

May 7, 2024



**Committee Agenda Item 3B
Fiscal Year (FY) 2024/25 – FY 2025/2026
Unified Planning Work Program (UPWP)**

TYPE OF ITEM: Consent

STATEMENT OF ISSUE

The CRTPA's Fiscal Year (FY) 2024/25 – FY 2025/2026 Final Draft Unified Planning Work Program (**Attachment 1**) has been developed for adoption. The Work Program serves as the scope of work for the CRTPA's Consolidated Planning Grant Agreement (CPGA).

BACKGROUND

The UPWP is developed every two years and serves as the CRTPA's operational and project budget, identifying the specific planning projects to be undertaken. The final draft includes the tasks along with the required project and budget information, the schedule of work is being finalized. At the time of Board adoption the final supporting documents, contract, and annual state certifications will be included. The draft UPWP was submitted to FDOT, FHWA and FTA for review. The final Draft UPWP includes comments made by the agencies and the CRTPA responses (**Attachment 2**). Any significant change in the final draft version is detailed in the CRTPA's responses

OPTIONS

Option 1: Recommend the CRTPA approve the CRTPA's 2024/25 – FY 2025/2026 Final Draft Unified Planning Work Program.

ATTACHMENT

Attachment 1: Draft Unified Planning Work Program
Attachment 2: Response to Agency Comments



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
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*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.

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Draft Posted March 19, 2024
Draft Committee Meeting May 7, 2024
Scheduled for adoption May 21, 2024

APPENDIX

APPENDIX I.

Forms

Debarment and Suspension Certification
Certification of Restrictions of Lobbying
Title VI Nondiscrimination Policy Statement
Disadvantaged Business Enterprise Utilization
MPO Joint Certification Statement

APPENDIX II.

FY 2024/25 Estimated Expense Operating Budget Detail
Salary, Fringe, Administrative, Facility and Office

FY 2025/26 Estimated Expense Operating Budget Detail
Salary, Fringe, Administrative, Facility and Office

CRTPA Resolution No. 2022-10-7D Adopted Travel Policy

APPENDIX III.

Agency Comments

Resolution 2024-05-7A

A RESOLUTION APPROVING THE FISCAL YEAR (FY) 2024/2025 - FY 2025/2026 UNIFIED PLANNING WORK PROGRAM FOR THE CAPITAL REGION TRANSPORTATION PLANNING AGENCY (CRTPA); AUTHORIZING THE CHAIRMAN TO EXECUTE ALL REQUIRED FORMS AND ASSURANCES; AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE ALL SUBSEQUENT GRANT APPLICATIONS, AND INVOICES.

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

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

Whereas, the CRTPA prepared and submitted a FY 2024/2025 and FY 2025/2026 Unified Planning Work Program; and

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

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

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

NOW THEREFORE BE IT RESOLVED that the CRTPA:

1. Adopts the Final Unified Planning Work Program for FY 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 and the Consolidated Planning Grant Agreement.

DONE, ORDERED, AND ADOPTED THIS 21st DAY OF MAY 2024 by the
CAPITAL REGION TRANSPORTATION PLANNING AGENCY

Quincee Messersmith, Chair

ATTEST: _____
Greg Slay, Executive Director

FDOT COST ANALYSIS CERTIFICATION

Capital Region Transportation Planning Agency (CRTPA)

Unified Planning Work Program - FY 2024/25- 2025/26

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

Initial Adoption 5/21/2024

Bryant Paulk, AICP
Urban Planning Manager, District 3

At adoption this page will be updated with the completed form.

GLOSSARY OF ABBREVIATIONS

ADA	-	Americans with Disabilities Act of 1990
ARPC	-	Apalachee Regional Planning Council
ATMS	-	Automated Traffic Management System
BIL	-	Bipartisan Infrastructure Law
CMAC	-	Citizen's Multimodal Advisory Committee
COT	-	City of Tallahassee
CFR	-	Code of Federal Regulations
CMP	-	Congestion Management Process
CPGA	-	Consolidated Planning Grant Agreement
CTC	-	Community Transportation Coordinator
CTD	-	Commission for the Transportation Disadvantaged
CTST	-	Community Traffic Safety Team
COOP	-	Continuity of Operation Plan
DBE	-	Disadvantaged Business Enterprise
DOPA	-	Designated Official Planning Agency
DRI	-	Development of Regional Impact
ETDM	-	Efficient Transportation Decision Making
FAST Act	-	Fixing America's Surface Transportation Act
FDOT	-	Florida Department of Transportation
FHWA	-	Federal Highway Administration
FSUTMS	-	Florida Standard Urban Transportation Modeling Structure
FTA	-	Federal Transit Administration
GIS	-	Geographic Information System
GMIS	-	Grant Management Information System (FTA funds)
ITS	-	Intelligent Transportation System

GLOSSARY OF ABBREVIATIONS

JPA	-	Joint Participation Agreement
LOS	-	Level of Service
LEP	-	Limited English Proficiency
LRTP	-	Long Range Transportation Plan
MAP-21	-	Moving Ahead for Progress in the 21 st Century Act
MPA	-	Metropolitan Planning Area
MPO/TPO	-	Metropolitan/Transportation Planning Organization
MPOAC	-	Metropolitan Planning Organization Advisory Council
RMP	-	Regional Mobility Plan
ROW	-	Right of Way
PD&E	-	Project Development and Environmental Study
PEA	-	Planning Emphasis Area
PIP	-	Public Involvement Plan
RMP	-	Regional Mobility Plan
RPC	-	Regional Planning Council
SS4A	-	Safe Streets for All Grant Program
SIS	-	Strategic Intermodal System
STIP	-	State Transportation Improvement Program
TAC	-	Technical Advisory Committee
TATMS	-	Tallahassee Advanced Transportation Management System
TAZ	-	Traffic Analysis Zone
TDLCB	-	Transportation Disadvantaged Local Coordinating Board
TDP	-	Transit Development Plan
TIP	-	Transportation Improvement Program
TRIP	-	Transportation Regional Incentive Program

GLOSSARY OF ABBREVIATIONS

UPWP	-	Unified Planning Work Program
UA	-	Urbanized Area (as designated by the 2010 Census)
USC	-	United States Code of Federal Regulation

CRTPA METROPOLITAN PLANNING AREA

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

CRTPA Metropolitan Planning Area

Tallahassee Metropolitan Statistical Area (Census)



Figure 1

INTRODUCTION

The Code of Federal Regulations (CFR) defines a UPWP as “a statement of work identifying the planning priorities and activities to be carried out within a metropolitan planning area.” The Unified Planning Work Program (UPWP) has been prepared to outline the tasks to be performed with funds under Title 23 Sections 134 (Metropolitan Transportation Planning), 135 (Statewide Transportation Planning) and Title 49 (Public Transportation) by the Capital Region Transportation Planning Agency (CRTPA) for the period July 1, 2024 through June 30, 2026. This document serves to define planning tasks and activities for the public as well as public officials and agencies that contribute manpower and allocate funds to the transportation planning process.

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.

DEVELOPMENT OF THIS UPWP

Development of this UPWP officially began on February 13, 2024, as a part of the CRTPA’s Joint Certification meeting. CRTPA staff and the Florida Department of Transportation met to discuss the Certification Report responses and to go over the overall process. Consistent with previous years, the UPWP was developed through reviewing and updating tasks contained within the preceding document in coordination with CRTPA staff and outside agencies responsible for the tasks within the document. Development of the UPWP also included a review of the CRTPA’s top critical priorities identified at past Annual Retreats and then outlining tasks to address these priorities. The UPWP is framed considering the Federal Planning Factors and the State Planning Emphasis Areas, which are further detailed in Section I. Lastly, staff reviewed the requirements related to development of UPWPs as contained within the [FDOT MPO Program Management Handbook](#).

NOTE: The Draft UPWP reflects PL, SU, and CM funds from FY 2024 that were unencumbered or de-obligated, which roll-forward and are available in the first year (FY 2025) budget. Remaining funds from FY 2023 are made available in the second year of the UPWP (FY 2026). The second year SU budget is an estimate. An amendment will be processed to update the SU budget for FY 2026 once the SU close-out amounts are confirmed.

CRTPA PLANNING DOCUMENTS

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

PUBLIC INVOLVEMENT

Public involvement during the development of the UPWP is accomplished through online platforms and in-person activities. A draft and final version is presented at the regularly scheduled meetings of the Technical Advisory Committee (TAC) and Citizens Multimodal Advisory Committee (CMAC), and to the CRTPA Board. Public comment and input from transportation providers and stakeholders on the Draft UPWP is considered when finalizing the document for Board approval. At the same time the draft is posted, is sent to the E-Blast contact list notifying of a minimum 7-day public comment period.

During the development of the UPWP the CRTPA coordinates with FDOT and FHWA to ensure all planning activities are eligible consistent with 2CFR200 and State law. In addition to presenting the draft UPWP to the Committees and Board, a notice is posted on the CRTPA website (www.crtpa.org) 7-days prior to the scheduled adoption of the final document, consistent with the Public Involvement Plan (PIP). The draft UPWP was distributed to the CRTPA Board and Committees and the public for comment (March and April 2024) and approved by the CRTPA at its May 21, 2024 meeting.. The UPWP reflects compliance with the comprehensive Title VI of the Civil Rights Act of 1964 and Environmental Justice (Executive Order 12898) procedures.

CONSOLIDATED PLANNING GRANT

FHWA and FTA provide funding support through the FDOT in the form of PL, SU, SA and 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).

The CPG enables FDOT, in cooperation with the MPO, FHWA, and FTA, to annually consolidate Florida's FHWA PL and FTA 5305(d) metropolitan planning fund allocations into a single grant that is administered by the FHWA Florida Division. These funds are annually apportioned to FDOT as the direct recipient and allocated to the CRTPA by FDOT utilizing formulas approved by the MPO, FDOT, FHWA and FTA in accordance with 23 CFR 420.109 and 49, U.S.C. Chapter 53. The FDOT is fulfilling the CPG's required 18.07% non-federal share (match) using Transportation Development Credits (Credits) as permitted by 23 CFR 120(i) and FTA C 8100.1D. The Credits are in essence a "soft match" provision allowing the Federal share to be increased up to 100%.

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.

For the purpose of this requirement, the term "Complete Streets standards or policies" means standards or policies that ensure 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 to 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 this funding to the set-aside.

SUMMARY

The tasks outlined in the UPWP are required by either Federal or State law and are ongoing. At the Federal level, these tasks include the development of a fiscally constrained LRTP and Transportation Improvement Program (TIP), implementation of the Congestion Management Process (CMP), setting performance targets in coordination with state and local partners for national performance measures, and engaging the public and stakeholders to establish a shared vision and goals for the community.

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

UPWP includes a description of the planning work and resulting products; who will perform the work; time frames for completing the work; cost of the work; and sources of funding and associated set-aside requirements.

FEDERAL PLANNING FACTORS

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

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

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

Table I, on page 49 illustrates the CRTPA's consideration of the ten planning factors in the transportation planning process.

FLORIDA PLANNING EMPHASIS AREAS

In coordination with the development of the UPWP, the FDOT Office of Policy Planning develops Planning Emphasis Areas (PEAs) for consideration in the transportation planning process. Safety, Equity, Resilience and emerging Mobility are the PEAs to be considered in developing and implementing the CRTPA's planning programs.

SAFETY

Safety has been a federal and state planning priority over numerous iterations of transportation legislation and policy. The FAST ACT required MPOs to adopt Safety Performance Measures, and to annually report on and monitor progress against their adopted safety targets. Planning activities included in the UPWP support the identification of safety needs and improvements. The CRTPA planning documents, stand-alone [area or corridor] safety studies and safety considerations within modal planning elements support the goal of a safer transportation system for all users. In addition, the CRTPA consults the [Florida Strategic Highway Safety Plan](#) (SHSP), which provides a framework for eliminating fatalities and serious injuries on all public roads. Additionally, data analyses and community involvement better inform the identification and prioritization of safety projects in the planning process.

EQUITY

Equity is defined as the consistent and systematic fair, just, and impartial treatment of all individuals. This includes people who belong to underserved communities that have been denied such treatment, as well as persons with disabilities, rural communities, and persons otherwise adversely affected by persistent poverty or inequity. Transportation equity supports and enhances access to jobs, health care, education, and other important resources. Providing equal access to opportunity addresses the systemic barriers that may exist because of a person's race, ethnicity, creed, gender, age, physical ability, income, or other factors.

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

FLORIDA PLANNING EMPHASIS AREAS (Cont.)

RESILIENCE

The FAST Act introduced the requirement that states and metropolitan planning organizations consider and implement improving the resiliency and reliability of the transportation system. Resilience is defined as the ability to adapt to changing conditions and prepare for, withstand, and recover from disruptions. Disruptions are events and conditions that are often characterized as shocks (unexpected disruptions) and stressors (causes a state of strain or tension). These changing conditions can encompass a wide variety of environmental, technological, economic, or social impacts, whether the impact is immediate, such as a natural disaster, or prolonged such as the COVID-19 Pandemic. These events and trends can result in unanticipated transportation system disruptions and increasing constraints on infrastructure, impeding access to reliable mobility.

Resilience within the planning processes is a consideration within every planning document prepared by the CRTPA. Additionally, the CRTPA coordinates with agency partners responsible for natural disaster risk reduction and supports local resilience and planning initiatives. In development of the TIP and projects the CRTPA consults **FDOT 23 CFR Part 667**, reasonable alternatives to roads, highways, and bridges that have required repair and reconstruction activities on two or more occasions due to emergency events. Increased costs associated with reducing vulnerability of the existing transportation infrastructure is another factor that is evaluated. Proactive resiliency planning will help the CRTPA develop planning documents that are ultimately more realistic and cost-effective.

