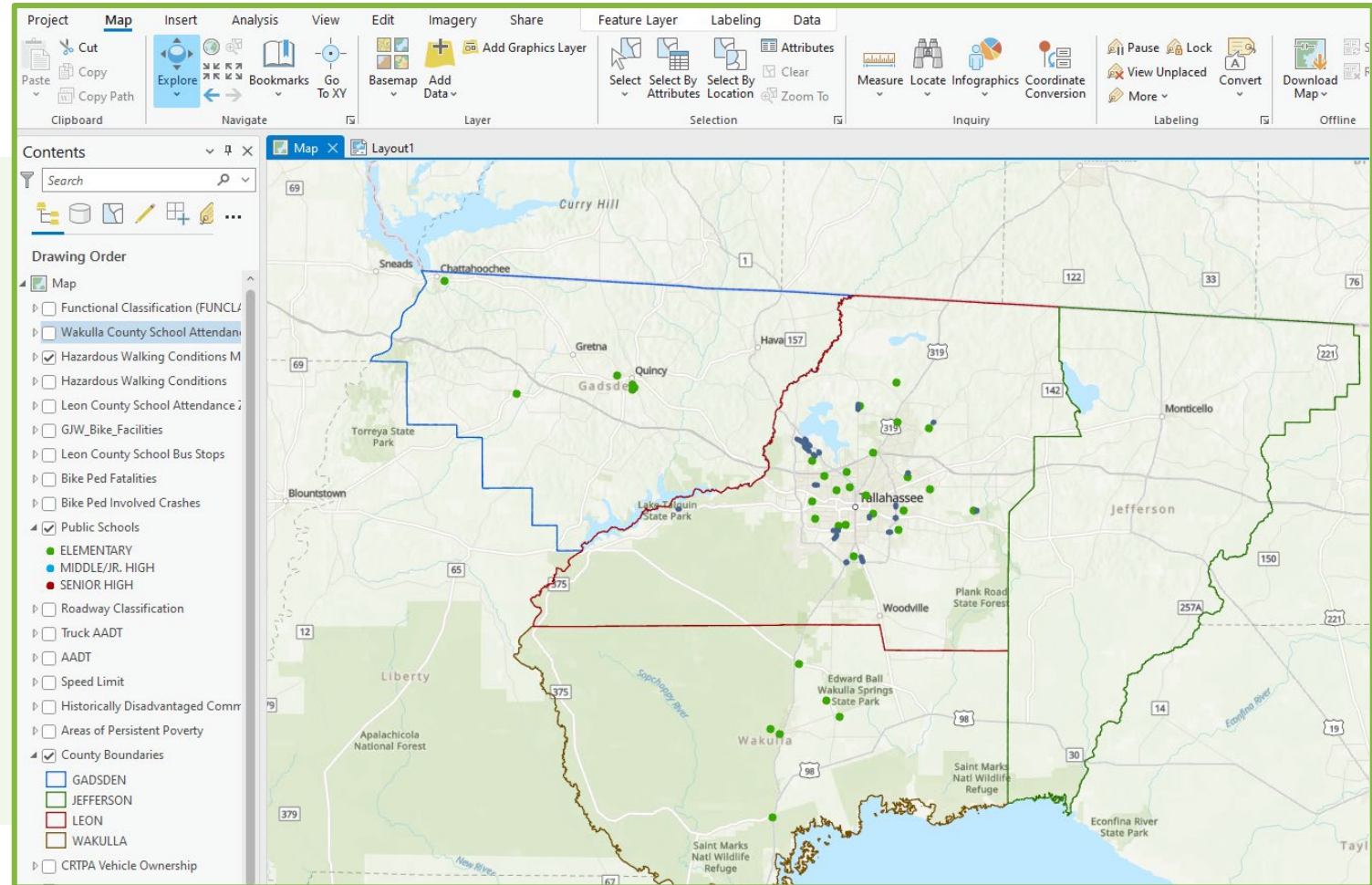


# GIS Analysis & Prioritization



✓ The initial analysis included a GIS based prioritization using:

- School attendance zone
- Hazardous walking conditions (as determined by school districts)
- Bicycle and pedestrian crash data
- Socioeconomic and demographic data
- Transportation data
- Other school related factors such as school hours, crossing guard presence and speed zone boundaries





# GIS Analysis & Prioritization: Methodology



	Criteria	Description	Data Source	Scoring (0-22)
1	<b>USDOT Equitable Transportation Community (ETC) Disadvantaged Census Tract</b>	School attendance zone is within or includes an area designated as disadvantaged by USDOT's ETC data.	USDOT, 2023	1 point
2	<b>Area of Persistent Poverty (APP)</b>	School attendance zone is within or includes an area designated as an APP.	USDOT, 2023	1 point
3	<b>Vehicle ownership</b>	School attendance zone is within or includes a Census block group where greater than 10 percent of households do not own a vehicle.	US Census, 2023	1 point
5	<b>High Injury Network (HIN)</b>	The school attendance zone includes an HIN segment	CRTPA, 2023	1 point
6	<b>Hazardous Walking Conditions (HWC)</b>	The school attendance zone includes an HWC segment	Leon County School District, 2022	1 point
7	<b>Free or reduced cost lunch</b>	Percentage of students at a given school who receive free or reduced cost lunches.	School Districts, 2023	0-3 points per quartile
8	<b>Total bicycle / pedestrian crashes</b>	Total number of bicycle/ pedestrian crashes within school attendance zone.	Signal Four Analytics, 2019-2023	0-3 points per quartile
9	<b>Fatal and serious injury bicycle / pedestrian crashes</b>	Number of bicycle/pedestrian crashes resulting in a fatality or serious injury within school attendance zone.	Signal Four Analytics, 2019-2023	0-3 points per quartile
10	<b>Total fatal and serious injury crashes</b>	Total number of crashes resulting in a fatality or serious injury within school attendance zone.	Signal Four Analytics, 2019-2023	0-3 points per quartile
11	<b>Potential Crossing Conflicts</b>	Number of intersections with major collectors or major arterials in school attendance area. Includes anywhere any road intersections with major collectors or major arterials.	KHA created, 2023	0-3 points per quartile

# Preliminary Lists



## Leon County:

Prioritization	School	Score
1	R. FRANK NIMS MIDDLE SCHOOL	20
2	JOHN G RILEY ELEMENTARY SCHOOL	20
3	AMOS P. GODBY HIGH SCHOOL	19
4	BOND ELEMENTARY SCHOOL	19
5	JAMES RICKARDS HIGH SCHOOL	18
6	RAA MIDDLE SCHOOL	18
7	GRIFFIN MIDDLE SCHOOL	17
8	LEON HIGH SCHOOL	17
9	RUEDIGER ELEMENTARY SCHOOL	16
10	FAIRVIEW MIDDLE SCHOOL	16
11	PINEVIEW ELEMENTARY SCHOOL	15
12	FRANK HARTSFIELD ELEMENTARY SCHOOL	14
13	KATE SULLIVAN ELEMENTARY SCHOOL	14
14	ELIZABETH COBB MIDDLE SCHOOL	14
15	SABAL PALM ELEMENTARY SCHOOL	13
16	OAK RIDGE ELEMENTARY SCHOOL	13

## Gadsden County:

Prioritization	School	Score
1	JAMES A. SHANKS MIDDLE SCHOOL	12
2	STEWART STREET ELEMENTARY SCHOOL	6
3	WEST GADSDEN MIDDLE SCHOOL	6
4	CHATTAHOOCHEE ELEMENTARY SCHOOL	5
5	GEORGE W. MUNROE ELEMENTARY SCHOOL	5
6	GADSDEN COUNTY HIGH SCHOOL	4
7	GREENSBORO ELEMENTARY SCHOOL	4

## Wakulla County:

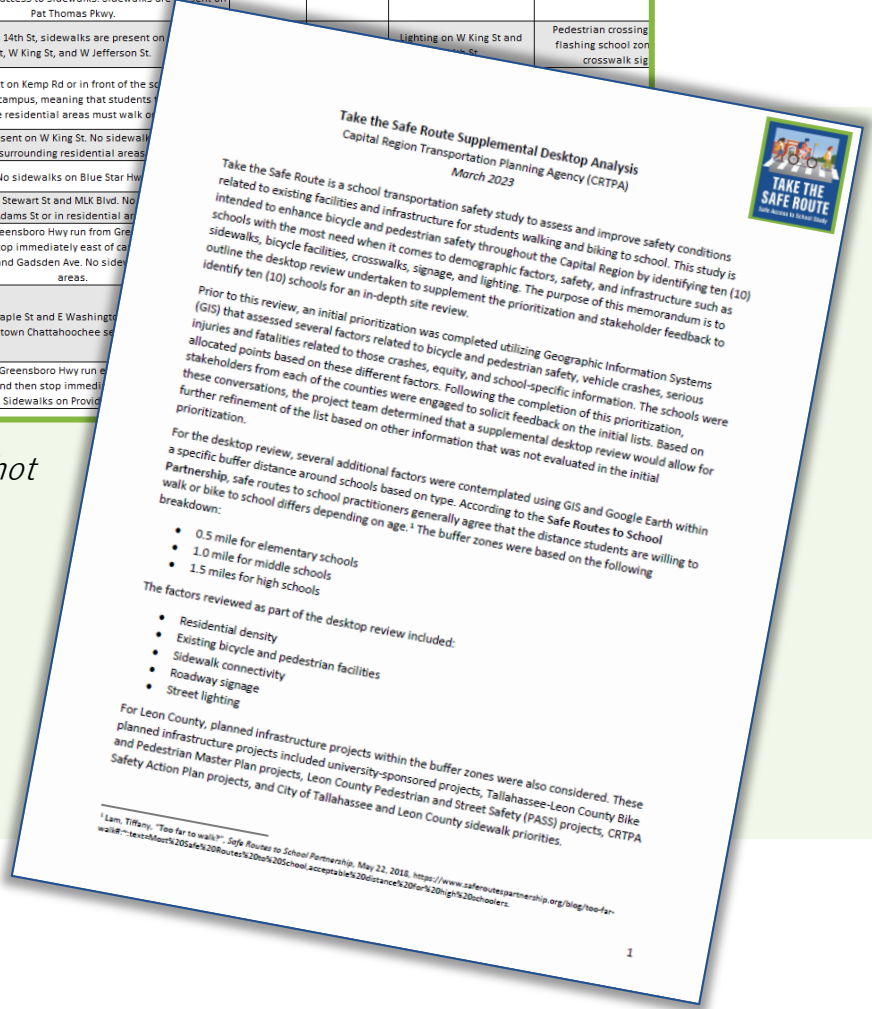
Prioritization	School	Score
1	WAKULLA HIGH SCHOOL	7
2	MEDART ELEMENTARY SCHOOL	5
3	WAKULLA MIDDLE SCHOOL	4
4	RIVERSINK ELEMENTARY SCHOOL	3
5	SHADEVILLE ELEMENTARY SCHOOL	2
6	RIVERSPRINGS MIDDLE SCHOOL	2
7	CRAWFORDVILLE ELEMENTARY SCHOOL	1

