



## UNIFIED PLANNING WORK PROGRAM

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*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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## APPENDIX I.

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### Forms

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FY 2022/23 & FY 2023/24 Estimated Expense Budget Detail  
Salary, Fringe, Administrative, Facility and Office

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

Agency Comments

## Resolution 2022-05-4B

A RESOLUTION APPROVING THE FISCAL YEAR (FY) 2022/23 – FY 2023/24 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 Fiscal Year (FY) 2022/2023 and FY 2023/2024 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.

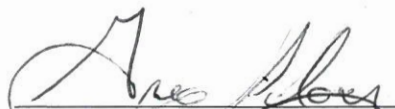
NOW THEREFORE BE IT RESOLVED that the CRTPA:

1. Adopts the Final Unified Planning Work Program for FY 2022/23 and FY 2023/24; 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 17<sup>th</sup> DAY OF MAY 2022

CAPITAL REGION TRANSPORTATION PLANNING AGENCY

  
\_\_\_\_\_  
Kristin Dozier, Chair

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



## Florida Department of Transportation

RON DESANTIS  
GOVERNOR

605 Suwannee Street  
Tallahassee, FL 32399-0450

JARED W. PERDUE, P.E.  
SECRETARY

### Cost Analysis Certification

#### Capital Region TPA

#### Unified Planning Work Program - FY 2022 & 2023

Modified 1/3/2024

Revision Number: Revision 11

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.

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Name: Bryant T. Paulk

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Urban Planning Manager, D3

Title and District

  
Signature

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1/5/2023

## GLOSSARY OF ABBREVIATIONS

ADA	-	Americans with Disabilities Act of 1990
ARPC	-	Apalachee Regional Planning Council
ATMS	-	Automated Traffic Management System
CMAC	-	Citizen's Multimodal Advisory Committee
CFR	-	Code of Federal Regulations
CMP	-	Congestion Management Process
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
JPA	-	Joint Participation Agreement

## GLOSSARY OF ABBREVIATIONS (CONT.)

LOS	-	Level of Service
LEP	-	Limited English Proficiency
LRTP	-	Long Range Transportation Plan
MAP-21	-	Moving Ahead for Progress in the 21 <sup>st</sup> 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
SIS	-	Strategic Intermodal System
STIP	-	State Transportation Improvement Program
TAC	-	Technical Advisory Committee
TATMS	-	Tallahassee Advanced Transportation Management System
TAZ	-	Traffic Analysis Zone
TDLCB	-	Transportation Disadvantaged Local Coordinating Board
TDP	-	Transit Development Plan
TIP	-	Transportation Improvement Program
TRIP	-	Transportation Regional Incentive Program
UPWP	-	Unified Planning Work Program
UA	-	Urbanized Area (as designated by the 2010 Census)
USC	-	United States Code