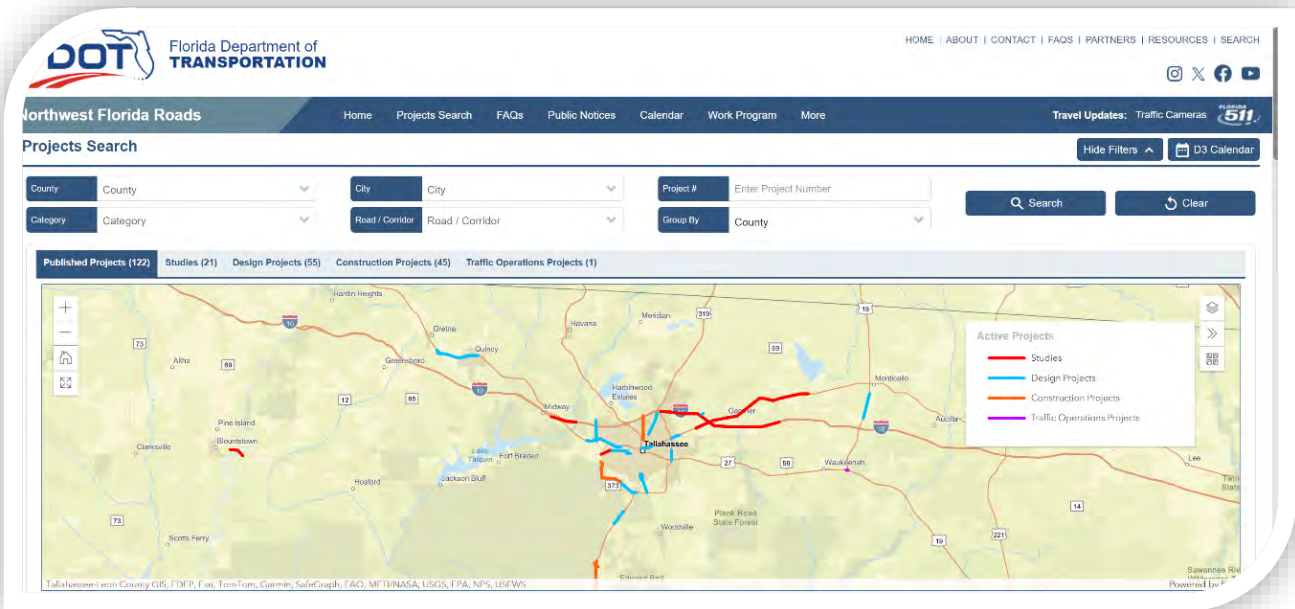
EMERGING MOBILITY

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

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

FDOT DISTRICT THREE PLANNING ACTIVITIES

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



<https://www.nwflroads.com/search>

The following lists the FDOT District Three Planning Activities:

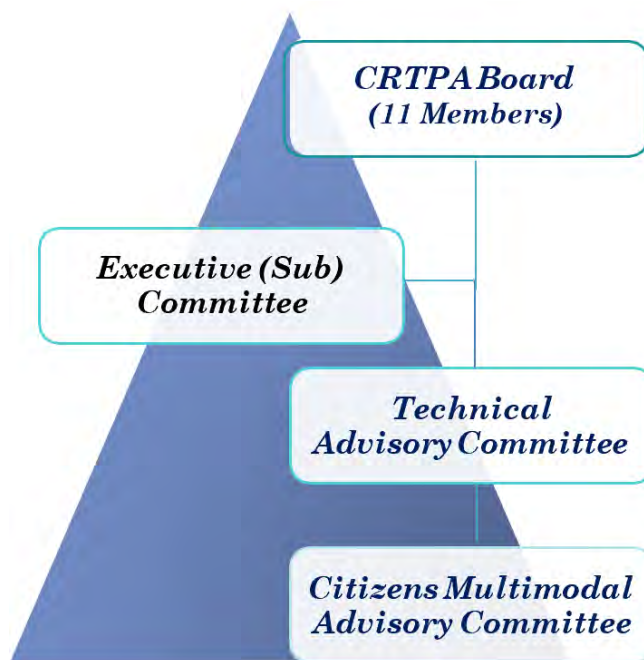
- GIS application Development and System Maintenance
- Interchange Reviews
- Travel Demand Model Development (FSUTMS)
- Efficient Transportation Decision Making (ETDM)
- Community Impact Assessment
- Statistics
- Federal Functional Classification
- Traffic Counts Program
- Modal Development Technical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

ORGANIZATION AND MANAGEMENT OF THE CRTPA

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

CRTPA RESPONSIBILITIES

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



CRTPA BOARD

The CRTPA Board is the transportation policy-making body comprised of representatives from local government and transportation agencies with authority and responsibility in urbanized areas. Local government representatives are appointed by the Gadsden, Leon, Jefferson and Wakulla County Commissions, the City of Tallahassee Commission, and the Leon County School Board. In addition, the six municipalities of Gadsden County (the Cities of Chattahoochee, Gretna, Midway and Quincy and the Towns of Havana and

Greensboro) are represented by one elected official selected by the municipalities, and then appointed by the respective Board or Council.

In September 2021 the CRTPA Board approved updates to the Bylaws, Policies and Procedures. The adopted **Bylaws, Policies and Procedures** serve to guide the proper functioning of the urban transportation planning process and contain information related to the structure, duties and funding of the CRTPA.

ORGANIZATION AND MANAGEMENT OF THE CRTPA (Cont.)

CRTPA EXECUTIVE COMMITTEE

Established in the CRTPA's Bylaws, the Executive Committee is comprised of the Chair, Vice-Chair, and immediate Past-Chair. The Executive Committee meets at a minimum annually to review the CRTPA's operating budget and to complete an annual evaluation of the Executive Director. Additional duties set forth in the Bylaws includes the establishment of CRTPA personnel policies and procedures; review of contracts and emergency approval of time-sensitive items.

CRTPA COMMITTEES

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

The CMAC and TAC meet approximately two weeks prior to regularly scheduled CRTPA meetings to ensure that their recommendations are incorporated into the CRTPA agenda items and provided to CRTPA members in a timely manner. Available for review on the CRTPA website, the adopted [Bylaws](#) govern the activities of the advisory committees. In addition, the Transportation Disadvantaged Local Coordinating Board (TDLCB) identifies the local needs of the transportation disadvantaged population and investigates alternatives to meet those needs. The TDLCB is staffed through the Apalachee Regional Planning Council (ARPC).

CRTPA STAFF

The CRTPA staff is responsible for collecting and disseminating all information from the transportation planning process to the public. The work effort required to support the 3-C planning process is administered by the CRTPA staff in cooperation with local governments, the FDOT, FTA and FHWA. Other agencies are consulted in various phases of the planning process including the Department of Environmental Protection, the Federal Aviation Administration, Federal Rail Administration, and the Water Management District Offices. Public input is provided through public meetings; public hearings; online surveys and interactive documents; and community meetings, consistent with the adopted Public Involvement Plan (Slated for adoption June 17, 2024). Staff maintains the and implements CRTPA Policies and Procedures, which are reviewed and updated annually, and the Continuity of Operations Plan.

ORGANIZATION AND MANAGEMENT OF THE CRTPA (Cont.)

CRTPA AGREEMENTS

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

Amended Interlocal Agreement for the Formation & Operation of the CRTPA

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

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

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

The Consolidated Planning Grant (CPG) Agreement

The purpose of this agreement is to pass financial assistance to the CRTPA through the Florida Department of Transportation (FDOT) in the form of Federal Highway Administration (FHWA) funds for the completion of transportation related planning activities set forth in the CRTPA’s Unified Planning Work Program (UPWP).

Staff Services Agreement

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

PLANNING ACTIVITIES - DOCUMENTS/PERFORMANCE MEASURES

Tasks outlined in the UPWP include the development of required planning documents in accordance with Federal and State law. The CRTPA is responsible for conducting an inclusive public participation process, and maintaining transportation models and data resources, as well as ongoing programs, such as a congestion management process, monitoring air quality and long-and short-range planning work and initiatives.

At the Federal law requires the development of a fiscally constrained LRTP, an annual update to the TIP adding a new fifth year and the implementation of the Congestion Management Process. Additionally, the UPWP includes the work associated with setting performance targets, in coordination with state and local partners, for national performance measures. An integral part of all planning activities is engaging the public and stakeholders in the 3C (continuing, cooperative, and comprehensive), metropolitan transportation planning process to establish a shared vision and goals for the community.

PUBLIC INVOLVEMENT PLAN (PIP)

Slated for adoption in June of 2024, the PIP provides for early and continuing public engagement in the development of various CRTPA plans and programs. The CRTPA is responsible for actively involving all affected and interested parties in an open, cooperative and collaborative process that provides meaningful participation opportunities to influence transportation decisions. It illustrates strategies and techniques to inform and engage the public, and further integrate virtual and interactive opportunities in transportation planning issues.. The update will examine ways of maximizing participation, social equity and effectiveness, all key components to successful public engagement.

TRANSPORTATION PERFORMANCE MANAGEMENT (TPM) - PERFORMANCE MEASURES

The FAST Act requires the CRTPA to adopt [Performance Measures and Targets](#). Performance measures are adopted for highway safety, bridge and pavement, system performance and freight management, transit asset management, and transit safety. Targets, developed cooperatively with our transportation planning partners, are based on the best available data and objective information. Performance Measures are important to the CRTPA's planning program because they allow us to set goals and measure the progress towards those goals over time. Annually the CRTPA reports on the progress towards achieving the Performance Measures and may adjust the goal in response to the updated data. At the February 19, 2024 the Board adopted the 2024 Performance Measures and Targets, including support for the FDOT Vision Zero goal.

PLANNING ACTIVITIES - DOCUMENTS/PERFORMANCE MEASURES (Cont.)

CONNECTIONS 2045 REGIONAL MOBILITY (RMP) [LONG RANGE PLAN]

The [Connections 2045 RMP](#) is a long-range vision, strategy, and capital improvement program that guides the investment of public funds in transportation facilities. The plan is updated every five years and may be amended because of changes in available funding and/or findings from planning studies. Adopted in November 2020, the Connections 2045 RMP identifies roadway, transit, bicycle, and pedestrian projects within the CRTPA Planning Area. Multi-modal projects in the plan are identified in coordination with the CRTPA's transportation planning partners and other member jurisdictions. The adopted Connections 2045 RMP meets the Federal Highway Administration (FHWA) guidelines and requirements. Additional information on the development of the 2050 Long-Range Transportation Plan, slated for adoption in 2025, is found in the following UPWP Sections, Upcoming Priorities of Planning Activities and Task Three, Long Range Planning.

TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

The development of the [TIP](#) is coordinated with the FDOT, FHWA, FTA and member governments. Adopted annually, with a new fifth year, the TIP is a comprehensive list of federal and state projects and local projects of regional significance. The Florida Department of Transportation's Work Program is used to produce the CRTPA's five-year TIP, which is then reflected in the State Transportation Improvement Plan (STIP). Funded transportation projects in the TIP include transit, roadways, bridges, aviation, seaport, rail and commuter rail, bicycle facilities, multi-modal improvements, and enhancement projects like landscaping and greenways. In addition, grant funding for transportation studies and projects is approved by the Board and reflected in the TIP for informational purposes and to facilitate tracking these grant awards project by FDOT. Another example of the 3-C process.

CONGESTION MANAGEMENT PLAN PROCESS AND PLAN (CMP)

Adopted at the March 18, 2024 Meeting, the CMP identifies tools and strategies aimed at reducing peak hour vehicle miles of travel and congestion, while improving connectivity between employment centers and areas with concentrations of transportation disadvantaged populations. A Technical Task Force of stakeholders, transportation providers, and agency and organization representatives from the four-counties provided input. The updated [CRTPA CMP](#) was developed through a coordinated and collaborative process focused on achieving regional transportation goals and objectives. Additionally, the update refines the evaluation criteria for assessing projects to ensure that investment decisions are made with a clear focus on desired outcomes. The CMP builds upon the identified strategies to reduce congestion/delay levels, as well as consider related safety improvements. Selected projects in the adopted CMP will advance the goals developed as part of the 2050 LRTP.

STATUS OF LOCAL AND REGIONAL PLANNING ACTIVITIES

Tasks discussed in the Local and Regional Planning Activities were identified through various approved plans and studies. In the development and implementation of these priorities public engagement and stakeholders input is essential to establishing a shared vision and goals for the community.

TALLAHASSEE-HAVANA TRAIL MULTI USE TRAIL FEASIBILITY STUDY

Approved by the CRTPA at its November 21, 2022 meeting, the [Tallahassee to Havana Trail Feasibility Study](#) evaluated the potential to construct a 10 to 12-foot multi-use trail between the Orchard Pond Parkway in Leon County and Salem Road at SR 12 in Gadsden County. The study evaluated current conditions including existing traffic conditions, available right of way, environmental features, historical resources, connectivity to regional and state trail systems and special locations of note along the corridor, along with public engagement. Subsequently, two SUN Trails applications were submitted to FDOT in December 2024. One requesting funding for design and construction of the Gadsden County segment; the other seeks Project Development & Environment (PD&E) and design funding for the Leon County section.