# Additional Desktop Review



A	B	C	F	G	H	I	J	K	L	M
			Percent Residential (%)	Sidewalks in Front of School	Sidewalk Connectivity (Y/N)	Notes	Crosswalks in School Vicinity	Bike Lanes in Front of School	Lighting	Other Amenities
1	CARTER PARRAMORE ACADEMY		21%	Y	N	Sidewalk present on MLK Blvd and S Stewart St. No sidewalk present on Adams St past Clark St, meaning that the residential areas on this road are not located near sidewalks. It seems that about half of the residential neighborhoods surrounding the school have access to sidewalks. Sidewalks are present on Pat Thomas Pkwy.	5	N	Street lighting present on S Stewart St and MLK Blvd	Flashing school speed sign, pedestrian crossing
2	JAMES A. SHANKS MIDDLE SCHOOL		26%	Y	N	No sidewalks on 14th St, sidewalks are present on 15th St, W King St, and W Jefferson St.			Lighting on W King St and W Jefferson St	Pedestrian crossing flashing school zone crosswalk sign
3	HAVANA MAGNET SCHOOL		28%	N	N	Sidewalk present on Kemp Rd or in front of the school directly east of campus, meaning that students walking from the residential areas must walk on Kemp Rd.				
4	GEORGE W. MUNROE ELEMENTARY SCHOOL		21%	Y	N	Sidewalk present on W King St. No sidewalk present on surrounding residential areas.				
5	GADSDEN COUNTY HIGH SCHOOL		1%	N	N	No sidewalks on Blue Star Hwy				
6	STEWART STREET ELEMENTARY SCHOOL		20%	Y	N	Sidewalks on Stewart St and MLK Blvd. No sidewalk present on Adams St or in residential areas.				
7	WEST GADSDEN MIDDLE SCHOOL		18%	Y	N	Sidewalks on Greensboro Hwy run from Greensboro Hwy east and then stop immediately east of Providence Rd and Gadsden Ave. No sidewalks present on these streets.				
8	CHATTAHOOCHEE ELEMENTARY SCHOOL		8%	Y	Y	Sidewalks on Maple St and E Washington St. Sidewalks in downtown Chattahoochee school zone.				
9	GREENSBORO ELEMENTARY SCHOOL		20%	Y	N	Sidewalks on Greensboro Hwy run from downtown and then stop immediately east of downtown. Sidewalks on Providence Rd.				

Gadsden County Desktop Analysis Snapshot



**Additional review was conducted to further evaluate schools using data related to:**

- Residential density
- Existing bicycle and pedestrian facilities
- Sidewalk connectivity
- Signage
- Street lighting



<sup>1</sup> Lam, Tiffany. "Too far to walk?": Safe Routes to School Partnership. May 22, 2018. <https://www.saferroutespartnership.org/blog/too-far-to-walk/>

# Final Schools List for Further Evaluation



- ✓ Analysis started with 25 schools from Gadsden, Leon, and Wakulla counties
- ✓ Final list includes 12 schools:

School	County
AMOS P. GODBY HIGH SCHOOL	Leon
JOHN G. RILEY ELEMENTARY SCHOOL	Leon
<b>RAA MIDDLE SCHOOL + RUEDIGER ELEMENTARY SCHOOL</b>	Leon
GRIFFIN MIDDLE SCHOOL	Leon
LEON HIGH SCHOOL	Leon
NIMS MIDDLE SCHOOL	Leon
RICKARDS HIGH SCHOOL	Leon
PINEVIEW ELEMENTARY SCHOOL	Leon
FAIRVIEW ELEMENTARY SCHOOL	Leon
WAKULLA MIDDLE SCHOOL	Wakulla
SHANKS MIDDLE SCHOOL	Gadsden

# What's Next? *Survey and Student Travel Tally*



Coordination with appropriate officials at 12 identified schools



Development of tally and survey to record how children arrive and depart school each day

*Based on National Center for Safe Route to School Data Collection System*

**Parent Survey About Walking and Biking to School**

Dear Parent or Caregiver, Your child's school wants to learn your thoughts about children walking and biking to school. This survey will take about 5 - 10 minutes to complete. We ask that each family complete only one survey per school year (your children attend). If more than one child from a school brings a survey home, please fill out the survey for the child with the next birthday from today's date. After you have completed this survey, send it back to the school with your child or give it to the teacher. Your responses will be kept confidential and neither your name nor your child's name will be associated with any results. Thank you for participating in this survey!

**4. CAPITAL LETTERS ONLY – BLUE OR BLACK INK ONLY**

School Name: \_\_\_\_\_

Grade (PK,K,1,2,3...): \_\_\_\_\_

1. What is the grade of the child who brought home this survey?  Male  Female

2. Is the child who brought home this survey male or female?

3. How many children do you have in Kindergarten through 8<sup>th</sup> grade? \_\_\_\_\_

4. What is the street intersection nearest your home? (Provide the names of two intersecting streets) \_\_\_\_\_ and \_\_\_\_\_

5. How far does your child live from school? Place a clear "X" inside box. If you make a mistake, fill the entire box, and then mark the correct box.

Place a clear "X" inside box. If you make a mistake, fill the entire box, and then mark the correct box.

6. On most days, how does your child arrive and leave for school? **Arrive at school**

Walk  Bike  School Bus  Family vehicle (only children in your family)  Carpool (Children from other families)  Transit (city bus, subway, etc.)  Other (skateboard, scooter, inline skates, etc.)

**Travel time to school**

Place a clear "X" inside box. If you make a mistake, fill the entire box, and then mark the correct box.

7. How long does it normally take your child to \_\_\_\_\_

Less than 5 minutes  5 – 10 minutes  11 – 20 minutes  More than 20 minutes  Don't know / Not sure

**Encuesta sobre ir caminando o andando en bicicleta a la escuela**

Estimado Padre o Encargado, La escuela donde su hijo/a asiste desea saber sus opiniones sobre niños caminando y andando en bicicleta a la escuela. Esta encuesta tomará entre 5 y 10 minutos para completarla. Le pedimos a las familias que completen solo una encuesta por escuela a la que asisten sus niños. Si recibe más de un formulario de la misma escuela, por favor complete solo una encuesta. La del niño que cumple años en la fecha más próxima al día de hoy.

Después de completar esta encuesta, devuélvala a la escuela a través de su hijo o entreguésela a la maestra. Sus respuestas se mantendrán confidenciales y no se asociará su nombre ni el de su hijo a ningún resultado. **¡Gracias por participar en esta encuesta!**

**4. CAPITAL LETTERS ONLY – PARA PADRES –**

Nombre de la Escuela: \_\_\_\_\_

1. ¿En qué grado está el niño que trajo esta encuesta al hogar? \_\_\_\_\_

2. ¿El niño que trajo a casa la encuesta es niño o niña?  Niño  Niña

3. ¿Cuántos niños tiene usted entre Kindergarten y el 8vo grado? \_\_\_\_\_

4. ¿Cuál es la intersección más cerca de su casa? (el cruce de las dos calles) \_\_\_\_\_ y \_\_\_\_\_

5. ¿Cómo lejan vive su niño de la escuela? Escriba en letras MAYÚSCULAS. Marque las cajas con "X".

Menos de 1/4 milla  Entre 1/4 y 1/2 milla  Entre 1/2 y 1 milla  Más de 1 milla

6. La mayoría de los días, ¿cómo va su niño a la escuela y cómo regresa a la casa después de la escuela? **Usa a la escuela**

Caminando  Bicicleta  Autobús escolar  Vehículo de la familia (solo con niños de la familia)  Compartiendo el viaje en auto con niños de otras familias  Tránsito (autobús de la ciudad, subterráneo, etc.)  Otro (patineta, monopatín, patines, etc.)

**Regresa a casa**

Caminando  Bicicleta  Autobús escolar  Vehículo de la familia (solo con niños de la familia)  Compartiendo el viaje en auto con niños de otras familias  Tránsito (autobús de la ciudad, subterráneo, etc.)  Otro (patineta, monopatín, patines, etc.)

7. ¿Cuánto tiempo le toma a su niño para ir y regresar de la escuela? (una respuesta por columna con una "X" en la caja)

**Tiempo del recorrido a la escuela**

Menos de 5 minutos  5 a 10 minutos  11 a 20 minutos  Más de 20 minutos  No lo sé / No estoy seguro/a

**Tiempo del recorrido para llegar a casa**

Menos de 5 minutos  5 a 10 minutos  11 a 20 minutos  Más de 20 minutos  No lo sé / No estoy seguro/a

**Safe Routes to School Students Arrival and Departure Tally Sheet**

**+ CAPITAL LETTERS ONLY – BLUE OR BLACK INK ONLY**

School Name: \_\_\_\_\_

Grade: (PK,K,1,2,3...) \_\_\_\_\_

Monday's Date (Week count was conducted) \_\_\_\_\_

Teacher's First Name: \_\_\_\_\_

Teacher's Last Name: \_\_\_\_\_

Number of Students Enrolled in Class: \_\_\_\_\_

• Please conduct these counts on two of the following three days Tuesday, Wednesday, or Thursday. (Three days would provide better data if counted)

• Before asking your students to raise their hands, please read through all possible answer choices so they will know their choices. Each student may only answer once.

• Ask your students as a group the question "How did you arrive at school today?"

• Then, reread each answer choice and record the number of students that raised their hands for each. Place just one character or number in each box.

• Follow the same procedure for the question "How do you plan to leave for home after school?"

• You can conduct the counts once per day but during the count please ask students both the school arrival and departure questions.

• Please conduct this count regardless of weather conditions (i.e., ask these questions on rainy days, too).

**Step 1.** Fill in the weather conditions and \_\_\_\_\_

**Step 2.** AM – "How did you arrive at school today?" Record the number of hands for each answer.

PM – "How do you plan to leave for home after school?" Record the number of hands for each answer.

Student Tally	Walk	Bike	School Bus	Family Vehicle	Carpool	Transit	Other
Number in when not made	-	-	-	Only with Children from your family	Riding with children from other families	City bus, subway, etc.	Skate-board, scooter, etc.
2	0	2	3	8	3	3	1
1	9	3	3	8	1	2	2

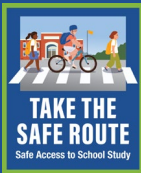
to these counts or any unusual travel conditions to/from the school on the days of the tally.



# SPRING – SUMMER 2024



# What's Next? *Focused Safety Analysis – Site Visits*



- ✔ Site visits
- ✔ Identify the needs for infrastructure improvements to accommodate students walking and biking to each school

## **Focused on:**

- Roadways
- Sidewalks
- Other multimodal facilities



**SPRING – SUMMER 2024**



# What's Next? *Final Technical Report*



- ✓ Final prioritized lists of schools in the Capital Region
- ✓ Documentation of school analyses
- ✓ Detail identified improvements and recommendations
- ✓ Planning level cost estimates & opportunities for funding



SUMMER – FALL 2024

# Questions or Comments?





May 21, 2024



## AGENDA ITEM 7 B

# **CRTPA PUBLIC INVOLVEMENT PLAN UPDATE**

TYPE OF ITEM: Information

### **STATEMENT OF ISSUE**

The Draft Public Involvement Plan (PIP) (***Attachment 1***) is presented for comment and discussion.