## 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.



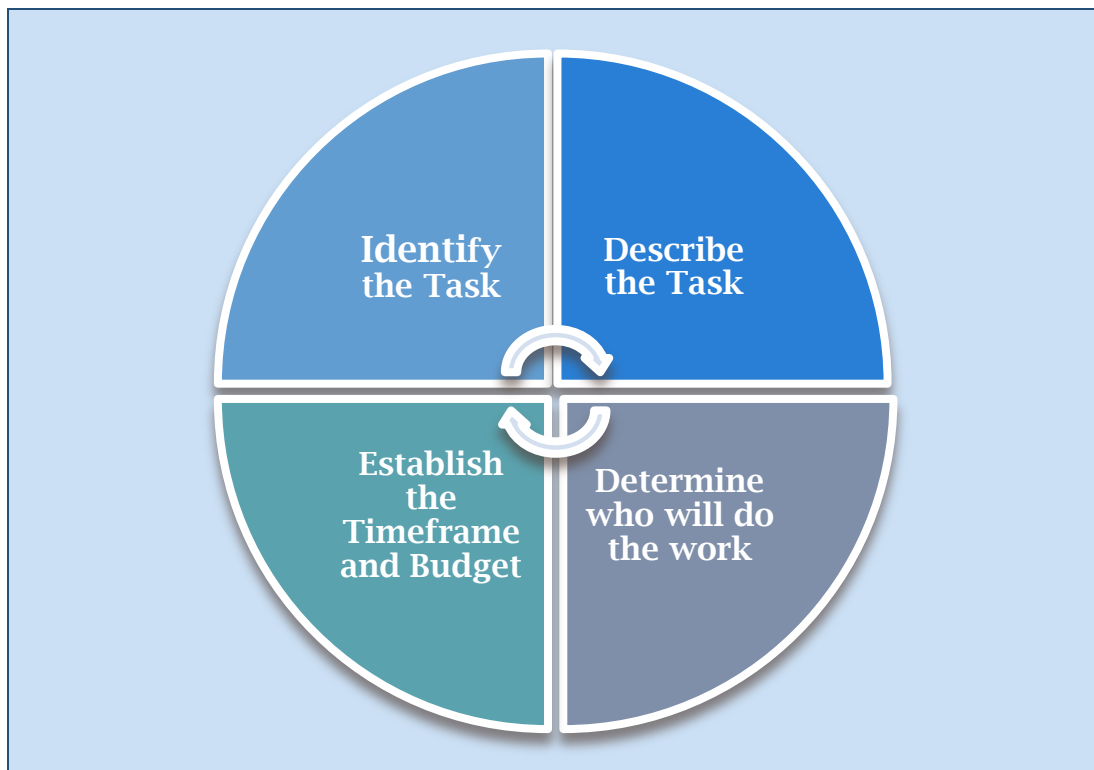
*Figure 1*



## INTRODUCTION

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, 2022 through June 30, 2024. 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.

### *UPWP PLANNING TASK DEVELOPMENT*



*Figure 2*

The UPWP contains seven primary tasks or elements that provide the framework for the work program. Within each element the tasks 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.

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## DEVELOPMENT OF THIS UPWP

Development of this UPWP officially began on February 10, 2022, 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](#).

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## 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 and the Public Involvement Plan are reviewed for updates following the CRTPA's quadrennial certification. 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.

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## 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.

In addition to presenting the draft UPWP to the Committees and Board, a notice is posted CRTPA website ([www.crtpa.org](http://www.crtpa.org)) 15-days prior to approval by the CRTPA, consistent with the Public Involvement Plan (PIP). 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.

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## **PUBLIC INVOLVEMENT (CONT.)**

The draft UPWP was distributed to the CRTPA Board and Committees and the public for comment (March 2022) and approved by the CRTPA at its May 17, 2022, meeting. Additionally, a Public Meeting was advertised in a local newspaper for each of the four counties. Public Meetings were coordinated with the local governments and an announcement made via the CRTPA's and local governments' contact lists. The UPWP reflects compliance with the comprehensive Title VI of the Civil Rights Act of 1964 and Environmental Justice (Executive Order 12898) procedures.

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## **CONSOLIDATED PLANNING GRANT**

FHWA and FTA provide funding support through the FDOT in the form of PL, SU, SA and CM funds (FHWA) and the Section 5305(d) funds (FTA). Funding provided by the member governments of the CRTPA is budgeted for any expenses not covered by federal funds. 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 that allows the Federal share to be increased up to 100%.

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## **SUMMARY**

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.

## 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.

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## 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 as part of the transportation planning process. The four state PEAs are Safety, Equity, Resilience and Emerging Technology. The CRTPA's develops and implements planning programs that support both the State PEAs and the Federal Planning Factors.

### 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. Additionally, data analyses and community involvement better inform the identification and prioritization of safety projects in the planning process.

### EQUITY

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, outlines federal policy and defines equity as the consistent and systematic fair, just, and impartial treatment of individuals. Identifying and implementing improvements based on data-driven project prioritization considers the impacts of transportation projects on a community, as well as the benefit to enhance opportunities for a community, thus furthering transportation equity.

## 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 disruption. These conditions can encompass a wide variety of environmental, technological, economic, or social impacts.

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 planning initiatives. 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. The following lists the FDOT District Three Planning Activities.