SR 267 (BLOXHAM CUTOFF ROAD) TRAIL FEASIBILITY STUDY

Approved at the September 19, 2023 Board meeting, the [SR 267 \(Bloxham Cutoff Road\) Trail Feasibility Study](#) assessed the ability to construct a shared-use path along SR 267, also known as Bloxham Cutoff, between the Edward Ball Wakulla Springs State Park and the St. Marks Trail. The study evaluated current conditions including existing traffic conditions, available right of way, environmental features, historical resources, connectivity to regional and state trail systems and special locations of note along the corridor, along with public engagement. In FY 2024 the FDOT has programed the design phase. A SUN Trail applications was submitted to FDOT in December 2024 which requested funding for construction, the design is programmed in FY 2024.

US 90 MULTI USE TRAIL FEASIBILITY STUDY

The [US 90 Feasibility Study](#) was finalized and approved by the Board May 19, 2022. The study analyzed the viability of a trail from Pedrick Road in Tallahassee (Leon County) east to the Monticello Bike Trail in Jefferson County, connecting Tallahassee to Monticello on US 90. In FY 2024 the FDOT has programed and the PD&E phase in FY 24 and the design phase of the Leon County segment.

STATUS OF LOCAL AND REGIONAL PLANNING ACTIVITIES (Cont.)

REGIONAL FREIGHT STUDY

At the March 18, 2024 meeting the Board approved the Regional Freight study. Developed with input from a stakeholder committee, the study assessed existing and future conditions, the types of goods coming to and through the region, where they come from, and how freight moves. All modes of the freight transportation systems were evaluated, with an emphasis on trucks, rail, and air cargo. The study identified freight deficiencies and opportunities in the transportation system. Recommendations in the final report present a framework to proactively address freight and goods movement mobility needs and challenges in our region. The project

REGIONAL TELECOMMUTING STUDY, A LOOK BACK AND A LOOK FORWARD

The Regional Telecommuting Study was finalized and approved by the Board February 19, 2024. There are two main components of the Study, the Technical Report and the supporting material contained in four appendices. The Technical Report presents relevant traffic and teleworker data, key takeaways from stakeholder interviews and the literature review, and recommendations, including best practices. Four appendices present the comprehensive body of information in support of the Technical Report. Appendix A contains a Review of the Literature. Appendix B presents the data and analysis. In addition, providing insight into the impact digital commuting has on roadway congestion, future roadway conditions are modeled assuming various rates of telecommuting. Appendix C presents a synopsis of the interviews with local transportation and economic agencies and employers. Lastly, Appendix D offers resources on developing and implementing a telework program.

SAFE STREETS AND ROADS FOR ALL SAFETY ACTION PLAN

Development of the Safe Streets for All Safety (SS4A) Action Plan included data collection, a safety analysis, and engagement and collaboration with stakeholders and the public. Current policies, plans, guidelines, and/or standards were reviewed. The analysis considered equity and inclusiveness to ensure a representative process. In addition, the SS4A Safety Action Plan identified a comprehensive set of projects and strategies, shaped by data, and noteworthy practices, as well as stakeholder input and equity considerations, that best address the safety problems described. Developed to meet the federal standards for the Safe Streets for All grant program, the adopted SS4S Plan allows the local governments of the Capital Region to apply grant funds for implementation projects. This SS4A Plan was approved by the Board at the June 2023 Board meeting.

STATUS OF LOCAL AND REGIONAL PLANNING ACTIVITIES (Cont.)

SAFE STREETS FOR ALL SAFETY IMPLEMENTATION PLAN N. MONROE STREET

This task supports the development of supplemental planning activities in support of SS4A Action Plan. The study examined crash clusters locations identified on the High Injury Network. Additional data collection and analysis was conducted to document existing conditions and the contributing factors to the high rate of serious injury and fatalities. The study will identify challenges and opportunities for improvement, including recommendations for construction, operational and educational responses. This item will be presented for approval at the June 17, 2024 meeting. ***(After Board action in June, work will continue into the first quarter of the FY25. The final report documenting all public comment and Board action will be completed by the end of July.)***

TRANSPORTATION DATA MANAGEMENT (PERFORMANCE MEASURES & SAFETY)

Data analytics is an important tool in transportation planning. The CRTPA has employed the Urban SDK software using a GIS platform to collect, verify, analyze, safety and speeding data. The CRTPA's dashboard and mapping information is being refined for the public. Analytics support safety and performance measure reporting as well as corridor planning and Title VI effectiveness among other CRTPA efforts.

TAKE THE SAFE ROUTE TO SCHOOL STUDY

This update, which will continue into FY 2025, assesses the progress in implementing the Safe Routes to School (SRTS) program. The study will identify primary factors contributing to the program's effectiveness and, address opportunities for the communities and school boards to further implement the Safe Routes to School programs and projects. Following the comprehensive review, including an evaluation of existing conditions and a desktop analysis and review of planned improvements, the study will identify schools in the Capital Region with the greatest need for improvements. The next component of the will focus on identifying needed improvements and educational resources that support targeted schools to ensure students have safe routes to walk and bike to school. ***(Completion of the final report will continue into the first half of FY25. It is scheduled to be completed by November 2024.)***

PRIORITIES FOR FY 2024/25 & FY 2025/26

Projects and studies identified in the upcoming priorities build upon work initiated in the previous work program. These include technical studies to implement the Congestion Management Plan Process; safety and implementation studies as part of the Safe Streets for All program; and studies that continue the development of the regional trail system.

FHWA/FTA QUADRENNIAL CERTIFICATION - METROPOLITAN PLANNING PROCESS

The CRTPA's Metropolitan Planning Program Quadrennial Certification by FHWA and FTA will begin in late 2024 and continue into the following year. Work includes preparation of the certification information and a public meeting allowing for input on the CRTPA's certification. Notice of the certification will be announced at regularly scheduled meetings and noticed on the CRTPA website.

TRANSPORTATION DATA MANAGEMENT (PERFORMANCE MEASURES AND SAFETY)

Data analytics is an important tool in transportation planning. The CRTPA will employ software using a GIS platform to collect, verify, analyze, report and map information. Analytics will support safety and performance measure reporting as well as corridor planning and Title VI effectiveness among other CRTPA efforts. (Project Budget - Direct Operating Expense)

2050 LONG RANGE TRANSPORTATION PLAN

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 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 and supports the intent of the CMAQ program. 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.

PRIORITIES FOR FY 2024/25 & FY 2025/26 (Cont.)

CONGESTION MANAGEMENT PLAN IMPLEMENTATION: TECHNICAL STUDIES

Following the comprehensive development of the CMP, the technical reports will focus on identifying needed improvements that support targeted corridors and intersections. The technical studies will identify short-term improvements/strategies and long-term improvements to reduce or mitigate recurring and non-recurring congestion. This effort supports the continued implementation of the Congestion Management Process Plan to provide effective management of existing and future transportation facilities and to evaluate potential strategies for managing congestion.

SAFE STREETS FOR ALL (SS4A) SAFETY ACTION PLAN: SUPPLEMENTAL STUDIES

Complete supplemental planning activities in support of SS4A Action Plan. The study will examine crash clusters locations identified on the High Injury Network. Additional data collection and analysis will be conducted to document existing conditions and the contributing factors to the high rate of serious injury and fatalities. The study will identify challenges and opportunities for improvement, including recommendations for construction, operational and educational responses.

US 90 TENNESSEE STREET - CORRIDOR STUDY (SS4A SAFETY ACTION PLAN)

This project proposes development of a feasibility study on the West Tennessee corridor from North Monroe St to Aeon Church Road. This corridor is identified in the Safe Streets for All (SS4A) as part of the High Injury Network (HIN). On the HIN corridors the focus is ultimately to eliminate traffic-related fatalities and severe injuries. Work will be completed by a consultant and supported by staff and a technical committee. Activities include review of existing conditions, including general roadway characteristics, existing land use and transportation systems, planned and programmed projects, and existing plans and studies. Additional work includes community engagement and an analysis to identify issues along the corridor that will provide potential short term solutions, recommend community-based enforcement strategies, and highlight potential long-term solutions. ***This project is contingent upon SS4A grant award. If funded, the UPWP will be updated to include all funding sources and project details.***

BRADFORDVILLE RD TRAIL CONNECTION FEASIBILITY STUDY (LEON COUNTY) THOMASVILLE RD TO WELAUNEE GREENWAY

This study evaluates the feasibility of connecting the Bradfordville Trail from Thomasville Rd to the Welaunee Greenway. The Feasibility Study will review right-of-way availability, identifying potential trail alignments, document natural conditions and physical constraints, and assess any potential fatal flaws.

PRIORITIES FOR FY 2024/25 & FY 2025/26 (Cont.)

US 90 WEST MULTI USE TRAIL FEASIBILITY STUDY (GADSDEN COUNTY)

This project proposes development of a feasibility study along US 90 in the western half of Gadsden County and is a segment of the US 90 Trail Corridor. Components of the FS will evaluate the opportunity to construct a paved multi use trail through a review of existing conditions including roadway characteristics, available right of way, crash data, land use, environmental conditions, grade and elevation, historical resources, and connectivity to regional and state trail systems. The US 90 West corridor is included on the CRTPA's FY 2025 - FY 2029 Regional Trails Project Priority List and is identified on the Florida Greenways and Trails Regional Map. ***The CRTPA has submitted a SUN Trails grant application for funding to complete the study. If funded, the UPWP will be updated to include all funding sources and project details.***

SR267/SPRINGHILL ROAD MULTI USE TRAIL FEASIBILITY STUDY WAKULLA SPRINGS STATE PARK TO CCSW (LEON AND WAKULLA COUNTIES)

This study evaluates the feasibility of connecting Wakulla Springs State Park to Capital Circle SW along SR 267 Bloxham Cutoff and Springhill Road. The Feasibility Study will review right-of-way availability, identifying potential trail alignments, document natural conditions and physical constraints, and assess any potential fatal flaws.

TALLAHASSEE-HAVANA TRAIL MULTI USE TRAIL PD&E (LEON COUNTY)

In coordination with the FDOT, the study will be conducted in accordance with the requirements of the National Environmental Policy Act. Work will include data collection and analysis including social, economic, and environmental conditions. Analysis of effects of the proposed improvement on environmental, engineering and socioeconomic conditions, safety needs and public input will be considered. Ongoing public engagement will be conducted and documented. The final report will include the development and analysis of alternatives, considering need for additional right-of-way for stormwater and environmental mitigation. ***A SUN Trails application has been submitted for this project. If awarded the CRTPA will amend the UPWP to reflect the funding and updated details.***

REGIONAL FREIGHT STUDY

This item will be presented for approval at the June 17, 2024 meeting. The consultant will finalize the documents, include Board discussion and action, and the final appendices. This work will be completed in the first month of FY 2025.

PRIORITIES FOR FY 2024/25 & FY 2025/26 (Cont.)

SCHOOL ACCESS SAFETY STUDY (UPDATE TO 2014 SAFE ROUTES TO SCHOOL REPORT)

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. In addition, the report will address opportunities for the communities and school boards in the Capital Region to further implement Safe Routes to School programs and projects. A separate portion of the study involves a focused effort identifying needed improvements that support targeted schools in order to implement projects and strategies to increase the number of children walking and biking. *(Completion of the final report will continue into the first half of FY25-FY26 UPWP. The project is scheduled to be finalized in November 2024.)*

WORK PROGRAM

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

- 1.0 Administration: identifies the necessary functions for proper management of the transportation planning process on a continuing basis.
- 2.0 Data Collection: includes the collection and analysis of socioeconomic, land use, and other transportation related data on a continuing basis in order to document changes within the transportation study area.
- 3.0 Long Range Planning: includes work related to the development and maintenance of Connections 2045 Regional Mobility Plan (Long-Range Transportation Plan) as well as the Efficient Transportation Decision Making Process (ETDM) and items related to the Census 2020.
- 4.0 Short Range Planning: Includes development of the Annual Transportation Improvement Program and Priority Project process, reviews of impacts to the transportation system from new development and Annual Enhancement Project process.
- 5.0 Multimodal Planning: Includes planning activities to improve overall mobility through transit, ITS, bicycle/pedestrian and performance measures.
- 6.0 Public Involvement: Describes the activities used to encourage public participation in the transportation planning process.
- 7.0 Special Projects: Identifies any short-term projects or studies undertaken by the CRTPA.

FY 2025 SU (Urban Attributable) budget reflects \$250,000 of available [unexpended /unauthorized] funds and \$99,250 [unexpended] funds from FY 2024 which roll-forward. In addition, a De-Obligation Amendment removing funds from the FY 2024 contract was presented for Board approval at the March 18, 2024 meeting.

FY 2025 FUNDING TABLE

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

WORK PROGRAM (Cont.)

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

FY 2026 FUNDING TABLE

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

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

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

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

Direct Expenses: Office: Supplies to support routine operations including, but not limited to copier, postage, paper, pens, paper clips, 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 over \$5,000 requires approval by FHWA and FDOT.

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

Professional: Training, legal, audit, etc.

Consultant: Costs for consultant services.

Any activity that does not include a schedule or completion date (i.e., Fall 2025) is considered an “Ongoing Activity”.