### **CRTPA COMMITTEE ACTIONS**

At the May 7, 2024, CRTPA committee meetings, staff announced the PIP was posted and available for review. The CRTPA's Technical Advisory Committee (TAC) and Citizen's Multimodal Advisory Committee (CMAC) will formally review the draft PIP at the June 4, 2024, meetings.

### **BACKGROUND**

Public Involvement is at the center of the transportation planning process, as transportation networks affect the public in a variety of ways. Therefore, the voice of the public is essential in ensuring that the transportation decisions that are made are efficient and effective at serving the residents they impact. The CRTPA's Draft PIP documents the goals, objectives, and strategies for ensuring that all individuals have every opportunity to be involved in transportation planning decisions.

An update to the PIP requires a 45-day public review period began on May 2, 2024, and will close on June 17, 2024, at the CRTPA Board Meeting, which is the scheduled date for approval of the PIP. The updated PIP provides a complete rewrite of the plan and, in an effort to provide quick access to key information, the PIP layout has been streamlined. As drafted, the updated PIP offers quick access to information on engagement opportunities during scheduled meetings and in the development of key planning documents and programs.

The Goals, Objectives and Measures of Effectiveness are revised to establish four distinct components of the public involvement process. This framework identifies that the first step in the process is informing the public and providing access to information. As part of the CRTPA's transportation planning process continuous outreach occurs to inform and involve the public. Building upon this are the broader objectives of establishing an ongoing dialog and engagement and fostering collaboration with the public and stakeholders.

### **NEXT STEPS**

The PIP will be included for review and comment during the upcoming Transportation Improvement Program and Priority Project Lists public meetings, scheduled for May and June. All announcements of these public meetings will also solicit comment on the draft PIP. As mentioned, the draft PIP will be presented to the Committees the June 4, 2024, meetings. In addition, staff will continue to distribute the document to interested parties. At the June 17, 2024, Board Meeting the comment period closes prior to the final action by the Board.

### **RECOMMENDED ACTION**

This item is presented for Board discussion.

### **ATTACHMENT**

Attachment 1: Draft Public Involvement Plan



## ***Draft Public Involvement Plan***

*Prepared by the Capital Region Transportation Planning Agency  
300 South Adams Street  
Tallahassee, FL 32301  
(850) 891-8630  
[www.crtpa.org](http://www.crtpa.org)*

### **Comment and Formal Review Schedule**

- May 02, 2024 - Public-comment period is initiated**
- May 07, 2024 - TAC/CMAC Meetings: Informational Item.**
- May 21, 2024 - CRTPA Board Meeting: Presented for review and comment.**
- June 04, 2024 - TAC/CMAC Meetings: Presented for review and comment.**
- June 17, 2024 - Board Meeting: Closes comment period at adoption.**

*Scheduled date of adoption, June 17, 2024.*

**Table of Contents**

***Part I Introduction and Overview*** ..... 1

General Guidelines..... 2

Title VI and Environmental Justice..... 3

CRTPA - Organization and 3C Planning Process ..... 4

Purpose of Public Involvement..... 5

Public Participation in the Planning Process..... 6

*Meeting Schedules*

*In-Person Meetings*

*Opportunities for Public Comment*

*Virtual Participation*

*Florida Sunshine Law*

*Accessibility*

***Part II Public Involvement and the CRTPA Board, Committees and Staff*** ..... 7

Citizens Multimodal Advisory Committee (CMAC)..... 8

Technical Advisory Committee (TAC)..... 9

CRTPA Board ..... 10

CRTPA Executive Committee..... 11

Special and Emergency Meetings..... 11

CRTPA Staff ..... 11

***Part III Public Involvement and Planning Program*** ..... 12

Public Involvement Plan..... 13

Long Range Transportation Plan (LRTP)..... 14

Project Priority Lists (PPLs)..... 15

Transportation Improvement Program (TIP)..... 16

Unified Planning Work Program (UPWP)..... 18

Quadrennial Certification ..... 19

Planning Studies and Reports ..... 20

***Part IV Public Involvement Plan Goals, Objectives, and Strategies*** ..... 21

Objectives..... 22

    To Inform..... 23

    To Involve..... 24

    To Engage..... 25

    To Collaborate..... 25

Outreach Tools ..... 26

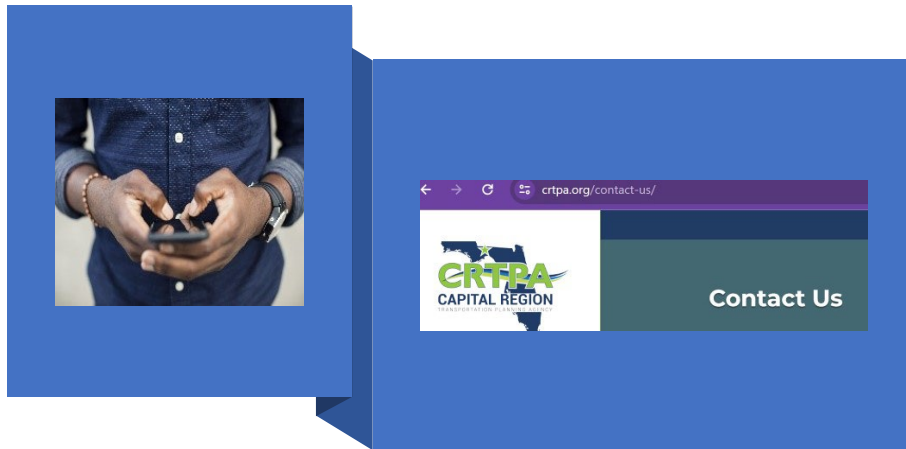
**Appendix A Statutory Requirements** ..... A1

**Appendix B Acronyms and Glossary** ..... B1

*Final formatting with graphics will be completed once approved.*

## ***PART I - INTRODUCTION AND OVERVIEW***

The CRTPA uses the input gathered from the public along with data to identify the issues, needs, and priorities for a better multimodal transportation system. Informed decisions on transportation improvements and strategies is crucial with limited funding. Collaboration and inclusive discussions results in planning and programming that considers all transportation modes, as well as construction and non-construction solutions. Outreach to different citizens and groups, including traditionally underserved communities, is essential to meet the needs of all users of the system.



### ***Contact Information***

**For further information about the Capital Region Transportation Planning Agency (CRTPA) and the public involvement process, please contact:**

Greg Slay, AICP, Executive Director;  
or,  
Suzanne K. Lex, AICP, Title VI/Non-Discrimination Coordinator  
300 South Adams Street, Mail Box A-26,  
Tallahassee City Hall, Tallahassee, FL 32301  
Phone: (850) 891-8630  
Web: [www.crtpa.org](http://www.crtpa.org)

### ***Acknowledgments***

**Prepared in cooperation with the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), Florida Department of Transportation (FDOT), StarMetro and participating local governments.**

## General Guidelines

This Public Involvement Plan (PIP) provides guidelines for public participation in activities conducted by the Capital Region Transportation Planning Agency (CRTPA) and contains the policies, goals, objectives, and techniques used by the CRTPA for to encourage public participation. During the public involvement process, CRTPA will strive to:

1. Provide ***timely information*** about transportation issues and processes to citizens, affected public agencies, representatives of transportation agencies, private providers of transportation, other interested parties and segments of the community affected by transportation plans, programs, and projects (including but not limited to local jurisdiction concerns).
2. Provide ***reasonable public access*** to technical and policy information used in the development of the Long-Range Transportation Plan (LRTP), the Transportation Improvement Program (TIP), and other appropriate transportation plans and projects, and conduct open public meetings where matters related to transportation plans/programs are considered.
3. Give ***adequate public notice*** of public involvement activities and allow time for public review and comment on key decision points, including, but not limited to, approval of the LRTP, the TIP, and other appropriate transportation plans and projects.
4. ***Document applicable public input***. When significant written and/or oral comments are received on the draft transportation plan (including the financial plan) or the TIP as a result of the public participation process or for a PD&E the interagency consultation process required under the U.S. Environmental Protection Agency conformity regulations, a summary, analysis, and report on the disposition of comments will be made part of the final plan.
5. ***Solicit the needs of those underserved*** by existing transportation systems, including, but not limited to, people with low-income, people with Limited English Proficiency (LEP), people who are transit dependent, people of color, older adults, and people with disabilities. Current federal law requires that the CRTPA provide reasonable opportunities for affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with a reasonable opportunity to comment on the transportation planning process. [23 U.S.C. 104(d)1].
6. Provide a ***public comment period of 45 calendar days prior to the adoption of the Public Involvement Plan*** and/or any amendments. Notice of the 45-day comment period will be sent to local governments and distributed electronically and through social media, and the CRTPA website.
7. Provide a ***public comment period of no less than 7 days*** for any formal amendments, or updates, to the LRTP and TIP, and other appropriate transportation plans and projects.
8. ***Coordinate the CRTPA's public involvement plan*** with statewide, regional, and local public participation processes wherever possible to enhance public consideration of the issues, plans, and programs and to minimize redundancies and costs.

## ***Title VI (Environmental Justice)***

No person in the United States shall, on the ground of race, color, national origin, or sex be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity receiving Federal financial assistance (Title VI of Civil Rights Act of 1964, 42 U.S.C. § 2000d, and as amended, and the Civil Rights Restoration Act of 1987, P.L. 100.259). This includes funds received through the Florida Department of Transportation (FDOT) or other entities.

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. “Public Participation is solicited without regard to race, color, national origin, age, sex, religion, disability, or family status. Persons who require special accommodations under the Americans With Disabilities Act, or persons who require translation services (free of charge) should contact the CRTPA Title VI Coordinator, Suzanne Lex, three days in advance of the meeting at 850-891-8627 (Suzanne.Lex@crtpa.org”) and for the hearing impaired, telephone 711 or 800-955-8771 (TDY).”

The CRTPA’s planning process is conducted in accordance with Title VI of the Civil Rights Act of 1964 and related statutes. Any person or beneficiary who believes he/she has been discriminated against because of race, color, religion, sex, age, national origin, disability, or family status may file a complaint with the CRTPA Title VI coordinator at (850) 891-8627 or at [Suzanne.lex@crtpa.org](mailto:Suzanne.lex@crtpa.org) or by writing to the CRTPA, Tallahassee City Hall, 300 South Adams Street, Mailbox A-19, Tallahassee, FL 32301.

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## ***Limited English Proficiency (LEP)***

“La participación pública se solicita sin distinción de raza, color, nacionalidad, edad, sexo, religión, discapacidad o estado familiar. Las personas que requieran adaptaciones especiales en virtud de la Ley de Americanos con Discapacidades, o las personas que requieran servicios de traducción (sin cargo) deben comunicarse con Suzanne Lex, CRTPA Coordinadora del Título VI, al 850-891-8627 (Suzanne.lex@crtpa.org) y para las personas con discapacidad auditiva, teléfono 711 o 800-955-8771 (TDY) cuatro días antes de la reunión.

