

November 4, 2025



COMMITTEE AGENDA ITEM 3 C
FISCAL YEAR (FY) 2025–FISCAL YEAR 2026
UNIFIED PLANNING WORK PROGRAM AMENDMENT

TYPE OF ITEM: Consent

STATEMENT OF ISSUE

The purpose of this item is to amend the CRTPA Fiscal (FY) 2025 – FY 2026 Unified Planning Work Program (UPWP) to add a new project to be funded with the existing budget. **Attachment 1** presents the proposed task, Development of Wayfinding Signage for the Capital City to the Sea Trail, with a budget of \$60,000. **Attachment 2** reflects the transfer of funding from the existing Task 5.

Minor edits are made to existing language in the UPWP to recognize that Complete Streets planning is developed based on the Context Classification system developed by the Florida Department of Transportation.

HISTORY AND ANALYSIS

The UPWP is a federally required document that describes the work activities, schedule and budget planned for the CRTPA operations, staffing, and consultant projects. The UPWP is produced biannually and is amended as necessary to reflect changes in funding and/or work tasks. Funding is programmed for current and future project work as it is identified.

RECOMMENDED ACTION

Option 1: Recommend the Board approve the amendment to the FY 2025 – FY 2026 UPWP.

ATTACHMENTS:

Attachment 1: Proposed Task

Attachment 2: Task 5 Funding Table

5.27 Wayfinding Signage Capital City to the Sea Trail (CC2ST)**Budget:** \$60,000**Responsible Agency:** CRTPA (Consultant support will be used to complete this task.)**Purpose:** Complete Wayfinding Signage for use by local governments, cycling, and recreational groups to promote the trail and provide users with informational and directional signage.

Required Activity	End Products	Completion Date
Collect data and map the trail system, including amenities such as rest areas, trailheads, restrooms, parking, and signage. Review other FL trail systems and activities employed to engage users.	Mapping, GIS data, trail system promotion review document.	Fall 2025
Conduct engagement to support the development of a strategy for enhancing regional trail usage and promotion. Stakeholders from local governments, recreational users, and tourist representatives.	Meeting materials, meeting summary notes.	Winter 2025
Develop branding for each of the trail systems associated with the CC2ST network in coordination with FDEP	Brand Style Guide, final logo and branding files.	Spring 2026
Develop a signage and wayfinding plan to enhance user experience and connectivity across the trail network. This task will include the identification and design of signage types (directional, informational, regulatory, interpretive signs) tailored to the established character and branding.	Signage and wayfinding plan,	Summer 2026

Task Table Before and After Amendment

2026							
Funding Source	FHWA						FY 2026 Total
Contract Number	G2U25						
Source	PL	SU	CMAQ	Total		Total	
MPO Budget Reference							
Lookup Name	2026 FHWA G2U25 (PL)	2026 FHWA G2U25 (SU)	2026 FHWA G2U25 (CMAQ)	FHWA G2U25 (Total)		(Total)	
Personnel (salary and benefits)							
Salary/Fringe	\$ 47,451	\$ 39,363	\$ -	-	\$ -	-	\$ 86,814
	\$ -	\$ -	\$ -	-	\$ -	-	\$ -
Personnel (salary and benefits) Subtotal	\$ 47,451	\$ 39,363	\$ -	\$ 86,814	\$ -	\$ -	\$ 86,814
Consultant							
5.0 Consultant Support Task 5 Activities	\$ -	\$ -	\$ -	-	\$ -	-	\$ -
5.11 Cong. Management Plan Studies (Cont.)	\$ -	\$ -	\$ -	-	\$ -	-	\$ -
5.21 SR267 Bloxham Cutoff SUP FS	\$ -	\$ 200,000	\$ -	-	\$ -	-	\$ -
5.22 (Bradford Connect) Tville Rd to Wel FS	\$ -	\$ 125,000	\$ -	-	\$ -	-	\$ -
5.23 US 90 West SUP FS (Cont.)	\$ -	\$ -	\$ -	-	\$ -	-	\$ -
5.24.2 T2H Project Impact Assessment (Cont.)	\$ -	\$ -	\$ -	-	\$ -	-	\$ -
*5.26 Context Based Planning TBD	\$ 22,000	\$ 161,954		-			
*Context Based Planning Requires Amendment			\$ -	-	\$ -	-	\$ -
Consultant Subtotal	\$ 22,000	\$ 486,954	\$ -	\$ 508,954	\$ -	\$ -	\$ 508,954
Direct Expenses							
	\$ -	\$ -	\$ -	-	\$ -	-	\$ -
	\$ -	\$ -	\$ -	-	\$ -	-	\$ -
Direct Expenses Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies							
	\$ -	\$ -	\$ -	-	\$ -	-	\$ -
Supplies Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment							
	\$ -	\$ -	\$ -	-	\$ -	-	\$ -
Equipment Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 69,451	\$ 526,317	\$ -	\$ 595,768	\$ -	\$ -	\$ 595,768

Task Table Before and After Amendment

2026							
Funding Source	FHWA						FY 2026 Total
Contract Number	G2U25						
Source	PL	SU	CMAQ	Total		Total	
MPO Budget Reference							
Lookup Name	2026 FHWA G2U25 (PL)	2026 FHWA G2U25 (SU)	2026 FHWA G2U25 (CMAQ)	FHWA G2U25 (Total)		(Total)	
Personnel (salary and benefits)							
Salary/Fringe	\$ 47,451	\$ 39,363	\$ -	-	\$ -	-	\$ 86,814
	\$ -	\$ -	\$ -	-	\$ -	-	\$ -
Personnel (salary and benefits) Subtotal	\$ 47,451	\$ 39,363	\$ -	\$ 86,814	\$ -	\$ -	\$ 86,814
Consultant							
5.0 Consultant Support Task 5 Activities	\$ -	\$ -	\$ -	-	\$ -	-	\$ -
5.11 Cong. Management Plan Studies (Cont.)	\$ -	\$ -	\$ -	-	\$ -	-	
5.21 SR267 Bloxham Cutoff SUP FS	\$ -	\$ 200,000	\$ -	-	\$ -	-	
5.22 (Bradford Connect) Tville Rd to Wel FS	\$ -	\$ 125,000	\$ -	-	\$ -	-	
5.23 US 90 West SUP FS (Cont.)	\$ -	\$ -	\$ -	-	\$ -	-	
5.24.2 T2H Project Impact Assessment (Cont.)	\$ -	\$ -	\$ -	-	\$ -	-	
*5.26 Context Based Planning TBD	\$ 22,000	\$ 101,954		-			
5.27 Wayfinding Signage for CC2S Trail		\$ 60,000		-			
*Context Based Planning Requires Amendment			\$ -	-	\$ -	-	\$ -
Consultant Subtotal	\$ 22,000	\$ 486,954	\$ -	\$ 508,954	\$ -	\$ -	\$ 508,954
Direct Expenses							
	\$ -	\$ -	\$ -	-	\$ -	-	\$ -
	\$ -	\$ -	\$ -	-	\$ -	-	\$ -
Direct Expenses Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies							
	\$ -	\$ -	\$ -	-	\$ -	-	\$ -
Supplies Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment							
	\$ -	\$ -	\$ -	-	\$ -	-	\$ -
Equipment Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 69,451	\$ 526,317	\$ -	\$ 595,768	\$ -	\$ -	\$ 595,768