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

UPWP TASK 1.0 –ADMINISTRATION

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

OBJECTIVE

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

PREVIOUS WORK

- FY23 - FY24 UPWP (July 2020, July 2021)
- Provided staff support to CRTPA, Executive and TAC/CMAC Committees
- Completed Annual Single Audit (June 2023 and 2024)
- Attended MPOAC meetings (2023, 2024)
- Coordination with COT on budget, development (2023, 2024)
- Procured necessary equipment, supplies, software and support (2023, 2024)
- Refined invoice processes with COT Grants Department (2022, 2023)
- Updated CRTPA Fiscal Policies and Procedures. (Sep 2022)
- Completed FDOT Joint Certification (Feb 2023, 2024)
- Quarterly DBE Reporting (2023, 2024)
- Supported grant program requirements (2023, 2024)
- Maintained the Continuity of Operations Plan (COOP) (2023, 2024)
- Maintained an updated Title VI Program (2023, 2024)

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

- *Florida APA Annual Conference (Sept 2022, Sep 2023)*
- *COT Diversity Awareness Training (Nov 2022)*
- *FL Metropolitan Partnership (Aug 22, /April, July, Nov, Jan 23)*
- *Safety Peer Exchange (Aug 2022)*
- *Gap Workflow Processing (Jan 2024)*
- *MPOAC Institute (2023, 2024)*
- *COT Anti-Harassment (Nov 2022)*
- *FDOT DBE Program and GAP System (July 2022)*
- *FHWA/FDOT Census Update Webinars (2022, 2023)*
- *1000 Friends of Florida Webinars (2023,2024)*

ANTICIPATED ACTIVITIES

STAFF SUPPORT

- 1.1 Provide staff support and administration to the CRTPA and its committees by developing meeting schedules, providing technical assistance, providing minutes and other tasks as directed. Support includes travel and associated facility and office expenses (i.e. office supplies, telecom/IT expenses, utilities, etc.). (Ongoing)
- 1.2 Administrative support for travel, purchasing, invoice development, payroll processing and overall office administration. (Ongoing)
- 1.3 Grant administration (PL, SU, CM and other funds that may be utilized) through the monitoring/maintenance of the FY 2024/25- FY 2025/26 UPWP:
 - Prepare and submit invoices on a quarterly basis
 - Complete quarterly desk audits
 - Ensure compliance with federal and state grant requirements (Ongoing)
- 1.4 Continue participation in the Metropolitan Planning Organization Advisory Council (MPOAC). (Ongoing)
- 1.5 Maintain and update, as necessary, all CRTPA agreements, Policies and Procedures. (Ongoing)
- 1.6 Purchase computers and other office equipment/furnishings as needed. *Note: See 1.12 regarding Atypical expenses.* (Ongoing)
- 1.7 Coordinate with WCOT to provide live-stream and post-meeting access for CRTPA meetings. (Monthly)
- 1.8 Other administrative activities consistent with the UPWP as directed by the CRTPA Board or its subcommittees. (Ongoing)
- 1.9 Maintaining and updating the CRTPA's Continuity of Operations Plan (COOP). (Ongoing)
- 1.10 Coordination with MPOAC on programmatic and/or legislative updates (Winter 2025, 2026)

UNIFIED PLANNING WORK PROGRAM

- 1.11 Modify/Amend the FY 2024/25- FY 2025/26 UPWP as necessary. (Ongoing)
- 1.12 Continue to improve linkage between UPWP and City of Tallahassee financial systems. (Ongoing)
- 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.
- 1.14 Develop FY 2026/27- FY 2027/28 UPWP (March-June 2025,2026)
 - Review status of current planning projects.
 - Coordinate with planning partners to determine new planning projects to be included in UPWP.
 - Review upcoming planning requirements to address in new UPWP.
 - Identify potential planning projects.
 - Develop operating budget.
 - Develop and execute required funding agreements for PL and as applicable for SU, CMAQ.
 - Update year 2 of budget to include FY2024 remaining funds.

CERTIFICATION

- 1.15 FDOT Annual Certification (Feb 2026)
 - Compile responses to FDOT certification questions.
 - Meet with FDOT staff to review responses and prepare final certification documentation.
 - Present for Board approval.
- 1.16 FHWA Quadrennial Certification (Winter 2024 - Fall 2025)
 - Coordinate with FHWA on certification questions and responses.
 - Coordinate with FHWA staff on responses and a certification review process.
 - Notice and hold a public meeting in coordination with FHWA, FTA and FDOT to provide the public with an opportunity to comment on the certification.
 - Meet with FHWA on the Final Report and follow-up on any action items.
 - Present for Board approval.

AUDIT/LEGAL PROFESSIONAL SERVICES

- 1.17 Employ a qualified auditor to perform the Annual CRTPA audit in accordance with federal requirements and state requirements of Chapter 215.97, Florida Statutes (Florida Single Audit Act). (March-June 2025, 2026) [Professional Services Contract]
- 1.18 The Auditor will perform an audit of federal funds expended that meets the audit and reporting requirements for Federal Awards.
- 1.19 Assist the City in development of the Comprehensive Annual Financial Report (CAFR) as it relates to CRTPA grants. (Annually)
- 1.20 Receive copy of all audit reports relating to revenues and expenditures. (Annually)
- 1.21 Submit Single Audit to FDOT.
- 1.22 Retain legal counsel for the CRTPA to provide routine legal consultation to the CRTPA Board and Executive Director, including the review of agreements.
- 1.23 Legal counsel attendance at all CRTPA Board meetings, including the Board's Annual Retreat.

TRAINING

- 1.24 Continue to provide training opportunities to CRTPA Board and staff members in various policy, technical and administrative areas. (Ongoing)
 - *Title VI*
 - *GIS, Payroll and Accounting*
 - *FDOT Workshops*
 - *FHWA Webinars and Training Modules*
 - *Grants.gov training on funding opportunities and programs*
 - *Public Engagement and Equity*
 - [*Florida APA Annual Conference and Webinars*](#)
 - *MPOAC Institute (2025, 2026)*
 - *Florida Metropolitan Planning Partnership*
 - *Safety and Performance Measures*

END PRODUCT

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

Amendments/Modifications FY 2024/25 - FY 2025/26 UPWP. (Ongoing)

Adopted FY 2026/27 - FY 2027/28 UPWP. (May 2026)

FDOT Joint Certification of the Metropolitan Planning Process. (May 2025, 2026)

Quadrennial FHWA - FTA Joint Certification. (Fall 2025)

Timely submittal of invoices to FDOT for PL SU, and CM funds. (Quarterly)

DBE tracking and reports submitted to FDOT. (Quarterly)

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

Annual audit. (June 2025, 2026)

RESPONSIBLE AGENCIES

CRTPA

FHWA and FDOT - Certification Report

DRAFT ESTIMATED TASK BUDGET & FUNDING SOURCES TASK 1.0 - FISCAL YEAR 2025

2025							
Funding Source	FHWA				Local		FY 2025 Total
Contract Number							
Source Level	PL	SU	CMAQ	Total	Local	Total	
MPO Budget Reference							
Lookup Name	2025 FHWA (PL)	2025 FHWA (SU)	025 FHWA (CMAQ)	FHWA (Total)	2025 Local (Local)	Local (Total)	
Personnel (salary and benefits)							
Salaries and Fringe	\$ 296,186	\$ 74,046		-	\$ -	\$ -	\$ 370,232
				-		-	\$ -
Personnel (salary and benefits)	\$ 296,186	\$ 74,046	\$ -	\$ 370,232	\$ -	\$ -	\$ 370,232
Consultant							
1.7 WCOT	\$ 8,000			-		\$ -	\$ 8,000
1.16 Legal	\$ 50,000			-		\$ -	\$ 50,000
1.12 Audit	\$ 21,000			-		\$ -	\$ 21,000
				-		\$ -	\$ -
Consultant Subtotal	\$ 79,000	\$ -	\$ -	\$ 79,000	\$ -	\$ -	\$ 79,000
Travel							
Travel & Training	\$ 18,500			-		\$ -	\$ 18,500
				-			\$ -
Travel Subtotal	\$ 18,500	\$ -	\$ -	\$ 18,500		\$ -	\$ 18,500
Direct Expenses							
Operational Expenses	\$ 40,000			-		-	\$ 40,000
Computer Software	\$ 15,000			-		-	\$ 15,000
Staff Services	\$ 89,000			-		-	\$ 89,000
Food				-	\$ 4,000		\$ 4,000
Professional Memberships				-	\$ 3,500		\$ 3,500
				-		-	\$ -
Direct Expenses Subtotal	\$ 144,000	\$ -	\$ -	\$ 144,000	\$ 7,500	\$ 7,500	\$ 151,500
Supplies							
Office Supplies	\$ 5,000			-		-	\$ 5,000
				-		-	\$ -
Supplies Subtotal	\$ 5,000	\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ 5,000
Equipment							
Computer Equipment	\$ 5,000			-		-	\$ 5,000
				-		-	\$ -
Equipment Subtotal	\$ 5,000	\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ 5,000
Total	\$ 547,686	\$ 74,046	\$ -	\$ 621,732	\$ 7,500	\$ 7,500	\$ 629,232

DRAFT ESTIMATED TASK BUDGET & FUNDING SOURCES TASK 1.0 - FISCAL YEAR 2026

2026							
Funding Source	FHWA				Local		FY 2026 Total
Contract Number							
Source	PL	SU	CMAQ	Total	Local Governements	Total	
MPO Budget Reference							
Lookup Name	2026 FHWA (PL)	2026 FHWA (SU)	026 FHWA (CMAQ)	FHWA (Total)	Local (Local Governem	Local (Total)	
Personnel (salary and benefits)							
Salaries and Fringe	\$ 313,931	\$ 78,483		-		-	\$ 392,414
				-		-	\$ -
Personnel (salary and benefits)	\$ 313,931	\$ 78,483	\$ -	\$ 392,414	\$ -	\$ -	\$ 392,414
Consultant							
1.7 WCOT	\$ 8,000			-		-	\$ 8,000
1.12 Audit	\$ 21,000			-		-	\$ 21,000
1.13 Legal	\$ 35,000			-		-	\$ 35,000
				-		-	\$ -
Consultant Subtotal	\$ 64,000	\$ -	\$ -	\$ 64,000	\$ -	\$ -	\$ 64,000
Travel							
Travel & Training	\$ 10,000			-		-	\$ 10,000
				-		-	\$ -
Travel Subtotal	\$ 10,000	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ 10,000
Direct Expenses							
Operational Expenses*	\$ 34,761			-		-	\$ 34,761
Computer Software	\$ 15,000			-		-	\$ 15,000
Staff Services	\$ 83,225			-		-	\$ 83,225
Food				-	\$ 4,000	-	\$ 4,000
Professional Memberships				-	\$ 3,500	-	\$ 3,500
				-		-	\$ -
Direct Expenses Subtotal	\$ 132,986	\$ -	\$ -	\$ 132,986	\$ 7,500	\$ 7,500	\$ 140,486
Supplies							
Office Supplies				-		-	\$ -
				-		-	\$ -
Supplies Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment							
Computer Equipment	\$ 2,509			-		-	\$ 2,509
				-		-	\$ -
Equipment Subtotal	\$ 2,509	\$ -	\$ -	\$ 2,509	\$ -	\$ -	\$ 2,509
Total	\$ 523,426	\$ 78,483	\$ -	\$ 601,909	\$ 7,500	\$ 7,500	\$ 609,409

UWP TASK 2.0 – DATA COLLECTION/SAFETY/PERFORMANCE MEASURES

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

OBJECTIVE

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

PREVIOUS WORK

- Coordination with the City of Tallahassee and FDOT District 3 Traffic Operations relative to Intelligent Transportation Systems (ITS) funding and deployments.
- Continuous review, collection, and analysis of crash data for the Capital Region.
- Coordination with TLC GIS on mapping data.
- Extensive analysis of safety data related to serious and fatal injuries including contributing factors, cluster locations, and trends.
- Adoption of Safe Streets for All Safety Action Plan including identification of High Injury Network. (June 2023)
- Development of SS4A Safety Implementation Plan for N. Monroe Street Corridor. (June 2024)
- Grant application developed and submitted to USDOT for funding N. Monroe Street Corridor Safety Improvements.
- Adopted updated Congestion Management Plan. (March 2024)
- Coordination with District 3 Design and Safety Office to identify potential safety improvements associated with candidate resurfacing projects. (2023, 2024)
- Adopted Highway Transportation Performance Measures (Feb 2022, 2023)
- Adopted Transportation Performance Measures for Bridge and Pavement; System Performance and Freight Movement (May 2023)
- Adopted FTA Transit Asset Management performance targets. (May 2023)
- Participation on Gadsden, Jefferson, Leon, and Wakulla Counties’ Community Traffic Safety Teams (CTST).
- Helmet Fitter Training Events, Leon and Wakulla Counties (March and Nov2023)
- Increased agency participation in the Leon County CTST meetings. (2023, 2024)
- Safety survey at Tallahassee Winter Festival and Havana Winter Fest. (Dec 2022)

ANTICIPATED ACTIVITIES

DATA COLLECTION

- 2.1 Coordinate collection and dissemination of GIS data with Tallahassee-Leon County GIS (TLCGIS). (Ongoing)
- 2.2 Monitor Congestion Management System for implementation.(CMS) (Ongoing)
- 2.3 Work with TATMS staff on travel-time and utilization reports. (Ongoing)
- 2.4 Monitor and review traffic operation needs through collection and analysis of peak hour traffic data. (Ongoing)
- 2.5 Employ software using a GIS platform to collect, verify, analyze, report and map information. Analytics will support safety and performance measure reporting. (Ongoing)
- 2.6 Integrate data into CRTPA Planning Programs and Plans. Utilize data to inform project evaluation and decision-making. (Ongoing)
- 2.7 Employ Urban SDK Transportation Management GIS based software to track and report on safety statistics, speed data, and crash locations.
- 2.8 Develop in consultation with Urban SDK a dashboard for reporting to the public with interactive features.