**Limited English Proficiency:** The purpose of the LEP is to increase awareness and provide meaningful access to all CRTPA plans, programs, meetings, and events to individuals with limited to no ability to speak, read, or write English. The CRTPA is committed to increasing awareness to all individuals, including those that have been traditionally underserved, such as those with Limited English Proficiency (LEP). The CRTPA website can be translated into other languages so that greater access is available to citizens. For more information regarding the CRTPA’s LEP plan, please see the visit the CRTPA’s website [LEP Plan](#).



# CRTPA - Organization and the 3C Planning Process

## CRTPA – A Metropolitan Planning Organization

The Capital Region Transportation Planning Agency (CRTPA) is the Metropolitan Planning Organization (MPO) responsible for the regional multimodal transportation planning for Gadsden, Jefferson, Leon, and Wakulla Counties, and the municipalities within. The Federal Highway Act of 1962 established legislation that mandated that an urbanized area (UZA) with a population of 50,000 establish a MPO and subscribe to a continuing, cooperative and comprehensive ‘[3C Planning Process](#)’ in order to expend United States Department of Transportation (USDOT) funding. ,

The CRTPA’s Metropolitan Planning Area (MPA) *Figure 1* extends beyond the urbanized area to include the counties of Gadsden, Jefferson, and Wakulla, the Capital Region. This four-county planning areas is also designated as the Metropolitan Statistical Area, *Figure 1* by the [U.S. Census Bureau](#). A summary of federal and state regulations governing MPOs is provided in Appendix A.

## CRTPA MPA – Metropolitan Planning Area

**Figure 1: CRTPA Metropolitan Planning Area Tallahassee Metropolitan Statistical Area (Census)**



### History of the CRTPA

*1977 - The Tallahassee Urban Area Transportation Study Policy Committee was reorganized into the Tallahassee-Leon County (TLC) MPO.*

*Renamed to the CRTPA in 2004, the Metropolitan Planning Area (MPA) was expanded to include the urbanized portions of Gadsden and Wakulla Counties, along with expanded membership.*

*In 2008, the CRTPA planning boundaries and membership were again expanded to include all of Gadsden, Jefferson, Leon, and Wakulla Counties, as seen in Figure 1.*



## Purpose of Public Involvement

### 3 C Planning Process

Public Involvement is at the foundation of the 3C planning process (**Figure 2**) as transportation networks affect the public in a variety of ways. Therefore, the voice of the public is essential in ensuring that the transportation decisions made are efficient and effective in serving the community they impact. The CRTPA's Public Involvement Plan (documents the goals, objectives, and strategies that provides all users of the transportation system an opportunity to be involved in the transportation planning process. As the transportation network affects economic vitality, personal and freight mobility, and local/regional priorities, it is critical for the voices of everyone to be heard and considered.

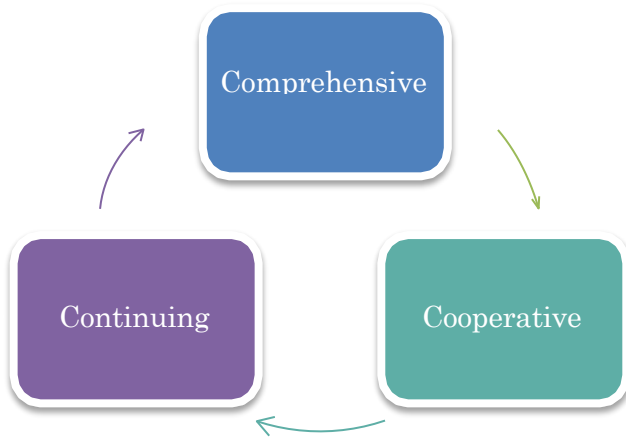


Figure 2

### *Proactive, continuous, and inclusive public involvement assists in:*

- Providing the public the opportunity to engage in the transportation-decision making process.
- Enhancing the development and implementation of transportation programs and projects.
- Promoting a thorough exploration of community needs, communications on objectives and trade-offs.
- Advancing more complete solutions that considers public input and examines a range of alternatives.
- Obtaining funding and support for projects and programs in the CRTPA Region.
- Increasing customer satisfaction, public trust, and public acceptance.
- Developing a better final product, especially context-sensitive solutions.
- Ensuring effective use of limited financial resources.



## *Public Participation in the Planning Process*

**Meeting Schedules:** Schedules are posted on the CRTPA website at the beginning of each calendar year. Any change to a scheduled committee or board meeting will be noticed a minimum of 7-days in advance, with exception if canceled due to emergency circumstances.

**In-person meetings:** The public is encouraged to attend all CRTPA Committee and Board meetings. Board meetings, except the Retreat, are broadcast live on WCOT. Written or verbal comments may be provided to staff.

<i>Opportunities for Public Comment</i>		<i>Scheduled Monthly</i>	<i>Time</i>	<i>Exception</i>
<b>Governing Meetings</b>	<b>Board</b>	<i>3<sup>rd</sup> Monday or Tuesday</i>	<i>1:30 pm</i>	<i>Jan, Jul, Aug</i>
	<b>Executive Committee</b>	<i>Minimum Annually</i>	<i>Posted</i>	<i>As Needed</i>
<b>Committees</b>	<b>TAC</b>	<i>1<sup>st</sup> Tuesday of the Month</i>	<i>9:00 am</i>	<i>Jan, Jul, Aug</i>
	<b>CMAC</b>	<i>1<sup>st</sup> Tuesday of the Month</i>	<i>11:30 am</i>	<i>Jan, Jul, Aug</i>
<i>Cancellation of a meeting is posted 7-days in advance of the scheduled date, unless due to an emergency event.</i>				

**Virtual Participation:** Comment may be provided virtually on agenda and non-agenda items at a Board meeting. The CRTPA requests virtual participation be scheduled a day in advance in an effort to ensure that public comment can be provided at the meeting.

**To provide comment virtually at a Board Meeting  
register by 5:00 p.m. the day before the meeting.**

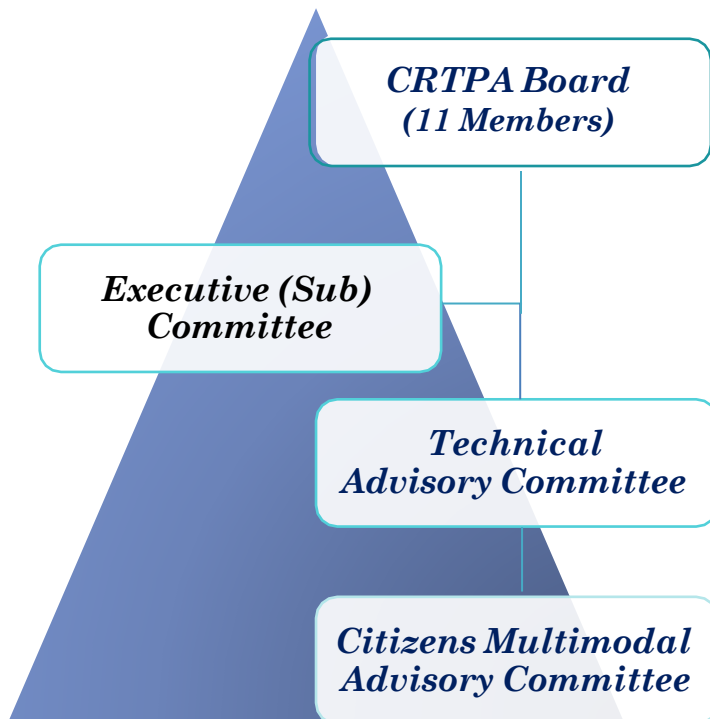
**Florida Sunshine Law:** The CRTPA Board and Committees are governed by Florida Sunshine Law and in accordance with the notification requirements of Florida Statute §.286.011. Per Sunshine Law, meeting minutes are taken at all CRTPA Board and Committee meetings. Minutes are distributed at the following board and committee meetings for review and approval. Upon approval, minutes are available to the public by request or may be accessed via the Internet. Meeting minutes are included in the agendas posted on the CRTPA and City of Tallahassee Board Docs websites.

As part of the “3C” planning process and during every stage of the decision-making process consideration is given the principles of Environmental Justice and Title VI of the Civil Rights Act as relating to transportation systems and facilities.

**Accessibility:** All meetings are held in locations accessible to persons with disabilities and to citizens requiring transportation. Citizens that require special accommodation should contact the CRTPA three business days in advance of a meeting at (850) 891-8630 Contact Suzanne Lex, Title VI Coordinator by email, or by phone at 850.891.8627. The telephone number of the Florida Relay TDD Service is # 711. In addition, the CRTPA Board meetings are televised live on WCOT and posted to the City of Tallahassee’s You Tube Chanel.

**PART II - CRTPA BOARD, COMMITTEES AND STAFF**

The CRTPA Board and staff are supported by the Technical Advisory Committee and the Citizens Multimodal Advisory Committee. Member representation provides input from a variety of sources. The governance [Board] structure is composed of elected officials from the four-county region and a Leon County School Board as voting members. The CRTPA’s voting structure is a weighted vote and is established in the Interlocal Agreement. Representatives from StarMetro and the ARPC participate as non-voting members. Executive Committee members are the Chair, Vice-Chair, and immediate past Chair, with representation from Leon County, the City of Tallahassee (COT) and one rural local government.



Leon County BOCC (3), City of Tallahassee (3), Jefferson, Gadsden, Wakulla Counties BOCCs & Gadsden Co. municipalities (1 each). Leon County School Board (1),

Executive Subcommittee members meet annually to review the budget and as needed.

Representatives from transportation providers (Transit, TMC, Airport, Commuter Services), local government planning and engineering departments, and regional/state agencies.

Citizen representing a range of geographic and socio-economic demographics, expertise, and community interests.

Both the CMAC and TAC offer input from their varying perspectives, whether that be in a professional sense (planners, engineers, etc.) or from a citizen perspective (local residents). These committees garner feedback, input, advice, and provide recommendations for staff to present to the CRTPA Board.

*Current bylaws, membership and meeting calendars are available on the [CRTPA website.](#)*

**Watch CRTPA Board Meetings live on WCOT.  
Missed the Live Meeting – Catch the meeting on You Tube  
See the CRTPA’s Meetings webpage for details.**

## *Citizens Multimodal Advisory Committee*

The *Citizens Multimodal Advisory Committee (CMAC)* is comprised of individuals in the community and includes representatives of various agencies and transportation interests. Members of this committee must reside within the CRTPA Planning Area. The committee's purpose is to provide comment and guidance to the CRTPA Board on transportation planning and policy issues. The charge of the CMAC is to reflect a broad cross-section of residents within the CRTPA areas representing a wide variety of interests and special needs. Members must also be interested in the development of an integrated, safe, efficient, and cost-effective transportation network for all users. Special interests to be represented include child/youth advocates, minorities, off-road cyclists, pedestrians, persons with disabilities, road bicyclists, senior citizens, students, transit riders and the transportation disadvantaged.

