

November 7, 2023



COMMITTEE AGENDA ITEM 3B

**CRTPA FISCAL YEAR (FY) 2023 – FY 2024
UNIFIED PLANNING WORK PROGRAM AMENDMENT**

TYPE OF ITEM: Consent

STATEMENT OF ISSUE

The Unified Planning Work Program (UPWP), a federally required document, describes the work and project activities, schedule, and budget for the CRTPA operations and planning activities. The purpose of this item is to amend the CRTPA FY 2023 – FY 2024 Unified Planning Work Program (UPWP) to add a new Subtask, 5.7.1.

BACKGROUND AND ANALYSIS

The CRTPA's UPWP is developed with a two-year budget, FY 2024 being the second year of the current work program. As with any budget or program, adjustments are necessary. Task 5 is amended to add Subtask 5.7.1, a Public Involvement component for the Tallahassee to Havana Multi-Use Trail Feasibility Study, and the associated budget (***Attachment No. 1***).

RECOMMENDED ACTION

Option 1: Recommend the CRTPA Board approve the amendment to the CRTPA's FY 2023 – FY 2024 Unified Planning Work Program.

ATTACHMENTS

Attachment 1: Subtask 5.7.1 Task Description and Budget

5.7.1 **Public Involvement Tallahassee to Havana Multi-Use Trail BUDGET: \$15,0000**

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

Purpose: Complete supplemental public engagement activity in support of Tallahassee to Havana Multi-Use Trail.

Required Activity	End Products	Completion Date
Coordination meetings with staff. Prepare meeting materials.	Power Point Presentation, Information Boards (location map, environmental, typical section, property owners), Project handouts, and web site support information.	Project Begins November 2023
Identify property owners and homeowners in subdivisions adjacent to the project corridor.	List of property owners adjacent to the corridor and homeowners in adjacent subdivisions.	December 2023
Meeting(s) Notice	Postcards mailed to identified property owners, meeting(s) notice advertised on CRTPA website and social media. Gadsden County Public Information Officer notice to the Gadsden County community.	December 2023
Meeting(s)	Conduct Public Meeting(s)	January 2024
Meeting(s) and Reporting	Summary report of public involvement activities and comments. Draft and final project report with updated project limits and results from public involvement.	January 2024
Presentation to CRTPA Committees and Board	Meeting Material and Presentation	February 2024