SAFETY/PERFORMANCE MEASURES

- 2.9 Analyze crash trends and statistics to identify high-hazard locations and prioritize potential improvements. (Ongoing)
- 2.10 Develop Annual monitoring and reporting for Safety Performance Measures. (Feb 2025, 2026)
- 2.11 Identify corridors or locations for further analysis in consultation and coordination with FDOT District 3 Safety Department.

COMMUNITY TRAFFIC SAFETY TEAMS (CTST) AND DISTRICT 3 COORDINATION

- 2.12 Continue participation on the Community Traffic Safety Teams (CTST) within the CRTPA planning area coordination with local governments, and community stakeholders. (Quarterly or as Scheduled)
- 2.13 Push-button project and safety coordination meetings with the FDOT Safety Office. (Ongoing)
- 2.14 Review the FDOT candidate resurfacing projects' list and provide comments on safety enhancements. (Annually)
- 2.15 Coordinate with local governments on Safe Routes to School applications. (Ongoing)
- 2.16 Coordinated Helmet Fitting Training with the FL Traffic & Bicycle Safety Education Program in Leon and Wakulla Counties. (March 2025, 2026)

END PRODUCT

Coordination of data needs with local partners. (Ongoing)
Development of travel time reports to monitor system performance. (Ongoing)
Continued coordination with CTST partners in the CRTPA planning area. (Ongoing)
Coordination with FDOT District Office on safety initiatives and projects. (Ongoing)
D3 Safety Improvements (E.g. Nims Middle School and SR20 W of Capital Circle SW).
Updated MAP-21/FAST ACT FHWA and FTA Performance Measures. (Feb 2025, 2026)
Annual reporting on FHWA and FTA Safety Performance Measures. (Feb 2026, 2026)
Transportation reports and visualizations of analytics. (Ongoing)

RESPONSIBLE AGENCY

CRTPA

CTSTs - CRTPA and Local Government

FDOT - Safety Implementation Projects

ESTIMATED TASK BUDGET & FUNDING SOURCES TASK 2.0 - FISCAL YEARS 2025 & 2026

Task 2 Data Collection & Performance Measures						
2025						
Funding Source	FHWA				FY 2025 Total	
Contract Number						
Source Level	PL	SU	CMAQ	Total		
MPO Budget Reference						
Lookup Name	2025 FHWA (PL)	2025 FHWA (SU)	025 FHWA (CMAC)	FHWA (Total)		
Personnel (salary and benefits)						
Salaries and Fringe	\$ 56,910	\$ 14,227		-	\$ 71,137	
				-	\$ -	
Personnel (salary and benefits)	\$ 56,910	\$ 14,227	\$ -	\$ 71,137	\$ 71,137	
Consultant						
				-	\$ -	
Consultant Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	
Direct Expenses						
TDM Software		\$ 75,000		-	\$ 75,000	
				-	\$ -	
Direct Expenses Subtotal	\$ -	\$ 75,000	\$ -	\$ 75,000	\$ 75,000	
Total	\$ 56,910	\$ 89,227	\$ -	\$ 146,137	\$ 146,137	
2026						
Funding Source	FHWA				FY 2026 Total	
Contract Number						
Source	PL	SU	CMAQ	Total		
MPO Budget Reference						
Lookup Name	2026 FHWA (PL)	2026 FHWA (SU)	026 FHWA (CMAC)	FHWA (Total)		
Personnel (salary and benefits)						
Salaries and Fringe	\$ 58,192	\$ 14,548		-	\$ 72,740	
				-	\$ -	
Personnel (salary and benefits)	\$ 58,192	\$ 14,548	\$ -	\$ 72,740	\$ 72,740	
Consultant						
				-	\$ -	
Consultant Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	
Direct Expenses						
				-	\$ -	
				-	\$ -	
Direct Expenses Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	
Total	\$ 58,192	\$ 14,548	\$ -	\$ 72,740	\$ 72,740	

UPWP TASK 3.0 - LONG-RANGE PLANNING

The LRTP is the foundation document in transportation planning. It must address at least a 20-year planning horizon and include long-range and short-range strategies consistent with state, regional and local goals, and objectives. The LRTP is reviewed and updated at least every five years in attainment areas that meet the national ambient air quality standards.

Strategies and actions in the LRTP provide for the development of an integrated multimodal transportation system (including accessible pedestrian walkways and bicycle transportation facilities) to facilitate the safe and efficient movement of people and goods in addressing current and future transportation demand.

The Long-Range Planning task includes the activities related to the development of a Long-Range Transportation Plan (LRTP) along with the long-term implementation of various transportation projects. Currently, the CRTPA's adopted LRTP is Connections 2045 Regional Mobility Plan (RMP). The Task also includes coordination efforts with our regional partners to address transportation on a regional level.

OBJECTIVES

Maintain and update the Connections 2045 Regional Mobility Plan.

Develop and adopt 20250 Long Range Transportation Plan

Evaluate alternative transportation modes and systems.

Improve traffic operations using ITS technologies.

Coordinate planning efforts with regional partners.

Expand Regional Trails network.

PREVIOUS WORK

2045 REGIONAL MOBILITY PLAN

Maintain Connections 2045 RMP, Cost Feasible Plan (CFP). (Ongoing)

REGIONAL TRAILS

Continue coordination with Wakulla County on the development of the Coastal Trail.

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

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

ON-GOING ACTIVITIES

Continued participation in the development of various transportation projects.

REGIONAL COORDINATION

Coordination with ARPC and Regional Transportation Planning organizations.

Participate in MPOAC Advisory Committees.

PLANNING SUPPORT WORK

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

2020 CENSUS

Reviewed and analyzed the 2020 Census and Urban Area boundaries, after its release by the US Census Bureau.

Conducted Post-Census Planning Activity and incorporate 2020 Census data into the MPO's essential planning documents. (Summer 2024)

- Reviewed and evaluated the 2020 Census of Population Urban Area boundaries;
- Coordinated with federal, state, and local government representatives regarding status of CRTPA's apportionment plan;
- Reviewed, evaluated, and refined (smooth) the MPO's Urban Area boundary.
- Reviewed the MPO's Planning Area boundary map.
- Updated the federal functional classification of roadways in the MPO's planning area.

ANTICIPATED ACTIVITIES

PLANNING SUPPORT WORK

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

2020 CENSUS

- 3.1 Incorporate Census data into planning documents and studies.

REGIONAL MOBILITY PLAN (RMP)

- 3.2 Maintain and update Connections 2045 Regional Mobility Plan.
3.3 Develop and adopt updated Long Range Transportation Plan. (Consultant)

Subtask 3.3: Regional Mobility Plan Update (Long-Range Transportation Plan) - Budget \$450,000

Responsible Agency: CRTPA (Consultant support) and FDOT (Model and Revenue Projections)

Purpose: Complete an update to the Regional Mobility Plan (RMP) in cooperation with the State and public transportation operators, using a performance-driven, outcome-based approach.

Required Activity	End Products	Completion Date
Develop: Schedule; Overview of plan and planning processes and requirements; Public Involvement	Chapter 1 - Introduction Project schedule; Plan requirements and framework; Public workshop/outreach/adoption schedule.	Summer 2024
Compile: Regional demographic, economic and transportation elements. Review plans, policies, regulations related growth.	Chapter 2 - State of the Region Report Data and Maps Depicting the Region/Network Characteristics	Fall, Winter 2025
Evaluate: Future growth; coordinate with FDOT on travel demand model; Complete assessment of multi-modal needs.	Chapter 3 - Multi-modal Needs Report Calibrated Regional Travel Demand Model. An assessment of Growth Scenarios	Winter 2025
Identify: screening and evaluation criteria. Evaluate and prioritize roadway projects.	Chapter 4 - Project Evaluation & Prioritization Report Relevant screening and evaluation criteria to align with MAP-21 performance-based planning and programming requirements; Completed assessment of roadway projects	Spring 2025
Evaluate: revenue projections by agency and fund groups by mode. Draft Cost Feasible Plan	Chapter 5 - Cost Feasible Plan Development Cost feasible plan that demonstrates financial constraint, by a series of five-year funding tiers	Summer 2025
Identify: ongoing coordination and plan implementation; Identify future trends; Develop conclusion	Chapter 6 Continued Coordination Overview of agency coordination and collaboration; Discussion of emerging trends; Conclusion statement	Fall 2025
Conduct Public Hearing and Adopt LRTP	Adopted LRTP Cost Feasible Plan	Nov. 2025
Compile Final Report and Appendices for transmittal	Appendices to include Adoption documentation; Cost feasible plan; System performance report; Project prioritization; Technology; Public involvement material Distribute to FHWA, FTA, and FDOT	Feb. 2026

REGIONAL AND LOCAL COORDINATION

- 3.4 Continue participation in Florida Metropolitan Partnership coordination meetings.
- 3.5 Participation at ARPC meetings and coordination on various land use and transportation issues.
- 3.6 Improve overall coordination on transportation and land use issues with local governments, state agencies, local universities, and other groups.

AIR CONFORMITY

- 3.7 Monitor Environmental Protection Agency (EPA) Air Conformity standards. Monitor attainment status and [local ozone tracking stations located at Tallahassee Community College](#) and Leon County Air Quality Data available at http://www.dep.state.fl.us/air/air_quality/county/Leon.html

TRAILS

- 3.8 Continue work with local partners and state agencies to implement regional trails identified in the Regional Trails Project Priority List.
- 3.9 Continue development of the Capital City to the Sea Trails and other regional trails.
 - Bloxham Cutoff Trail Feasibility Study
 - Tallahassee-Havana Trail Feasibility Study
 - US 90 East and West Regional Connections
- 3.10 Continue work with local partners to implement trails identified in the Bicycle/Pedestrian Project Priority List and develop projects to expand localized trail networks.

END PRODUCT

Amended Connections 2045 RMP (As Needed)
Updated and adopted Long Range Transportation Plan (November 2025)
Analysis of FHWA and FTA Performance Measures Data (January 2025, 2026)
Regionally Coordinated Transportation Planning Process (Ongoing)
Multi-Use Trail Feasibility Studies (See Task 5 for Trail Project Information)

RESPONSIBLE AGENCY

CRTPA - FDOT Model for LRTP

ESTIMATED TASK BUDGET & FUNDING SOURCES TASK 3.0 - FISCAL YEARS 2025 & 2026

Task 3 Long-Range Transportation Planning					
2025					
Funding Source	FHWA				FY 2025 Total
Contract Number					
Source Level	PL	SU	CMAQ	Total	
MPO Budget Reference					
Lookup Name	2025 FHWA (PL)	2025 FHWA (SU)	2025 FHWA (CMAQ)	FHWA (Total)	
Personnel (salary and benefits)					
Salaries and Fringe	\$ 119,422	\$ 29,856		-	\$ 149,278
				-	\$ -
Personnel (salary and benefits)	\$ 119,422	\$ 29,856	\$ -	\$ 149,278	\$ 149,278
Consultant					
L RTP Update			\$ 450,000	-	\$ 450,000
				-	\$ -
Consultant Subtotal	\$ -	\$ -	\$ 450,000	\$ 450,000	\$ 450,000
Total	\$ 119,422	\$ 29,856	\$ 450,000	\$ 599,278	\$ 599,278
2026					
Funding Source	FHWA				FY 2026 Total
Contract Number					
Source	PL	SU	CMAQ	Total	
MPO Budget Reference					
Lookup Name	2026 FHWA (PL)	2026 FHWA (SU)	2026 FHWA (CMAQ)	FHWA (Total)	
Personnel (salary and benefits)					
Salaries and Fringe	\$ 165,967	\$ 41,492		-	\$ 207,459
				-	\$ -
Personnel (salary and benefits)	\$ 165,967	\$ 41,492	\$ -	\$ 207,459	\$ 207,459
Consultant					
				-	\$ -
				-	\$ -
Consultant Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 165,967	\$ 41,492	\$ -	\$ 207,459	\$ 207,459

UPWP TASK 4.0 – SHORT- RANGE PLANNING

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

OBJECTIVES

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

PREVIOUS WORK

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

ANTICIPATED ACTIVITIES

PLANNING SUPPORT WORK

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

PROJECT PRIORITY LISTS

- 4.2 Develop Annual Project Priority Lists (PPLs). (June 2025, 2026)
PPLs are developed for:
- 2045 RMP Projects
 - Major Capacity Projects
 - Transportation System and Safety Management Operations-level projects
 - Intersections
 - Pedestrian Improvements
 - Transportation Alternatives
 - Regional Trails
 - Bicycle and Pedestrian
 - Transportation Regional Incentive Program (TRIP)
 - Intelligent Transportation Systems
 - StarMetro
 - Tallahassee International Airport
- 4.3 Conduct public outreach for the PPLs consistent with the requirements of the latest Public Involvement Plan. (Spring 2025, 2026) [Current PPLs](#) can be viewed here.
- 4.4 Board adoption of PPLs.

TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

- 4.5 Develop and adopt the Annual TIP. (June 2025, 2026)
- 4.6 Coordinate the development of the TIP with FDOT D3 as well as local governments and agencies. (Spring 2025, 2026)
- 4.7 Conduct public involvement for the adoption of the TIP consistent with the requirements of the latest Public Involvement Plan. (Spring 2025, 2026)
- 4.8 Review local government comprehensive plans for consistency with CRTPA TIP and LRTP as necessary. (Spring 2025, 2026)
- 4.9 Publish Annual listing of federally funded obligated projects. (December 2024, 2025)
- 4.10 Continue refinement of Interactive TIP system. (Ongoing)
- 4.11 Modify/Amend TIP as necessary. (Ongoing)
- 4.12 Continue coordination with FDOT in the development and adoption of the Five-Year Work Program.