### *Public Involvement and the CMAC*

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**Meetings Held:** First Tuesday of the month at 11:30 am.  
**Address:** 300 South Adams Street, City Hall, Tallahassee

**Meeting Calendar:** Posted annually on the CRTPA website.  
Meetings are not scheduled in January, July, and August.

*(Consult website, meetings may be canceled, or the location may change.)*

**Meeting Notice:** Agenda posted 7 days in advance of the meeting on [CRTPA.org](http://CRTPA.org).

**Meeting Participation:** Written or verbal comments may be provided to staff in advance of the meeting. At the CMAC meeting comment is taken in-person or on agenda and non-agenda items.

**Accommodations are available to the public upon request 3 business days before the meeting.** Contact Suzanne Lex, Title VI Coordinator by email, or by phone at 850.891.8627.

**Members:** Application and approval by the CRTPA Board.

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*Interested in serving on the  
Citizen's Multimodal Advisory Committee?*

[Apply Online Here!](#)

**Application Process:** Candidate are interviewed by CRTPA staff and then recommended to the Board for membership. The Board votes on the approval of each candidate's appointment. Considerations for appointment are based on the geographic location, interviews, and overall background/experience of each candidate. The CRTPA strives to maintain a diversity of citizens in order to provide a well-rounded review of transportation issues.



## ***Technical Advisory Committee***

The ***Technical Advisory Committee (TAC)*** is the CRTPA's technical committee and is comprised of local and state planners and engineers with expertise in the area of transportation planning, engineering, or management. TAC members provide technical reviews of CRTPA plans, programs, and projects and makes recommendations as to their need, feasibility, technical accuracy and consistency with local, state, and regional plans, programs, and projects. The TAC assists the CRTPA in carrying out the CRTPA's planning function through recommendations on various transportation issues. Another integral role of the TAC is providing technical expertise on steering committees, project working groups and their contribution as members of the Community Traffic Safety Team.

## ***Public Involvement and the TAC***

**Meetings Held:** First Tuesday of the month at 9:00 am.  
**Address:** 300 South Adams Street, City Hall, Tallahassee

**Meeting Calendar:** Posted annually on the CRTPA website.  
 Meetings are not scheduled in July, August, and January.

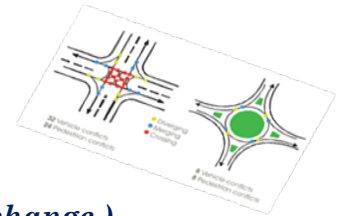
***(Consult website, meetings may be canceled, or the location may change.)***

**Meeting Agenda:** Posted 7 days in advance of the meeting on [CRTPA.org](http://CRTPA.org).

**Meeting Participation:** Written or verbal comments may be provided to staff in advance of the meeting.

**Accommodations are available to the public upon request 3 business days before the meeting.** Contact Suzanne Lex, Title VI Coordinator by email, or by phone at 850.891.8627.

**Members:** Appointed consistent with the Bylaws, Florida Statutes and Federal Code.



***Established in §339.175(6)(d), F.S., the membership of the TAC must include, whenever possible, planners; engineers; representatives of local aviation authorities, port authorities, and public transit authorities or representatives of aviation departments, seaport departments, and public transportation departments of municipal or county governments, as applicable; the school superintendent of each county within the jurisdiction of the MPO [CRTPA] or the superintendent's designee, and other appropriate representatives of affected local governments. The TAC membership is appointed by the local agencies providing their expertise.***



## ***CRTPA Board***

The CRTPA Board is comprised of 11 voting members representing Gadsden, Jefferson, Leon and Wakulla counties and municipalities. A list of [members and their contact information](#) is available on the CRTPA website. The CRTPA Board is the final level of review and decision-making body in the Agency's organizational structure. Recommendations from CRTPA staff and the committees are reviewed, discussed and then either approved, accepted, or rejected through a weighted vote. Annually, in January the Board holds a Retreat. It provides a forum for strategic planning, policy development and CRTPA initiatives, as such, no public comment is taken.

## ***Public Involvement and the CRTPA Board***

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**Meetings Held:** The First Monday or Tuesday of the month at 1:30 pm.  
**Address:** 300 South Adams Street, City Hall, Tallahassee

**Meeting Calendar:** Posted annually on the CRTPA website. A Board Retreat is held in January. ***Check the Calendar for any updates. No meetings are scheduled in July and August.***

**Meeting Agenda:** Posted 7 days in advance of the meeting on [CRTPA.org](#) & [COT Board Docs](#).

**Meeting Participation:** Written or verbal comments may be provided to staff in advance of the meeting. At the meeting comment is taken in-person or virtually on agenda and non-agenda items. The CRTPA requests virtual participation be scheduled a day in advance in an effort to ensure that public comment can be provided at the meeting.

***Virtual participation options are available to the public upon request. Contact the CRTPA no later than 5 pm the last business day before the scheduled meeting.***

**Accommodations available to the public upon request 3 business days before the meeting.** Contact [Suzanne Lex](#), Title VI Coordinator by email, or by phone at 850.891.8627.

**Members:** Appointed by a member government or agency, consistent with the CRTPA's Bylaws & Interlocal Agreement. A quorum must be present for the CRTPA to take any action.

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**Annual Retreat:** Held in January of each year on the third Tuesday at 9:00 or 10:00 am.

**Address:** ***Consult website for location***, listed on the calendar and on the meeting webpage.

**Retreat Agenda:** Posted 7 days in advance of the meeting on [CRTPA.org](#).

**Meeting Participation:** \*None at the Retreat as no action items are presented.

***Any Retreat agenda item that requires acceptance or adoption by the Board will be included as part of a future Board Meeting and noticed in accordance with the requirements set forth in this plan. This ensures the public has the opportunity to participate in the planning process.***

## ***CRTPA Executive Committee Meetings***

The CRTPA Executive [Sub] Committee is established in the CRTPA Bylaws and meets at a minimum annually. Committee members are the Chair, Vice-Chair, and immediate past Chair.

### ***Public Involvement and the CRTPA Executive Committee***

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**Meetings Held:** At minimum, annually in August or September, see website for date and time.

**Address:** 300 South Adams Street, City Hall, Tallahassee

**Meeting Calendar:** Posted on the CRTPA website.

**Meeting Agenda:** Posted 7 days in advance of the meeting on [CRTPA.org](http://CRTPA.org).

**Meeting Participation:** Written or verbal comments to staff in advance of the meeting. Comment during the meeting from the public on agenda and non-agenda items. No virtual option.

**Accommodations are available to the public upon request 3 business days before the meeting.** Contact [Suzanne Lex](#), Title VI Coordinator by email, or by phone at 850.891.8627.

**Members:** Established in Bylaws

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### ***Executive Committee Emergency Meetings***

At times there is a need to meet and take immediate action to ensure the continuity of the planning program. The CRTPA can elect to call a meeting of the Executive Committee for issues that are time-sensitive and require immediate action. In cases of emergency or other constrained circumstances, there is a minimum 24-hour minimum notification of the meeting. The meeting shall be advertised on the CRTPA webpage and noticed via CRTPA Social Media. An e-mail notification is sent to the all committee and board members.

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### ***CRTPA Staff***

The CRTPA is staffed by an Executive Director, an Assistant Executive Director, Planning Manager, Programs Manager/Title VI Non-Discrimination Coordinator, and an Administrative Assistant. The staff works closely with the Florida Department of Transportation (FDOT), local governments, community partners and stakeholders. To contact the CRTPA staff, please visit <https://crtpa.org/contact-us/>

***Items presented to the Executive Committee, whether a regularly scheduled Executive Committee meeting or one conducted under emergency circumstances, is included as part of the next regularly scheduled CRTPA meeting and noticed in accordance with the requirements set forth in this plan. This ensures that the public has an opportunity to participate and comment.***

## ***PART III - Public Involvement and the Planning Program***

### ***Planning Documents***

**The CRTPA is charged with preparing numerous other planning documents including, but not limited to, the documents listed below.**

***Public Involvement Plan (PIP)*** - The Public Involvement Plan (PIP) identifies strategies to provide complete information, timely public notice, and full access to key decisions before adoption of or amendment to the CRTPA's plans and programs.

***Long-Range Transportation Plan (LRTP)*** - Establishes the investment priorities established in the 2044 Connections Regional Mobility Plan (RMP), which is the CRTPA's LRTP. The plan fulfills state and federal requirements for a coordinated transportation plan consistent with local and regional goals; and that demonstrates the transportation projects are financially cost feasible.

***Priority Projects Lists (PPLs)*** - Approved annually, the PPLs identify projects, or project phases, that the CRTPA seeks funding for in the Florida Department of Transportation's (FDOT) Work Program. Lists are developed for all modes of transportation; and list the region's transportation projects in priority order.

***Transportation Improvement Program (TIP)*** - Approved annually, the TIP sets the schedule for improvements to the region's transportation system over the next five years. The TIP identifies local, state and federally- funded transportation projects in the FDOT Work Program; and Assigns available funding to specific projects and covers all modes of transportation in **the Capital Region**.

***Unified Planning Work Program (UPWP)*** - The UPWP is a biennial statement of work identifying the planning priorities and activities to be carried out within a metropolitan planning area. At a minimum, a UPWP includes a description of the planning work and resulting products, who will perform the work, time frames for completing the work, the cost of the work, and the source(s) of funds.



## ***Public Involvement Plan***

A guide to how the CRTPA conducts engagement in the development of program documents and projects, the Public Involvement Plan (PIP) is central to the transportation planning process. The CRTPA's Public Involvement Plan (PIP) identifies strategies and processes to provide citizens and stakeholders with reasonable public notice, complete information, and full access to key decisions before adoption of or amendment to the CRTPA's plans and programs.

Another critical component in the public involvement process is collaboration with local communities, and regional and state partners. It is important that the public engagement process

consider the voices of leadership, stakeholders, special interest groups and the residents in the Capital Region.

At a minimum, the PIP will be evaluated and updated every three years. Updates will consider changing technologies, outreach strategies, and the success of the current plan's public engagement strategies and processes. An analysis of the effectiveness of the plan informs the staff and shapes recommendations for an update to the PIP. Necessary updates to comply with any new statutory requirement will be processed in a timely fashion in accordance with this plan.

### ***Public Involvement and the PIP***

#### **PIP Development - 45-Day Public Comment Period**

- An assessment of public engagement PIP is completed, and proposed revisions identified.
- The draft PIP is made available on CRTPA.org for a minimum 45 day-comment period.
- Notice PIP proposed for adoption at a regularly scheduled Board meeting.
- Distribute PIP to contacts list via email & social media along with notice of meeting dates.
- Comment may be provided throughout the comment period & at all public meetings.
- Draft PIP is presented to the TAC/CMAC & Board at the next regularly scheduled meetings.
- Reviews & comments will be solicited from FDOT, FHWA, & other partner agencies.