MONITOR TRANSPORTATION SYSTEM IMPACTS

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

FAST ACT TRANSPORTATION ALTERNATIVES (TA) PROGRAM

- 4.18 Assist local governments in the CRTPA's 2025 - 2026 FAST Act TA application process. (Jan 2024)
- 4.19 Conduct an evaluation meeting with TAC/CMAC representatives and local government representative. (Jan 2026)
- 4.20 Monitor progress of programmed TA projects and assist in their implementation when necessary. (Ongoing)

LEGISLATIVE ACTIVITIES

- 4.21 Monitor legislative activities on both the federal and state level to determine impact on transportation issues. (Annually 2025, 2026)

END PRODUCT

- Annual Priority Project Lists. (June 2025, 2026)
- Annual Transportation Improvement Plan. (June 2025, 2026)
- Amendments to the Transportation Improvement Plan (TIP). (Ongoing)

RESPONSIBLE AGENCY

CRTPA

ESTIMATED TASK BUDGET & FUNDING SOURCES TASK 4.0 - FISCAL YEARS 2025 & 2026

Task 4 Short-Range Transportation Planning						
2025						
Funding Source	FHWA				FY 2025 Total	
Contract Number						
Source Level	PL	SU	CMAQ	Total		
MPO Budget Reference						
Lookup Name	2025 FHWA (PL)	2025 FHWA (SU)	2025 FHWA (CMAQ)	FHWA (Total)		
Personnel (salary and benefits)						
Salaries and Fringe	\$ 37,513	\$ 9,378		-	\$ 46,892	\$ 46,892
Personnel (salary and benefits)	\$ 37,513	\$ 9,378	\$ -	\$ 46,892	\$ 46,892	\$ 46,892
Consultant						
				-	\$ -	\$ -
				-	\$ -	\$ -
Consultant Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Expenses						
TIP Software		\$ 13,000		-	\$ 13,000	\$ 13,000
				-	\$ -	\$ -
Direct Expenses Subtotal	\$ -	\$ 13,000	\$ -	\$ 13,000	\$ 13,000	\$ 13,000
Total	\$ 37,513	\$ 22,378	\$ -	\$ 59,892	\$ 59,892	\$ 59,892
2026						
Funding Source	FHWA				FY 2026 Total	
Contract Number						
Source	PL	SU	CMAQ	Total		
MPO Budget Reference						
Lookup Name	2026 FHWA (PL)	2026 FHWA (SU)	2026 FHWA (CMAQ)	FHWA (Total)		
Personnel (salary and benefits)						
Salaries and Fringe	\$ 39,425	\$ 9,856		-	\$ 49,281	\$ 49,281
				-	\$ -	\$ -
Personnel (salary and benefits)	\$ 39,425	\$ 9,856	\$ -	\$ 49,281	\$ 49,281	\$ 49,281
Consultant						
				-	\$ -	\$ -
				-	\$ -	\$ -
Consultant Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Expenses						
TIP Software	\$ 13,353			-	\$ 13,353	\$ 13,353
				-	\$ -	\$ -
Direct Expenses Subtotal	\$ 13,353	\$ -	\$ -	\$ 13,353	\$ 13,353	\$ 13,353
Total	\$ 52,778	\$ 9,856	\$ -	\$ 62,634	\$ 62,634	\$ 62,634

UPWP TASK 5.0 – MOBILITY PLANNING

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

OBJECTIVE

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

PREVIOUS WORK

BICYCLE/PEDESTRIAN PLANNING

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

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

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

Coordination with Florida DEP Office of Greenways and Trails on updates to the opportunities map.

Coordinated Helmet Fitting Training with the FL Traffic and Bicycle Safety Education Program. Helmet Fitters Training (3) in Leon and Wakulla Counties

Tallahassee to Havana Multi-Use Trail Public Involvement and Feasibility Study Orchard Pond Rd. to SR12 at Salem Road in Havana. (Leon/Gadsden Counties)

SR267 Multi-Use Trail Public Involvement and Feasibility Study. (Wakulla County)

Continued coordination on US 90 East Multi-Use Trail. (Leon/Jefferson Counties)

SUN Trails Applications for SR267, Tallahassee to Havana (2) and US90 West

Developed FY 2023 & 2024 Priority Project Lists for Bicycle and Pedestrian and Transportation Alternatives projects

Disseminate bicycle and pedestrian safety materials Winter Fest Events

Supported safety initiatives at events as scheduled; First Ride Day, Knights Creative Community Institute; Mobility Week Kick-off; Safety Fair Special Needs

TRANSIT - STARMETRO

Coordinate update to the Annual Transit PPL with StarMetro.
Partnered with StarMetro in implementation of the Transit Development Plan.
Work with StarMetro in the development of Transit performance measures.
Adopted StarMetro's Transit Asset Management Plan. (June 2021)

AVIATION

Worked with TIA to update the Aviation PPL.
Ongoing coordination on roadway improvements.

CONGESTION MANAGEMENT PLAN

Updated Congestion Management Plan, Adopted March 2024.

INTELLIGENT TRANSPORTATION SYSTEMS

Worked with local TATMS and FDOT on ITS-related improvements and priorities.
Coordinated with FDOT and TATMS for test Bike-Ped Counter Camera Counters.

ANTICIPATED ACTIVITIES

PLANNING SUPPORT WORK

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

TRANSIT (STARMETRO)

- 5.1 Assist StarMetro as necessary to improve transit service. (Ongoing)
- 5.2 Coordinate with StarMetro on the development of the annual Project Priority List for transit. (Spring 2025, 2026)
- 5.3 Continue coordination on implementation of Transit Development Plan. (Ongoing)
- 5.4 Adopt FAST Act FTA Performance Measures/Targets. Transit Asset Target and Transit Asset Management Performance Measures (Nov 2025)

AVIATION

- 5.5 Assist Tallahassee International Airport (TIA), as necessary, in the update of their Airport Master Plan. (Ongoing)
- 5.6 Coordinate with TIA on transportation projects that have a direct impact on airport operations. (Ongoing)
- 5.7 Assist TIA, as necessary, with the development of the Joint Aviation Capital Improvement Program (JAICP). (Ongoing)
- 5.8 Coordinate with TIA on the development of the Annual Project Priority List for aviation. (Spring 2025, 2026)

CONGESTION MANAGEMENT PLAN/PERFORMANCE MEASURES

- 5.9 Monitor Congestion Management Plan Implementation
- 5.10 Establish, collect, and review data for the various performance measures to determine progress on adopted targets. (Ongoing)
- 5.11 Congestion Management Plan Implementation: Technical Studies
(See following page for project details.)

INTELLIGENT TRANSPORTATION SYSTEMS (ITS)

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

ADDITIONAL PLANNING TASKS

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

BICYCLE/PEDESTRIAN

- 5.14 Develop of the FY 2025 & 2026 Priority Project Lists (June 25, 26)
- 5.15 Continue participation in the Bicycle Work Group. (Ongoing)
- 5.16 Coordination with the CMAC to identify and program key bicycle and pedestrian projects and programs for the region. (Ongoing)
- 5.17 Disseminate bicycle and pedestrian safety materials throughout the year at key events, such as the Leon County Safety Fair, that target a wide range of the population of the CRTPA area. (As Scheduled)
- 5.18 Coordinate with the CTST's to promote responsible transportation behavior for all users of the network. (Quarterly 2025, 2026)
- 5.19 Continued coordination with technical/citizen's groups to identify roadway improvements as opportunities arise to improve the system.
- 5.20 Implement Tallahassee/Leon County Bicycle/Pedestrian Master Plan. (Ongoing)
- 5.21 SR267/Springhill Road Multi-Use Trail [Consultant] -Wakulla/Leon Counties *(Tables with Task Detail and Budget Follows)*
- 5.22 Bradfordville Trail from Thomasville Road to Welaunee Greenway Trail Connection [Consultant]
Tables with Task Detail and Budget Follows (Spring 2026)
- 5.23 US90 West Multi-Use Trail [Consultant]
Tables with Task Detail and Budget Follows (Spring 2026)

END PRODUCT

Effective and efficient coordinated multi-modal transportation system. (Ongoing)
Congestion Management Plan Implementation: Technical Studies (Ongoing)
SR267/Springhill Road Multi-Use Trail FS
Thomasville Road to Welaunee Greenway Multi-Use Trail FS (Summer 2026)
US 90 West Multi-Use Trail FS (Summer 2026)
Trail Feasibility Studies and Mobility Studies as updated in the UPWP

RESPONSIBLE AGENCY

CRTPA

Subtask 5.11: Congestion Management Plan Implementation: Technical Studies (Schedule updated as projects are identified.)

Responsible Agency: CRTPA (Consultant support will be used to complete this task.)

Purpose: Implement project recommendations identified in the Congestion Management Process (CMP). Conduct further data collection and technical analysis of congested facilities identified in the CMP to include traffic volumes, travel times, transit and park and ride usage, truck volumes, demographic information, environmental justice/transportation justice concerns, activity center locations, historic and projected trends, employment, and crash data (as applicable). Identify short-term improvements/strategies and long-term improvements to reduce or mitigate recurring and non-recurring congestion.

Required Activity	End Products	Schedule/ Completion Date
Collect traffic data on congested corridors and intersections to include existing/future conditions; crash data and multi-modal facilities. As applicable additional demographic, zoning, land use and Complete Street Classification will be considered.	Data Collection	
Complete analysis of corridor and/or intersection conditions and develop profiles reports based on roadway characteristics and functional type.	Data Analysis and Corridor/ Intersection Profile Reports	
Evaluate identified congestion management strategies and short-term and long-term improvements. Identify system management (ITS) and operational/capacity improvements to reduce or mitigate conditions.	Corridor and Intersection Technical Project Reports	
Implement short-term strategies. Incorporate short and long-term projects/improvements into applicable planning documents [Priority Project Lists, Transportation Improvement Plan and Regional Mobility Plan (RMP)].	Implementation of Strategies/Priority Project(s) RMP Short & Long-Term Projects	

5.21 Thomasville Road to Welaunee Greenway Trail Connection Feasibility Study (FS)

Budget \$200,000

Responsible Agency: CRTPA (Consultant support will be used to complete this task.)

Purpose: Complete Feasibility Study for connection from Thomasville Road to Welaunee Greenway in Leon County.

Required Activity	End Products	Completion Date
Conduct Multi-Use Trail FS	Completed Feasibility Study	June 2025
Data collection and analysis including social, economic, and environmental information.	Analysis of effects of the proposed improvement on environmental, engineering and socioeconomic conditions, safety needs and public input.	November 2025
Identification of safety and conflict points.	Development and analysis of alternatives, considers need for additional right-of-way for stormwater and environmental mitigation.	February 2026
Ongoing Public Engagement	Documentation of public comments and responses as appropriate.	March 2026
Finalize Draft Project Documents	Development and analysis of alternatives, considers need for additional right-of-way for stormwater and environmental mitigation	May 2026
Feasibility Study for Board Action	Document presented for approved	June 2026

5.21 SR267/Springhill Road Multi-Use Trail Feasibility Study (FS) Budget \$200,000

Responsible Agency: CRTPA (Consultant support will be used to complete this task.)

Purpose: Complete FS for connection from Wakulla Springs State Park in Wakulla County to Capital Circle SW in Leon County.

Required Activity	End Products	Completion Date
Conducted Multi-Use Trail FS	Completed Feasibility Study	Spring 2026
Data collection and analysis including social, economic and environmental	Analysis of effects of the proposed improvement on environmental, engineering and socioeconomic conditions, safety needs and public input.	
Identification of safety and conflict points.	Development and analysis of alternatives, considers need for additional right-of-way for stormwater and environmental mitigation.	
Ongoing Public Engagement	Documentation of public comments and responses as appropriate.	
Finalize Draft Project Documents	Development and analysis of alternatives, considers need for additional right-of-way for stormwater and environmental mitigation	
Feasibility Study for Board Action	Document presented for action	Spring 2026

5.23 US 90 West Multi-Use Trail Feasibility Study (FS)

Budget \$200,000

Responsible Agency: CRTPA (Consultant support will be used to complete this task.)

Purpose: Complete Feasibility Study for connection from Quincy to Chattahoochee in Gadsden County.

Required Activity	End Products	Completion Date
Conduct Multi-Use Trail Feasibility Study	Completed Feasibility Study	February 2026
Data collection and analysis including social, economic and environmental	Analysis of effects of the proposed improvement on environmental, engineering and socioeconomic conditions, safety needs and public input.	Winter 2025
Identification of safety and conflict points.	Development and analysis of alternatives, considers need for additional right-of-way for stormwater and environmental mitigation.	Spring/Summer 2025
Ongoing Public Engagement	Documentation of public comments and responses as appropriate.	Ongoing
Finalize Draft Project Documents	Development and analysis of alternatives, considers need for additional right-of-way for stormwater and environmental mitigation	Fall 2025
Feasibility Study for Board Action	Document presented for action	Spring 2026

ESTIMATED TASK BUDGET & FUNDING SOURCES TASK 5.0 - FISCAL YEAR 2025

Task 5 Mobility Planning					
2025					
Funding Source	FHWA				FY 2025 Total
Contract Number	PL	SU	CMAQ	Total	
Source Level					
MPO Budget Reference					
Lookup Name	2025 FHWA (PL)	2025 FHWA (SU)	2025 FHWA (CMAQ)	FHWA (Total)	
Personnel (salary and benefits)					
Salaries and Fringe	\$ 62,710	\$ 15,677		-	\$ 78,387
				-	\$ -
Personnel (salary and benefits) Subtotal	\$ 62,710	\$ 15,677	\$ -	\$ 78,387	\$ 78,387
Consultant					
CMP Technical Studies					
Leon County Segment PD&E		\$ 150,000		-	\$ 150,000
Tallahassee to Havana Trail PD&E	\$ 2,208	\$ 90,304			
Leon County Segment PD&E (Requires UPWP Amndt)				-	\$ -
SR 267/Springhill Rd Trail FS		\$ 200,000			\$ 200,000
Leon County Segment PD&E					
Bannerman Trail Connection FS		\$ 100,000		-	\$ 100,000
Thomasville Rd to Welaunee Greenway				-	\$ -
US90 West Multi-Use Trail FS		\$ 250,000		-	\$ 250,000
Quincy to Chattahoochee				-	\$ -
Consultant Subtotal	\$ 2,208	\$ 790,304	\$ -	\$ 792,512	\$ 792,512
Direct Expenses					
				-	\$ -
				-	\$ -
Direct Expenses Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 64,918	\$ 805,981	\$ -	\$ 870,899	\$ 870,899

ESTIMATED TASK BUDGET & FUNDING SOURCES TASK 5.0 - FISCAL YEAR 2026

2026					
Funding Source	FHWA				FY 2026 Total
Contract Number					
Source	PL	SU	CMAQ	Total	
MPO Budget Reference					
Lookup Name	2026 FHWA (PL)	2026 FHWA (SU)	2026 FHWA (CMAQ)	FHWA (Total)	
Personnel (salary and benefits)					
Salaries and Fringe	\$ 45,579	\$ 11,395		-	\$ 56,974
				-	\$ -
Personnel (salary and benefits) Subtotal	\$ 25,579	\$ 11,395	\$ -	\$ 56,974	\$ 56,974
Consultant					
	20,0000			-	\$ -
				-	\$ -
Consultant Subtotal	\$ 20,0000	\$ -	\$ -	\$ -	\$ -
Direct Expenses					
				-	\$ -
				-	\$ -
Direct Expenses Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 45,579	\$ 11,395	\$ -	\$ 56,974	\$ 56,974

A minimum of \$20,000 of FY26 PL funding must be expended on the Thomasville Road Trail Connector.

UPWP TASK 6.0 – PUBLIC INVOLVEMENT

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

OBJECTIVE

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

PREVIOUS WORK

CRTPA

Updated CRTPA website and evaluated for ADA compliance. – www.crtpa.org.

Conducted public outreach seeking comments on the CRTPA's plans and programs including the TIP, UPWP, Project Priorities, and SS4A Safety Plan.

Email notices to contacts list and Facebook updates on projects and events.

Updated Public Involvement Plan

Strategic public engagement for the SR267, Tallahassee to Havana, US90 studies.

SS4A Survey and safety information booths at Tallahassee Winter Festival and Havana Winter Fest.

Improvements to CRTPA website project pages to improve access to information related to CRTPA activities and projects.

Increased efforts to seek input from the region's traditionally underserved population through targeted locations in public events.

ONGOING ACTIVITIES

CRTPA PLANNING SUPPORT WORK

- 6.0 Support work on public involvement and planning activities consistent with listed tasks. (Consultant)
- 6.1 Develop and disseminate public information, as necessary, to inform the public of transportation planning activities. Conduct presentations on transportation related topics to civic and governmental agencies as requested. (Ongoing)
- 6.2 Continue to conduct public outreach related to the CRTPA's plans and programs (including TIP, RMP, UPWP and Project Priority Lists) within the CRTPA region. (Ongoing)
- 6.3 Provide a clearinghouse for transportation related activities for all levels of government and public involved in improving the local transportation system. (Ongoing)
- 6.4 Provide CRTPA information and public involvement items at public events including community festivals and institutions of education. (Ongoing)
- 6.5 Complete regular updates to the CRTPA webpage - www.ctpa.org. (Ongoing)
- 6.6 Continue to monitor and track all public information requests. (Ongoing)
- 6.7 Continue efforts related to increasing input from the region's traditionally underserved population. (Ongoing)
- 6.8 Continue televising CRTPA meetings live on WCOT and provide post-meeting access to the video via the CRTPA website and YouTube Channel. (Monthly)
- 6.9 Periodically review and update Public Involvement Plan (PIP) to comply with the FAST Act, Title VI and other applicable requirements. (Ongoing)

- 6.10 Monitor Public Involvement Process Plan for measures of effectiveness. (Ongoing)
- 6.11 Update (as necessary) the Limited English Proficiency Plan for the CRTPA planning area. (Summer 2024)
- 6.12 Conduct safety programs at public schools, as requested, in Gadsden, Leon, Jefferson, and Wakulla counties. (Ongoing)
- 6.13 Continue to coordinate with FDOT on the Annual Work Program Hearing. (Fall 2025, 2026)
- 6.14 Initiate public education campaign in coordination with the local colleges. (Ongoing)

END PRODUCT

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

Minor updates to Public Involvement Process Plan. (Ongoing)

Updated Limited English Proficiency Plan. (Winter 2024)

Updates of CRTPA website. (Ongoing)

RESPONSIBLE AGENCY

CRTPA

ESTIMATED TASK BUDGET & FUNDING SOURCES TASK 6.0 - FISCAL YEARS 2025 & 2026

Task 6 Public Involvement						
2025						
Funding Source	FHWA					FY 2025 Total
Contract Number						
Source Level	PL	SU	CMAQ	Total		
MPO Budget Reference						
Lookup Name	2025 FHWA (PL)	2025 FHWA (SU)	2025 FHWA (CMAQ)	FHWA (Total)		
Personnel (salary and benefits)						
Salaries and Fringe	\$ 20,750	\$ 5,187		-	\$ 25,937	
				-	\$ -	
Personnel (salary and benefits)	\$ 20,750	\$ 5,187	\$ -	\$ 25,937	\$ 25,937	
Consultant						
	\$ 19,800			-	\$ 19,800	
				-	\$ -	
Consultant Subtotal	\$ 19,800	\$ -	\$ -	\$ 19,800	\$ 19,800	
Direct Expenses						
Public Involvement Consultant				-	\$ -	
Graphic Support PI Materials				-	\$ -	
Direct Expenses Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	
Total	\$ 40,550	\$ 5,187	\$ -	\$ 45,737	\$ 45,737	
2026						
Funding Source	FHWA					FY 2026 Total
Contract Number						
Source	PL	SU	CMAQ	Total		
MPO Budget Reference						
Lookup Name	2026 FHWA (PL)	2026 FHWA (SU)	2026 FHWA (CMAQ)	FHWA (Total)		
Personnel (salary and benefits)						
Salaries and Fringe	\$ 21,812	\$ 5,453		-	\$ 27,265	
				-	\$ -	
Personnel (salary and benefits)	\$ 21,812	\$ 5,453	\$ -	\$ 27,265	\$ 27,265	
Consultant						
				-	\$ -	
				-	\$ -	
Consultant Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	
Direct Expenses						
				-	\$ -	
				-	\$ -	
Direct Expenses Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	
Total	\$ 21,812	\$ 5,453	\$ -	\$ 27,265	\$ 27,265	

UPWP TASK 7.0 – SPECIAL PROJECTS

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

OBJECTIVE

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

PREVIOUS WORK

CRTPA

Telecommuting Study

Freight Study

Safe Streets and Roads for All Safety Action Plan

SS4A High Injury Network Safety Analysis: North Monroe Street

Safe Access to School Report Update (Ongoing to Winter 2025)

Corridor and Operational Studies as Identified (Ongoing)

ANTICIPATED ACTIVITIES

7.1 SUPPLEMENTAL STUDY TO SAFE STREETS FOR ALL SAFETY ACTION PLAN

Tables with Task Detail and Budget Follows [Consultant]

7.2 TAKE THE SAFE ROUTE – SAFE ACCESS TO SCHOOL STUDY

Tables with Task Detail and Budget Follows [Consultant]

Subtask 7.1: Supplemental Study to Safe Streets for All Safety Action Plan

Responsible Agency: CRTPA (Consultant support will be used to complete this task.)

Purpose: Complete supplemental planning activities in support of SS4A Action Plan through additional data collection and analysis of corridors and intersection identified on the High Injury Network. The study will drill down to understand the existing conditions and the contributing factors, evaluate crash cluster locations, and identify challenges and opportunities for improvement, including recommendations for construction, operational and educational responses.

Required Activity	End Products	Completion Date
Engage SS4A Task Force and stakeholders. Compile additional/supplemental data (crash and speed data, field review, environmental justice, community surveys and site geometry).	SS4A Task Force and of stakeholders list. Meeting schedules, materials, and summaries. Data collected by location.	
Analyze and summarize data collected. Identify any supplemental information to be collected.	Analysis of data collected by location and supplemental data if identified.	
Solicit input from the public and stakeholders to create transportation compatibility with community context.	Documentation and summary of public involvement and stakeholder meetings.	
Draft and Final Report to include short, medium, and long-term recommendations for project implementation.	Draft and Final Report that connects to, and enhances, an Action Plan Study	

As a supplemental study and/or implementation plan is initiated the UPWP will be updated to include the schedule and specific area on the High Injury Network.

Subtask 7.2: Take the Safe Route – Safe Access to School Study (Ongoing from prior UPWP)

Responsible Agency: CRTPA (Consultant support will be used to complete this task.)

Purpose: This project will update and refine the 2014 SR2S Study to investigate the safety and effectiveness of the Safe Routes to School (SRTS) program and the primary factors contributing to a program’s effectiveness; and, to address opportunities for the communities and school boards in the Capital Region to further implement Safe Routes to School programs and projects. A separate portion of the study involves a focused effort identifying needed improvements that support targeted schools in order to implement projects and strategies to increase the number of children walking and biking.

Required Activity	End Products	Schedule/ Completion Date
Coordinate with school districts; collect student data; develop student/parent surveys and distribute; inventory constructed/programmed facilities listed in 2014 study.	Survey and coordination materials; Completed surveys and facilities inventory.	June 2023
Evaluate and analyze data collected and complete summary of current conditions and findings.	Documentation of data and analysis. Summary of conditions and findings.	Summer 2024
Identify schools with the greatest need for facility and/or operational improvements.	List of schools and assessment of modal facilities and safety issues.	Summer 2024
Identify facility, complete analysis and identify countermeasure(s) applicable to each school. Identified facility demonstrate the greatest need.	Updated list of recommended improvements and strategies to increase multi-modal safety and access to targeted schools.	Fall 2024
Draft and final summary report.	Refined list of focused project recommendations including potential programs/events to promote safety and provide opportunities for bike-ped travel.	Winter 2025
Identify program activities that provide opportunities to increase the number of children walking and biking to school.	List of programs and events to promote safety and provide opportunities for bike-ped travel.	Winter 2025

END PRODUCT

SS4A High Injury Network Safety Analysis (As identified will be updated.)

Safe Access to School Report (Winter 2025)

Thomasville Rd Access Study (Spring 2026)

Corridor and Operational Studies as Identified (Ongoing)

RESPONSIBLE AGENCY

CRTPA

ESTIMATED TASK BUDGET AND FUNDING SOURCES TASK 7.0 - FISCAL YEAR 2025

2025					
Funding Source	FHWA				FY 2025 Total
Contract Number	PL	SU	CMAQ	Total	
Source Level	PL	SU	CMAQ	Total	
MPO Budget Reference					
Lookup Name	2025 FHWA (PL)	2025 FHWA (SU)	2025 FHWA (CMAQ)	FHWA (Total)	
Personnel (salary and benefits)					
Salaries and Fringe	\$ 62,291	\$ 11,122		-	\$ 73,413
				-	\$ -
Personnel (salary and benefits) Subtotal	\$ 62,291	\$ 11,122	\$ -	\$ 73,413	\$ 73,413
Consultant					
Safe School Access	\$ 40,000			-	\$ 40,000
Regional Freight Study	\$ 15,000			-	\$ 15,000
Thomasville Rd Access Study		\$ 100,000		-	\$ 100,000
SS4A Implementation Studies		\$ 250,000		-	\$ 250,000
				-	\$ -
				-	\$ -
Consultant Subtotal	\$ 55,000	\$ 350,000	\$ -	\$ 405,000	\$ 405,000
Direct Expenses					
				-	\$ -
				-	\$ -
Direct Expenses Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 117,291	\$ 361,122	\$ -	\$ 478,413	\$ 478,413

A minimum of \$20,000 of FY25 PL funding must be expended on Safe School Access Study

ESTIMATED TASK BUDGET AND FUNDING SOURCES TASK 7.0 - FISCAL YEAR 2026

2026					
Funding Source	FHWA				FY 2026 Total
Contract Number					
Source	PL	SU	CMAQ	Total	
MPO Budget Reference					
Lookup Name	2026 FHWA (PL)	2026 FHWA (SU)	026 FHWA (CMAQ)	FHWA (Total)	
Personnel (salary and benefits)					
Salaries and Fringe	\$ 35,608			-	\$ 55,608
				-	\$ -
Personnel (salary and benefits) Subtotal	\$ 55,608	\$ -	\$ -	\$ 55,608	\$ 55,608
Consultant					
Thomasville Rd. Connector Cont.	\$ 20,000			-	\$ -
				-	\$ -
				-	\$ -
*Requires an Amenmdent to the UPWP				-	\$ -
Consultant Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Expenses					
				-	\$ -
				-	\$ -
Direct Expenses Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 55,608	\$ -	\$ -	\$ 55,608	\$ 55,608

Table I
FAST ACT PLANNING FACTORS

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

Table III: Schedule of Selected Projects FY 2025/FY2026

Finalizing timeframes for project work.