#### **PIP Adoption & Amendments**

- Comment period on the draft PIP closes after minimum of 45-days and as noticed.
- Public involvement activities & comments are recorded and included in the final document
- A post is made to the CRTPA's social media accounts with a link to the final draft PIP.
- Final draft PIP adopted and website is updated accordingly.
- Amendments follow the same process with the exception of updates to appendices.
- Updates to the appendix is to ensure supporting material is current.
- Will be posted on the website and the update to the appendices documented in the PIP.

***For more information on the CRTPA's meetings, projects, latest news, and public outreach activities please visit our main webpage. To stay connected and provide public input on the CRTPA's plans and programs see the webpage [CRTPA.org](http://CRTPA.org) "Get Involved".***

## Long-Range Transportation Plan

The Cost Feasible Plan (CFP), in the Long-Range Transportation Plan (LRTP), is the cornerstone of the transportation planning process. The CRTPA's adopted LRTP is the [Regional Mobility Plan \(RMP\)](#). Updated every five years, the LRTP provides a 20-year blueprint for transportation improvements and the expenditure of federal, state, and local transportation funds for the four-county region. This plan provides a common vision for the community's future transportation needs and is developed considering population, employment, and economic growth. The LRTP presents projection of anticipated transportation funding and costs for all modes of transportation, as well as for the operation and maintenance of facilities. Because funds are limited, public input is essential to help identify the

priority projects and programs that will be included in the twenty-year plan for future implementation.

The public can provide input throughout the planning process and before the plan is fully drafted. Engagement with the public varies and could include workshops, surveys, outreach to local governments and information table at community events throughout the region, as well as through social media and digital platforms. Using virtual platforms and social media, citizens and community groups throughout the region are provided access to participate in the planning process. Comment may also be provided at scheduled TAC/CMAC meetings.

### LRTP and Public Involvement

#### Initiate Project & Public Involvement Plan

- Develop project webpage to include a schedule with ongoing project updates & meeting notices.
- Information on the LRTP update is included at annual TIP & PPLs community meetings.
- Updates & relevant project information is distributed as the plan is developed.
- Comment may be provided throughout the development of the LRTP and at all public meetings.
- Board recommendations and public comments are considered in the final draft for adoption.

#### 14-day Public Comment - CFP Draft

- Posted for 7 days before the TAC/CMAC meetings and 7 days before the Board meetings.
- Notice to adopt final draft CFP at the next regularly scheduled CMAC/TAC and Board Meetings.
- Electronic notice is sent to regional & local partners, stakeholders & transportation providers.
- Electronic notice to local government administrators & if applicable, public information liaison.
- Adoption Public Hearing proceeds final Board action on CFP at the regularly scheduled Meeting.
- If comment warrants significant changes the schedule will be adjusted for additional review.

#### LRTP Amendments and Modifications

- An **Amendment** is required to add, delete, or to make changes to a project scope or cost.
- An RMP amendment is noticed 7-days before a public hearing and the adoption by the Board.
- Notice to adopt amended CFP at the next regularly scheduled CMAC/TAC & Board Meetings.
- Public can comment in writing via email or through the CRTPA website or at meetings.
- The amendment demonstrates that the project can be completed based on expected funding.
- An **Administrative Modification** allows for minor changes to a project in the adopted LRTP.
- The change is presented to the Committee and Board as an informational item.

## ***Project Priority Lists***

Each year the CRTPA is required to develop a list of projects, prioritize the projects, and provide the list to FDOT District Three by August 1 of each year. The adopted Project Priority Lists, PPLs, are updated in consultation with modal partners, local governments and FDOT. Development of the PPLS and public engagement is conducted

concurrently with the development of TIP. All public involvement announcements and material include a discussion of the PPLs and request comment and input from the public and stakeholders. Projects are identified from adopted plans and documents prepared by the respective operator or modal provider.

### **Project Priority List Sources – Plans and Studies**

Regional Mobility Plan (LRTP)  
 Tallahassee International Airport Master Plan  
 StarMetro Transit Development Plan  
 DEP & SUN Trails Priority Maps  
 ITS Master Plan  
 Bike-Ped Studies  
 Corridor, Safety and Operational Studies

## ***Public Involvement and the PPLs***

### **PPL Development and Public Involvement**

- Draft PPLs are developed in consultation with local transportation providers and FDOT.
- Post draft PPLs along with the public engagement & meeting schedules on the CRTPA website.
- Distribute PPLs, notice local government administrators; if applicable, public information liaison.
- Send E-Blast to contacts list via email & social media distributing PPLs with notice of meetings.
- Two in-person and/or virtual public meetings providing the public an opportunity to comment.
- Comment may be provided throughout the development of the PPLs and at all public meetings.

### **PPL Adoption - 7 Day Public Comment Period**

- The 7-The minimum comment period for draft PPLs is 7 days.
- Finalize draft PPLs; address all comments & include a record of all public engagement.
- Posted for 7 days before the TAC/CMAC meetings and 7 days before the Board meetings.
- Notice to adopt final PPLs at the next regularly scheduled CMAC/TAC and Board Meetings.
- Electronic notice to local government administrators; & if applicable, public information liaison.
- Board action at a regularly scheduled meeting in May or June.

### **PPL Amendments**

- Comment period on Amendment begins with the posting of the TAC/CMAC meeting agendas.
- Distribute & notice the 7-day comment period in advance of the Board adoption.
- Finalize draft PPLs; include comments and address all comments.
- Electronic notice to local government administrator(s); & if applicable, public information liaison.

## *Transportation Improvement Program*

The TIP contains all transportation projects programmed in the Capital Region for the upcoming five fiscal years. It is updated annually to add a new fifth-year and to incorporate those projects in the CFP and PPLs having the highest priority and an ability to be funded. Projects in the TIP are grouped by modal types or category and then by county within each modal type or category. The TIP provides the year the improvement is scheduled, the source and amount of funding, and the agency responsibility for implementation. Project phases are provided as well as some level of detail regarding the project or program.

From a policy perspective, the TIP reflects the priorities for scheduling improvements to the state highway system and federal Interstate highway system. It also includes freight, bridge, rail, and port improvements in addition to ITS strategies.

Each year, in May or June, the C RTPA updates its project priorities and includes them in the TIP document. The new priorities are used by FDOT for programming consideration in the upcoming new fifth year of FDOT's Work Program. Coordination with FDOT, StarMetro, local jurisdictions, and other partner agencies and transportation providers is ongoing throughout TIP development and after adoption

### *Public Involvement and the TIP*

#### TIP Development and Public Involvement

- Draft TIP is developed in consultation with local transportation providers and FDOT.
- Post notice of TIP development, public engagement & meeting schedule on the C RTPA website.
- Electronic notice to local government administrators; & if applicable, public information liaison.
- Distribute draft via E-Blast & social media, also comment online using the Interactive TIP tool.
- Two in-person and/or virtual public meetings providing the public an opportunity to comment.
- Comment may be provided throughout the development of the TIP and at all public meetings.

#### TIP Adoption - 7 Day Public Comment Period

- The minimum comment period for draft TIP is 7 days.
- Posted for 7 days before the TAC/CMAC meetings and 7 days before the Board meetings.
- Finalize TIP; address all comments & include a record of public involvement for Board action.
- Electronic notice to local government administrators & if applicable, public information liaison.
- Noticed for Board action at a regularly scheduled meeting in May or June.

#### TIP Amendments and Modifications -

- Annually the TIP is updated to include the projects on Eastern Federal Lands.
- An **Amendment** is required to add, delete, or to make major changes to a project scope or costs.
- An **Administrative Modification** allows for minor changes to a project in the adopted TIP.
- The following page details the processes & opportunities for public comment on TIP changes.

## *TIP Modifications and Amendments*

Annually, in May or June, the Five-Year Transportation Improvement Plan is adopted for the upcoming [State] Fiscal Year, July 1 through June 30. However, the Federal Fiscal Year Cycle runs from October 1 through September 30. To ensure that required federal authorization of

expenditures can occur during July, August, and September both the old TIP and the new TIP need to be consistent. This triggers the need for an Administrative or Roll-Forward TIP Amendment.

### TIP Modifications - Minor Change to a Project in the TIP

- Minor change to project costs of less than 20 percent of total project cost & \$2 million.
- Minor change of additional funding source(s) or project initiation date for projects included.
- A TIP Modification is included in the agenda package at the next regular scheduled meetings.
- The modification(s) is provided as an information item to the TAC/CMAC and the Board.
- No formal comment period on a TIP Modification, 7-day notice as part of the meeting agenda.

### TIP Amendments - Major Change

- Major change includes:
  - the addition of a new project or the deletion of an existing project;
  - a project cost increase of more than 20 percent & \$2 million;
  - design concept or scope change; project limits increase or decrease by a 1/2 mile & 20 percent.
- A TIP Amendment may be time-sensitive due to FDOT deadline of the 10th of each month.
- An amendment is processed immediately for Board action at next regularly scheduled meeting.
- There is minimum 24-hour public notice of the Amendment to add it to a Board Agenda.
- An Executive Committee meeting will be scheduled if necessary to meet deadlines.
- The Amendment is ratified at the next regularly scheduled TAC/CMAC & Board meeting.

### Roll Forward TIP Amendments

- Project(s) is in any of the first four [Federally recognized] years of the old TIP.
- Project(s) was not authorized by June 30, but can still be authorized based on the old TIP.
- TIP Amendment request must be made between July and September 30.
- Project to be Approved After September 30 - Roll Forward Amendment
- Need to ensure such projects are in the new TIP.
- Accomplished by Roll Forward TIP Amendment which must occur before October 1.

### Administrative TIP Amendments

- In the new TIP (effective July 1) new projects may be added in Year One.
- However, this TIP is not recognized by FHWA until October 1.
- The project requires federal authorization prior to October 1.
- Reflects minor changes to project, such as project phase costs, funding sources or limits.
- The amendment is presented at the next regularly scheduled CMAC, TAC & Board Meetings.



## Unified Planning Work Program

The Unified Planning Work Program (UPWP) is produced on a biennial basis and serves as the CRTPA's work plan and budget for the two fiscal years. As such, it details the tasks and programs for which the CRTPA is responsible, associated expenditures and the funding sources. An initial draft UPWP is noticed for committee and board action. Concurrently it is transmitted for review to the Federal Transit Administration (FTA), the

Federal Highway Administration (FHWA), and to the FDOT. These agencies provide comments. The final draft UPWP, addressing all comments, is then presented at a regularly scheduled meeting for approval by the committees and the CRTPA Board. At the time of the final draft UPWP is approved, the accompanying two-year contract with the FDOT is executed by the Board, which may be amended from time to time.

### Public Involvement and the UPWP

#### UPWP Development

- Draft UPWP is developed in consultation with FHWA, FDOT, & agency representatives.
- Post draft UPWP along with the scheduled date of adoption on the CRTPA website.
- Public engagement is initiated on draft UPWP at Feb or March TAC/CMAC & Board meetings.
- Comment may be provided throughout the UPWP development & at all public meetings.

#### UPWP Adoption - 7 Day Public Comment Period

- The minimum comment period for draft UPWP is 7 days.
- Posted for 7 days before the TAC/CMAC meetings and 7 days before the Board meetings.
- Finalize draft UPWP, address all comments & include all necessary forms.
- Board adoption of the two-year UPWP includes the accompanying FDOT-CRTPA contract.
- Noticed for Board action on the UPWP & contract at a regularly scheduled meeting in May.

#### UPWP Modifications and Amendments

- **UPWP Modification**
- Minor changes, modifications, informational item FDOT & FHWA/FTA.
  - A modification does not change the total contract budget, add or delete a project.
- **UPWP [Minor] Amendment pursuant to the CRTPA Bylaws §IV.D.1. Administration**
- Provides the Executive Director authority to approve a minor amendment, defined as:
  - a onetime extension to an existing project schedule by no more than six months.
  - a onetime amendment to an existing project scope and/or cost by no more than \$25,000.
- The amendment is subject to final approval by the Board, FDOT & FHWA.;
- **UPWP Amendment (List of Amendment Thresholds)**
- Follows the same 7-day comment period described for the final UPWP Adoption.
- Noticed for action at a regularly scheduled Board meeting; final approval by FDOT & FHWA.
- **UPWP Amendment Time-Sensitive**
- A UPWP amendment may be time-sensitive for an essential project or operations to continue.
- Amendment is processed immediately for Board action at next regularly scheduled meeting.
- There is a minimum 24-hour public notice of the Amendment to add it to a Board Agenda.
- An Executive Committee meeting will be scheduled if necessary to continue essential work.
- The Amendment is presented at the next regularly scheduled TAC/CMAC & Board meeting.
- The amendment is subject to final approval by FDOT & FHWA.

## ***Federal Certification of the Transportation Planning Process***

Every four-years, jointly, the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) must certify the metropolitan transportation planning process in Transportation Management Areas (TMAs). A TMA is an urbanized area, as defined by the U.S. Census Bureau, with a population of over 200,000. Pursuant to 23 U.S.C. 134(k) and 49 U.S.C. 5303(k). [23 C.F.R. 450.336(b)(4)]

As part of the certification process, FHWA and FTA provide opportunities for public involvement within the metropolitan planning area under review. The agencies consider the public input received in the final certification action. This process can be used by the CRTPA to improve the overall delivery of future public outreach based on the input received during the

public engagement. Additional primary activities include a review of the CRTPA planning products and a scheduled certification meeting to discuss the CRTPA responses to FHWA and FTA certification questions. Lastly is the preparation of a Certification Review Report by FHWA and FTA that summarizes the review and offers findings. The reviews focus on compliance with Federal regulations, challenges, successes, and experiences of the cooperative relationship between the CRTPA, FDOT and StarMetro in conducting the metropolitan transportation planning process. A final Certification Report documents the results of the review process. The reports and final actions are the joint responsibility of the appropriate FHWA and FTA field offices.

## ***Public Involvement and Federal Quadrennial Certification***

### **Certification Process Initiated Every Four-Years**

- The CRTPA Federal Certification process occurs, at minimum, every four years.
- Post the schedule of certification activities along with the public engagement meeting date.
- FHWA and FDOT provide certification questions for response by the CRTPA.
- Webpage is updated with CRTPA responses to the certification questions.
- Comment may be provided throughout the process & at all public meetings.

### **Certification Public Meeting**

- Meeting date & time is noticed a minimum of 7-days before scheduled public engagement event.
- The meeting will be held virtually and in-person providing for maximum accessibility.
- Distribute notice to local government administrators; if applicable, public information liaison.
- Send E-Blast to contacts list via email & social media distributing meeting notice.
- A follow-up notice will be sent at minimum 7-days before the scheduled engagement.
- Public meeting presentations by the CRTPA and FHWA will be uploaded to the webpage.

### **Certification Report**

- Webpage is updated with the draft (and if applicable) final Certification Report.
- Any follow-up action is documented and updated on the Certification project page.
- The final report is noticed as part of the regularly scheduled TAC/CMAC and Board Meetings.
- Meeting material is posted to the certification webpage.

## ***Planning Studies and Reports***

Meaningful public involvement is a process that proactively seeks full representation from the community, considers public comments and feedback, and incorporates that feedback into a project, program, or plan. The process not only considers community contributions, but also encourages early and continuous public involvement and brings diverse viewpoints and values into the transportation decision-making process. It enables the community and agencies to make better-informed decisions through collaborative efforts.

The CRTPA conducts project, corridor, safety and/or specific area studies. These may be carried out by staff and/or consultants, and the

scope, level of detail and products can vary greatly, as can the level of public involvement and engagement technique.

For such activities the public involvement is tailored to the project and is developed as project progresses. The CRTPA strives to identify affected parties and invite them to collaborate as stakeholders. The project website is updated regularly and at a minimum, the CRTPA will provide timely notification of all such plans or studies as they develop in draft form and to allow the public reasonable opportunity to review and comment on them.

## ***Public Involvement and Planning Projects and Studies***

### **Project or Study Initiated**

- Webpage with the project overview and milestones is developed when project initiated.
- Updates & relevant project information is distributed as the plan or study is developed.
- A project kick-off and/or updates are noticed and presented at regularly scheduled meetings.
- Comment may be provided throughout the process & at all public meetings.
- All public comment is included as part of the project record.

### **Acceptance or Approval of Final Report**

- Distribute notice to applicable, local government administrators; & public information liaison.
- Send E-Blast to contacts list via email & social media distributing meeting notice.
- Distribute notice to all parties that have provided their contact information for the project.
- The final report is noticed as part of the regularly scheduled TAC/CMAC & Board Meetings.
- Meeting material is posted to the project webpage.

***Citizen participation throughout the process helps to shape a plan or study by:***

- ❖ ***Identifying the issues or problem statement;***
- ❖ ***Defining goals, objectives, and prioritization factors;***
- ❖ ***Developing alternative solutions;***
- ❖ ***Reaching a consensus on the preferred alternative; and***
- ❖ ***Reviewing and commenting on draft plans and studies.***



## ***PART III - Public Involvement Goals, Objectives, Strategies***

***Goal 1: Provide accurate and timely information to the public about the CRTPA transportation planning programs, processes, and projects.***

***Goal 2: Make available a wide range of opportunities for the public and stakeholders to be involved and to stay engaged throughout the planning process, and plan or project development.***

***Goal 3: Collaborate with transportation planning partners, providers, stakeholders, and the public to support a continuous, comprehensive, and coordinated exchange of information, ideas and resources.***

***Goal 4: Document and assess the success of the techniques and strategies throughout the process and evaluate the effectiveness of the Public Involvement Plan.***

***Strategies and Techniques:*** Public participation is an ongoing activity of the CRTPA, with several techniques occurring continuously. Public involvement is an integral part of both regular outreach and one-time activities such as corridor studies, and frequent activities such as the annual TIP process, or LRTP updates. The strategies implemented through the PIP revolve around the activities of the CRTPA's advisory committees and outreach efforts conducted by CRTPA staff. This section of the PIP describes these strategies as well as implementation during the process.

***Evaluation:*** Throughout the year the CRTPA staff will evaluate the effectiveness of the public participation strategies and outreach. A summary document will be completed annually on the measures of effectiveness.

Annual documentation will include, at a minimum: Attendance at various meetings such as the CRTPA Board Meeting and project and plan specific meetings; Highlights of social media posts; Updates to contacts list and project distribution lists; Involvement in community events, CTSTs, and educational/informational meetings; Surveys taken and the results; and, Presentations made to public groups

***Objective – To Inform***

**To inform and educate the public and stakeholders about the transportation planning process and the role of the CRTPA.**

- ❖ To provide the community with a balanced and objective information.
- ❖ To assist the public with accessing information and understanding the planning process and documents.
- ❖ To present citizens with comprehensive information on transportation projects, issues, alternatives, opportunities and/or solutions.

***Strategies and Techniques***

Brochures,	Notifications	Documents
Fact Sheets	Press Releases	You Tube
Website/webpages	Newsletters	Mailings
Interactive webpages	Community Events	Postcards
Social Media	Reports	

- ❖ Increase awareness and understanding of the role of the CRTPA and transportation planning process, including sources of funding and impacts of regional planning decisions.
- ❖ Clearly define the purpose and objectives for public dialogue on transportation plans, programs, projects, policies, and partnerships.
- ❖ Post all relevant information online, including staff presentations.
- ❖ Make information accessible and understandable, and develop visual aids when appropriate to illustrate and enhance communications.
- ❖ Provide timely public notice of information resources and opportunities to comment on plans, policies and programs, and decisions involving within the CRTPA Planning Area.

***Measures of Effectiveness***

- ❖ Timely and comprehensive information provided, including responding to requests for information, presentations, and training.
- ❖ Website and project pages maintained and updated regularly.
- ❖ Educational materials made available about the planning process, initiatives, and projects.
- ❖ Information distributed via print, digital including a mobile-friendly format, radio, social media, and in-person as appropriate consistent with the requirements of this plan or as identified in the project scope.
- ❖ Affected parties are identified and informed of the proposed planning activity.
- ❖ Enable public information accessibility for languages other than English, as appropriate, or in other means to address disabilities.
- ❖ Maintain a reasonably current and up-to-date database of contacts to provide interested parties reasonable opportunities to comment on the planning process and products.
- ❖ Document distribution of educational materials and training as provided.
- ❖ Ongoing evaluation of written program materials to identify areas of improvement.

### ***Objective – To Involve***

**To involve the public early in the planning process, providing accessible and inclusive opportunities for participation; and actively seek involvement of communities most affected by particular plans or projects.**

- ❖ To provide opportunities for public input that is accessible and inclusive, identifying the most affected communities.
- ❖ To obtain feedback from the public, member governments, modal and transportation partners, and communities.
- ❖ To gather, understand and report public input, and as applicable further collaborate throughout the transportation planning process.

### ***Strategies and Techniques***

Plans and Project Webpages	CRTPA Website <a href="http://crtpa.org/contact-us/">crtpa.org/contact-us/</a>
Public/Project/Agency Meetings	<u>Targeted Outreach to Affected Areas</u>
Email/Social Media	Public Comment and/or Forms
Workshops/Special Events	Virtual Platforms and Meetings
Surveys/Polling	Interactive Digital & Mobile Formats
Distribute through Multiple Sources	Meeting & Communication Accommodations

- ❖ Provide people with a variety of ways to participate and provide input, including flexible, creative, and innovative approaches, visual aids, and interactive maps.
- ❖ Focus outreach to inform the affected public and other stakeholder groups with respect to the plans, programs, projects, and policies under development.
- ❖ Post all relevant information online, including staff presentations, so that people can be involved in the public process and provide input at their convenience.
- ❖ Ensure transparency and accessibility for open meetings, and provide language translation and accommodations upon request.
- ❖ Connect with organizations and community leaders who can help reach a more diverse audience to engage those individuals in the planning process.
- ❖ Strive to eliminate barriers to participation by hosting public meetings at accessible locations and/or virtual meetings, and convenient times.
- ❖ Recorded public input, as applicable to project, plan, or program, is documented and considered in the decision-making process.