TABLE IV
FY 2024/25 and FY 25/26 Funding Sources by Agency

Funding Source

Contract	Funding Source	Source Level	2025	2026	FY 2025 Funding Source			FY 2026 Funding Source		
					Soft Match	Federal	Local	Soft Match	Federal	Local
	FHWA	CMAQ	\$ 450,000	\$ -	\$ 81,315	\$ 450,000.00	\$ -	\$ -	\$ -	\$ -
		PL	\$ 1,087,487	\$ 795,479	\$ 196,509	\$ 1,087,487	\$ -	\$ 143,743	\$ 795,479	\$ -
		SU	\$ 1,274,250	\$ 289,110	\$ 230,257	\$ 1,274,250.00	\$ -	\$ 52,242.12	\$ 289,110	\$ -
					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		FHWA TOTAL	\$ 2,811,737	\$ 1,084,589	\$ 508,081	\$ 2,811,737	\$ -	\$ 227,020	\$ 1,084,589	\$ -
	Local	Local	\$ 7,500	\$ 7,500	\$ -	\$ -	\$ 7,500	\$ -	\$ -	\$ 7,500
		Local Governements	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Local TOTAL	\$ 7,500	\$ 7,500	\$ -	\$ -	\$ 7,500	\$ -		\$ 7,500

(See Notes and Tables in WORK PROGRAM SECTION for specific detail on funding presented in the Draft UPWP)

TABLE V
Funding by Agency FY 2024/25 and 2025/26

Agency Participation		Budget with Deobligation & Roll-Forward			
	<i>Funding Source</i>	<i>FHWA</i>		<i>Local</i>	
	<i>Contract</i>				
	<i>Fiscal Year</i>				
	<i>Total Budget</i>				
	<i>Total Budget</i>	25	26	25	26
Task 1 Administration					
	Personnel (salary and benefits)	\$ 370,232	\$ 392,414	\$ -	\$ -
	Consultant	\$ 79,000	\$ 64,000	\$ -	\$ -
	Travel	\$ 18,500	\$ 10,000	\$ -	\$ -
	Direct Expenses	\$ 144,000	\$ 132,986	\$ 7,500	\$ 7,500
	Indirect Expenses	\$ -	\$ -	\$ -	\$ -
	Supplies	\$ 5,000	\$ -	\$ -	\$ -
	Equipment	\$ 5,000	\$ 2,509	\$ -	\$ -
	Sub Total	\$ 621,732	\$ 601,909	\$ 7,500	\$ 7,500
Task 2 Data Collection & Performance Measures					
	Personnel (salary and benefits)	\$ 71,137	\$ 72,740	\$ -	\$ -
	Consultant	\$ -	\$ -	\$ -	\$ -
	Direct Expenses	\$ 75,000	\$ -	\$ -	\$ -
	Sub Total	\$ 146,137	\$ 72,740	\$ -	\$ -
Task 3 Long-Range Transportation Planning					
	Personnel (salary and benefits)	\$ 149,278	\$ 207,459	\$ -	\$ -
	Consultant	\$ 450,000	\$ -	\$ -	\$ -
	Direct Expenses	\$ -	\$ -	\$ -	\$ -
	Sub Total	\$ 599,278	\$ 207,459	\$ -	\$ -
Task 4 Short-Range Transportation Planning					
	Personnel (salary and benefits)	\$ 46,892	\$ 49,281	\$ -	\$ -
	Consultant	\$ -	\$ 13,353	\$ -	\$ -
	Direct Expenses	\$ 13,000	\$ -	\$ -	\$ -
	Sub Total	\$ 59,892	\$ 62,634	\$ -	\$ -
Task 5 Mobility Planning					
	Personnel (salary and benefits)	\$ 78,387	\$ 56,974	\$ -	\$ -
	Consultant	\$ 792,512	\$ -	\$ -	\$ -
	Direct Expenses	\$ -	\$ -	\$ -	\$ -
	Sub Total	\$ 870,899	\$ 56,974	\$ -	\$ -
Task 6 Public Involvement					
	Personnel (salary and benefits)	\$ 25,937	\$ 27,265	\$ -	\$ -
	Consultant	\$ 19,800	\$ -	\$ -	\$ -
	Direct Expenses	\$ -	\$ -	\$ -	\$ -
	Sub Total	\$ 45,737	\$ 27,265	\$ -	\$ -
Task 7 Special Projects					
	Personnel (salary and benefits)	\$ 77,864	\$ 55,608	\$ -	\$ -
	Consultant	\$ 390,197	\$ -	\$ -	\$ -
	Direct Expenses	\$ -	\$ -	\$ -	\$ -
	Sub Total	\$ 468,061	\$ 55,608	\$ -	\$ -
	TOTAL PROGRAMMED	\$ 2,811,737	\$ 1,084,589	\$ 7,500	\$ 7,500

APPENDIX

APPENDIX I.

Forms

Debarment and Suspension Certification
Certification of Restrictions of Lobbying
Title VI Nondiscrimination Policy Statement
Disadvantaged Business Enterprise Utilization
MPO Joint Certification Statement

APPENDIX II.

FY 2024/25 Estimated Expense Operating Budget Detail
Salary, Fringe, Administrative, Facility and Office

FY 2025/26 Estimated Expense Operating Budget Detail
Salary, Fringe, Administrative, Facility and Office

CRTPA Resolution No. 2022-10-7D Adopted Travel Policy

APPENDIX III.

Agency Comments

APPENDIX I

Required Forms

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: CRTPA Chair

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.

Name: Quincee Messersmith
Title: CRTPA Chair

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: CRTPA Chair

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: CRTPA Chair

May 21, 2024
Date

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

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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
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- (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)

APPENDIX II

Operating Budgets

CRTPA Adopted Travel Resolution

FY 2024/25 Estimated Expense Budget Detail Salary, Fringe, Administrative, Facility and Office

FY 2025 DRAFT BUDGET (Finalized at Sept.2024 Board Meeting)	Estimated FY 25 Budget
All Accounts	
Total Operating Expenditures	
Personnel Services	\$ 819,728
511000 - Salaries	\$ 547,398
511300 - Salary Enhancements	\$ 27,370
512400 - Other Salary Items	\$ 1,638
515000 - Pension- Current	\$ 107,728
515100 - Pension- MAP	\$ 32,417
515600 - Mandatory Medicare	\$ 8,334
516000 - Health Benefits	\$ 83,581
516100 - Flex Benefits	\$ 11,261
Operating Expenditures	\$ 242,080
521010 - Advertising	\$ -
521030 - Reproduction	\$ 500
521040 - Unclassified Professional Fees	
521100 - Equipment Repairs	\$ 830
521160 - Legal Services	\$ 55,000
521180 - Unclassified Contractual Svcs	
521190 - Computer Software	\$ 90,000
522080 - Telephone	\$ 1,900
523020 - Food and Supplies	\$ 4,000
523050 - Postage	\$ 250
523060 - Office Supplies	\$ 3,000
523080 - Unclassified Supplies	\$ 1,000
524010 - Travel & Training	\$ 18,500
524020 - Journals & Books	\$ 600
524030 - Memberships	\$ 3,500
524050 - Rent Expense- Building & Office	\$ 36,000
541040 - Insurance	\$ 22,000
550040 - Computer Equipment	\$ 5,000
Internal Service Funds	\$ 85,779
560010 - Human Resource Expense	\$ 7,500
560020 - Accounting Expense	\$ 19,000
560030 - Purchasing Expense	\$ 4,200
560040 - Information Systems Expense	\$ 33,000
560070 - Revenue Collection	\$ 1,200
560082 - Facilities and Environmental	\$ 15,000
560090 - Vehicle Garage Expense	\$ 26
611300 - Facility	\$ 5,853

*Unclassified Contractual Services (Project Budgets) will be updated in the final UPWP.
The FY 2026 operating budget is finalized in Sept. 2025, the UPWP will be updated to include approved budget.*

FY 2025/26 Estimated Expense Budget Detail Salary, Fringe, Administrative, Facility and Office

FY 2026 DRAFT BUDGET (Finalized at Sept.2025 Board Meeting)	FY26 Estimated
All Accounts	
Total Operating Expenditures	
Personnel Services	\$ 826,092
511000 - Salaries	\$ 547,398
511300 - Salary Enhancements	\$ 27,370
512400 - Other Salary Items	\$ 1,560
515000 - Pension- Current	\$ 113,114
515100 - Pension- MAP	\$ 32,417
515600 - Mandatory Medicare	\$ 8,334
516000 - Health Benefits	\$ 85,173
516100 - Flex Benefits	\$ 10,725
Operating Expenditures	
521010 - Advertising	\$ -
521030 - Reproduction	\$ 500
521040 - Unclassified Professional Fees	
521100 - Equipment Repairs	\$ 830
521160 - Legal Services	\$ 55,000
521180 - Unclassified Contractual Svcs	
521190 - Computer Software	\$ 90,000
522080 - Telephone	\$ 1,900
523020 - Food and Supplies	\$ 4,000
523050 - Postage	\$ 250
523060 - Office Supplies	\$ 3,000
523080 - Unclassified Supplies	\$ 1,000
524010 - Travel & Training	\$ 18,500
524020 - Journals & Books	\$ 600
524030 - Memberships	\$ 3,500
524050 - Rent Expense- Building & Office	\$ 36,000
541040 - Insurance	\$ 22,000
550040 - Computer Equipment	\$ 5,000
Internal Service Funds	
560010 - Human Resource Expense	\$ 7,500
560020 - Accounting Expense	\$ 19,000
560030 - Purchasing Expense	\$ 4,200
560040 - Information Systems Expense	\$ 33,000
560070 - Revenue Collection	\$ 1,200
560082 - Facilities and Environmental	\$ 15,000
560090 - Vehicle Garage Expense	\$ 26
611300 - Facility	\$ 5,853

*Unclassified Contractual Services (Project Budgets) will be updated in the final UPWP.
The FY 2026 operating budget is finalized in Sept. 2025, the UPWP will be updated to include approved budget.*

Resolution 2022-10-7D

A RESOLUTION OF THE CAPITAL REGION TRANSPORTATION PLANNING AGENCY HEREBY REFERRED TO AS THE "CRTPA" ADOPTING THE CRTPA TRAVEL AND TRAINING POLICY AND APPROVING THE PER DIEM, MEALS (SUBSISTENCE) AND MILEAGE RATES CONSISTENT WITH THE FEDERAL GENERAL SERVICES ADMINISTRATION TRAVEL RATES.

WHEREAS, the CRTPA is the designated and constituted body responsible for the urban transportation planning and programming process in the Capital Region; and

WHEREAS, Florida Statute 112.061(14)(a)5 states that "any metropolitan planning organization created pursuant to s. 339.175 or any other separate legal or administrative entity created pursuant to s. 339.175 of which a metropolitan planning organization is a member" may establish per diem, meals (subsistence) and mileage rates by enactment of a resolution; and

WHEREAS, the CRTPA is required to attend meetings and training opportunities outside of its jurisdiction, and

WHEREAS, the CRTPA has conducted travel and training in accordance the City of Tallahassee Travel and Training Policy 602; and

WHEREAS, the CRTPA has established a Travel and Training Policy in accordance the CRTPA Staff Services Agreement with the City of Tallahassee; and

WHEREAS, the CRTPA wishes to be reimbursed for travel according to rates consistent with the City of Tallahassee and the Federal General Services Administration standards.

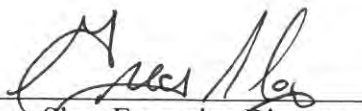
NOW THEREFORE, BE IT RESOLVED BY THE CRTPA THAT:

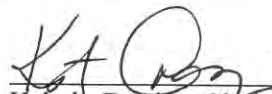
1. The CRTPA has the right to establish per diem, meals (subsistence) and mileage rates beyond the State of Florida rates. and
2. The CRTPA establishes that the staff and elected officials will be compensated for per diem, meals (subsistence) and mileage costs consistent with Federal General Services Administration rates and the CRTPA Travel and Training Policy.

DONE, ORDERED, AND ADOPTED THIS 18th DAY OF OCTOBER 2022

CAPITAL REGION TRANSPORTATION PLANNING AGENCY

ATTEST:


Greg Slay, Executive Director


Kristin Dozier, Chair

APPENDIX III

FDOT, FTA and FHWA Comments



UNIFIED PLANNING WORK PROGRAM (UPWP) REVIEW CHECKLIST

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.

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](#)

Required Content

Does the UPWP have the following information?

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

Unified Planning Work Program (UPWP)

Review Checklist

- 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)

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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)

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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

- 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

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[Choose a category](#)

[Click here to enter comments](#)

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

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> |
| Choose a category | Click here to enter comments |
| Choose a category | Click here to enter comments |
| Choose a category | Click here to enter comments |



Federal Highway Administration

Florida Division Office
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Tallahassee, Florida 32312
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Federal Transit Administration

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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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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)

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).

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.*

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

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

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

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

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 Years 2024/25 -2025/26 is \$1,582,966. For FY 2025 the allocation for the Safe and Accessible Transportation Options Metropolitan Planning Set-Aside for complete streets planning work is \$19,690. and for FY 26 it is \$19,890, for a total of \$39,580.

For the purpose of this requirement, the term “Complete Streets standards or policies” means standards or policies that ensure 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, exceeding in total the set-aside obligation.

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

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

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)

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....

THOMASVILLE ROAD SAFETY STUDY

This project is deleted. The CRTPA obtained a copy of a safety analysis 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.