### ***Measures of Effectiveness***

- ❖ Record of in-person meeting, subject, attendance, and dates/types of announcements.
- ❖ Record of virtual meeting, subject, participants, and dates/types of announcements.
- ❖ Written comments via meeting forms, website, email, mail, meetings.
- ❖ Written communications to the public, including CRTPA postcard mailings.
- ❖ Workshops and meetings that are ADA accessible.
- ❖ Accommodations provided, if requested.
- ❖ Public meetings in a metropolitan area has access to transit.
- ❖ Comments and responses recorded and reported for consideration in decision-making
- ❖ Outreach activities are focused and vary according to type of project or plan.

### ***Objective – To Engage***

**To promote ongoing meaningful engagement opportunities for stakeholders, including community groups, local governments, underserved communities, and transportation agencies to participate in the planning process.**

- ❖ To continuously work with citizens, organizations, and businesses in the planning process.
- ❖ To actively encourage ongoing participation in the CRTPA’s planning, safety & education initiatives.
- ❖ To engage the public through proactive outreach and strategic initiatives.

### ***Strategies and Techniques***

Focus Groups	Pop-Up Events
Workshops	Presentation to Organizations
Community Events	Training Sessions
Stakeholder Meetings	Educational Programs
Ongoing Project/Program Updates	Special Meetings

- ❖ Develop long-term, collaborative working relationships and learning opportunities with residents, community organizations, local governments, and advocacy groups.
- ❖ Allow for public comments at the beginning and end of all CRTPA public meetings.
- ❖ Offer periods for review and comment before adopting planning and process documents
- ❖ Actively build relationships with diverse community members.
- ❖ Engage the public through proactive continuous outreach and educational campaigns.
- ❖ Encourage participation to ensure that transportation plans reflect community needs.
- ❖ Share public input with the Board and Committees and facilitate information.
- ❖ Utilize technology in a strategic manner for ongoing outreach.
- ❖ Provide ongoing project and plan updates to interested citizens and affected parties.
- ❖ Host streamed and recorded public meetings on the CRTPA website.
- ❖ Consider (and when appropriate respond to) public priorities and concerns.

### ***Measures of Effectiveness***

- ❖ Website project page and material is updated at milestones and for public events.
- ❖ Interested parties are informed as new project material or plan updates are posted.
- ❖ Additional public involvement effort undertaken in response to prior engagements; typically associated with a specific project.
- ❖ Continuing coordination with local governments, and regional & state agencies.
- ❖ Documentation of ongoing public engagement activities and community priorities.
- ❖ Solicit feedback on the public involvement processes.

## ***Objective – To Collaborate***

**Collaborate with transportation planning partners, providers, stakeholders, and the public to support a continuous, comprehensive, and coordinated exchange of information and ideas.**

- ❖ To partner with the public, and community and technical representatives to ensure the development of projects and programs are coordinated and comprehensive.
- ❖ To develop long-term, collaborative working relationships and learning opportunities with residents, community organizations, municipalities, and advocacy groups;.
- ❖ To coordinate plans and projects with the public, identified stakeholders and property owners on issues and to develop context sensitive solutions.
- ❖ To identify opportunities to maximize efficiency and resources in transportation planning and implementation of projects.
- ❖ To actively promote communication, transparency, and accountability for informed decision-making.

### ***Strategies and Techniques***

Technical & Citizens Advisory Committees	FHWA
Transportation Providers	Environmental Groups
Project Working Groups	Homeowners Associations
Steering Committees	Business Associations
CTSTs	State & local agencies
FDOT	Professional Organizations

- ❖ Regularly scheduled/noticed Technical & Citizens Advisory Committee meetings.
- ❖ Meeting minutes reviewed and formally approved.
- ❖ Project Working Group reviews & recommendations, as applicable.
- ❖ Steering Committees reviews & recommendations, as applicable.
- ❖ Attend regularly scheduled CTST meetings.
- ❖ Ongoing coordination with FDOT and/or FHWA on planning program/projects.
- ❖ Consultation with transportation providers, state, and regional, environmental, and special interest groups, state & local agencies.
- ❖ Increase awareness of CRTPA among community organizations and seek creative ways to collaborate
- ❖ Targeted public engagement.
- ❖ Participate in training opportunities related to transportation, planning and public involvement. (Capacity Building)
- ❖ Continue to participate in programs offered by the American Planning Association, Association of Metropolitan Planning Organizations, and the Metropolitan Planning Organization Advisory Council.

### ***Measures of Effectiveness***

- ❖ Increased awareness of CRTPA among community organizations and stakeholder groups.
- ❖ Facilitated collaboration between local governments, transportation providers, stakeholders, and residents in the planning process.
- ❖ Steering committees and advisory or working groups established to provide technical expertise.
- ❖ Ongoing professional development in areas of transportation and public involvement.

## ***Public Involvement Tools***

***Public Notice:*** A Public Notice is a form of advertisement for CRTPA meetings, events, workshops, plans, or plan updates.

***CRTPA Website:*** See The website is continually updated and maintained by CRTPA staff. The CRTPA website is the primary location of the most up-to-date information regarding all CRTPA activities. The website may be accessed at: [CRTPA.org](http://CRTPA.org).

***Social Media:*** The CRTPA utilizes two different Facebook accounts to distribute information, promote meetings and events. recognizes the importance of reaching out to communities through social media. These platforms are used to communicate information to the public as well as providing a means for the public to communicate back with comments or questions. Additionally, the CRTPA coordinates with local agencies/municipalities to leverage their social media resources for all relevant projects and plan updates.

***Legal Advertisements:*** The LRTP requires a Public Hearing as it contains federal and state funded major transportation improvements. FDOT defines a major transportation improvement in accordance with state law (Chapter 339.155, F.S.) as a project that increases capacity, builds new facilities, or provides new access to limited-access facilities.

***Press Releases:*** General or official notifications are distributed to different media sources to inform the public of upcoming and ongoing transportation projects or other CRTPA related activities.

***Email Communication:*** The CRTPA sends out e-blast notifications to partner agencies, stakeholders, and citizens that have requested to be notified about CRTPA meetings, activities, and document reviews. To be added to the CRTPA's email list, a request may be submitted through the [CRTPA Contact-Us link](#).

***Community Meetings: Virtual and In-Person*** Community Meetings are held to solicit public opinion as related to a wide range of CRTPA sponsored activities. They are utilized in a variety of different planning activities from the development of individual projects all the way up to area-wide activities such as development of the LRTP. These meetings may be virtual or in-person, and can be designed broadly for an area wide attendance or specifically targeted towards individual groups such as civic organizations, homeowner's associations, special-interest groups, municipalities, and local-elected officials.

***Project Update Meeting:*** An important strategy and type of community involvement meeting designed to keep the public informed on the progress of specific projects, plans, or studies. These meetings are outlined in the project public involvement plan. Additional meetings may be scheduled in response to ongoing public involvement.

***Civic Groups:*** Civic Groups are specifically engaged in order to assemble diverse perspectives from groups that are organized around a common interest or in pursuit of a common cause. These groups can be composed of, but not limited to minorities, low-income citizens, the physically challenged, and/or the elderly.

***Newsletters:*** Newsletters are used to inform the public about the activities of the CRTPA or provide status updates on current or upcoming projects. They can be general in nature by providing quarterly or yearly synopses of CRTPA activities or more project-specific by focusing on individual phases of ongoing projects, plans, or studies.



**Maps:** Printed maps are used in every type of CRTPA public involvement activity to provide a visible reference so participants are able to more effectively relate to the data that is being presented. Maps can be as small as a sheet of paper for inclusions in hand-outs or packets, or as large or larger than 'poster-size' to be openly displayed during meetings.

**Surveys:** Surveys are a standardized and structured method of soliciting input about specific topics, plans, or projects from the public. Surveys can also be used to collect technical or quantifiable data such as travel pattern information, number of miles driven to work, or average number of trips driven per day.

**Comment Forms:** Comment forms or comment cards are used to solicit open ended public input about specific topics or presentations at public workshops or meetings. They also allow the public to provide input anonymously.

**Posted Mail:** Traditional mailings are utilized to notify individuals and/or organizations about upcoming meetings, hearings, or the status of a specific project. Posted mail can be postcards, flyers, agendas, newsletters, or letters.

**Sign-in Sheets and Contact Database:** All CRTPA sponsored events utilize sign-in sheets to record citizen participation and interest in receiving communications. A contact database is maintained by CRTPA staff or contracted consultants. Contact databases are used to notify previous participants about developments in a specific project, and interested parties to receive information about significant upcoming events.

**Social Media:** The CRTPA instituted the use of social media via Facebook to disseminate information and updates about the construction of the Capital City to the Sea Trail. Social media serve as a tool for announcing CRTPA meetings, draft and final documents for public review, and staff/ committee or board announcements.

MAY 21, 2024



**AGENDA ITEM 10A**

**FUTURE MEETINGS**

**TYPE OF ITEM: CRTPA Information**

<b>Meeting Date</b>	<b>Meeting Type</b>	<b>Location</b>
June 17 (Monday)	Board Meeting	Tallahassee City Hall, Commission Chambers, 2nd Floor, 1:30 pm – 4:00 pm
September 16 (Monday)	Board Meeting	Tallahassee City Hall, Commission Chambers, 2nd Floor, 1:30 pm – 4:00 pm
October 15 (Tuesday)	Board Meeting	Tallahassee City Hall, Commission Chambers, 2nd Floor, 1:30 pm – 4:00 pm
November 25 (Monday)	Board Meeting	Tallahassee City Hall, Commission Chambers, 2nd Floor, 1:30 pm – 4:00 pm
December 17 (Tuesday)	Board Meeting	Tallahassee City Hall, Commission Chambers, 2nd Floor, 1:30 pm – 4:00 pm

May 21, 2024



## AGENDA ITEM 10 B

### **COMMITTEE ACTIONS (CITIZEN'S MULTIMODAL ADVISORY COMMITTEE & TECHNICAL ADVISORY COMMITTEE)**

**TYPE OF ITEM:** CRTPA Information

#### **STATEMENT OF ISSUE**

This item provides information on the activities of the Technical Advisory Committee (TAC) and the Citizens Multimodal Advisory Committee (CMAC) to the Capital Region Transportation Planning Agency (CRTPA).

**TAC and CMAC:** The committees each met on May 7, 2024, and acted on the following:

- **Minutes of the April 2, 2024, Meetings**
  - **TAC Action:** Approved.
  - **CMAC Action:** Approved.
  
- **CRTPA Draft Unified Planning Work Program (UPWP)**
  - **TAC Action:** Recommended approval.
  - **CMAC Action:** Recommended approval.
  
- **CRTPA School Safety Study**
  - **TAC Action:** Committee Information.
  - **CMAC Action:** Committee Information.
  
- **Public Involvement Plan (PIP) Update**
  - **TAC Action:** Committee Information.
  - **CMAC Action:** Committee Information.