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

***The Florida Department of Transportation District Three covers 16 counties in the Northwest Florida region including the four counties of Gadsden, Jefferson, Leon and Wakulla that comprise the Capital Region.***

## ORGANIZATION AND MANAGEMENT OF THE CRTPA

The CRTPA is the public agency, responsible for developing policies and procedures to guide the transportation planning process for the Metropolitan Planning Area (MPA). The MPA is consistent with Tallahassee Metropolitan Statistical Area (MSA) and includes Leon, Gadsden, Wakulla, and Jefferson counties as well as their respective municipalities. 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 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 from the Gadsden, Leon, Jefferson and Wakulla County Commissions, the City of Tallahassee City Commission and the Leon County School Board. In addition, the six municipalities of Gadsden County (the Cities of Chattahoochee, Gretna, Midway and Quincy and the Towns of Havana and Greensboro) are represented by one elected official selected by the municipalities. The Gadsden County municipal representative typically serves a two-year term.

In March 2017 the CRTPA Board approved updates to the Bylaws, Policies and Procedures. The adopted [Bylaws, Policies and Procedures](#) serve to guide the proper functioning of the urban transportation planning process and contain information related to the structure, duties and funding of the CRTPA.

## ORGANIZATION AND MANAGEMENT OF THE CRTPA (CONT.)

### 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 recommends solutions to the CRTPA based on technical expertise.

The CMAC and TAC meet approximately two weeks prior to regularly scheduled CRTPA meetings to ensure that their recommendations are incorporated into the CRTPA agenda items and provided to CRTPA members in a timely manner. Adopted [Bylaws](#) governing the activities of the advisory committees are available for review on the CRTPA website. In addition, the Transportation Disadvantaged Local Coordinating Board (TDLCB) identifies the local needs of the transportation disadvantaged population and investigates alternatives to meet those needs. The TDLCB is staffed through 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 planning process is administered by the CRTPA staff in cooperation with local governments and the FDOT. 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. Staff maintains the and implements CRTPA Policies and Procedures and 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.

These agreements are:

#### *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.

### CRTPA AGREEMENTS (CONT.)

Agreements with state and local governments, and local and regional agencies

#### *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). A new two-year MPO Agreement will be executed subsequent to the adoption of the FY 2023- FY 2023 UPWP.

## ORGANIZATION AND MANAGEMENT OF THE CRTPA (CONT.)

### *Public Transportation Grant Agreement*

In support of metropolitan planning activities, the Public Transportation Grant Agreement provides FTA Section 5305 (d) funds and FDOT provides a twenty percent soft match. The Agreement, executed on June 26, 2019, is effective through June 30, 2023. FTA funding authorized in Agreement G2528 was budgeted for personnel and fringe expenditures in Fiscal Year 22, but not expended. These funds are carried forward in FY 23 for staff costs across all tasks. As discussed, moving forward, the Consolidated Planning Grant combines FTA and FHWA into one agreement.

### *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 CRTPA's budget and are reviewed annually as a part of the budget development.

## STATUS OF LOCAL AND REGIONAL PLANNING ACTIVITIES

### CONNECTIONS 2045 REGIONAL MOBILITY PLAN (RMP)

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.

### TRANSPORTATION IMPROVEMENT PROGRAM

The development of the Transportation Improvement Program is coordinated with the FDOT, FHWA, FTA and member governments. Adopted annually, 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. Funded transportation projects in the TIP include transit, roadways, bridges, aviation, seaport, rail and commuter rail, bicycle facilities, pedestrian provisions, and enhancement projects like landscaping and greenways.

### CONGESTION MANAGEMENT PLAN PROCESS AND PLAN UPDATE

The [CRTPA Congestion Management Plan Process \(CMP\)](#), approved in 2018, was developed through a coordinated and collaborative process focused on achieving regional transportation goals and objectives. Input was obtained from stakeholders, agencies and organizations from the four-county region. The update identified the development of tools and strategies aimed at reducing peak hour vehicle miles of travel and congestion and improving connectivity between employment centers and areas with concentrations of transportation disadvantaged populations. An update to the Congestion Management Process Plan (CMP) is currently underway. More information on the Plan update is provided in the following section, Priorities FY 2022/23 & FY 2023/24.

## STATUS OF LOCAL AND REGIONAL PLANNING ACTIVITIES (CONT.)



**Figure 3**

### TRANSPORTATION PERFORMANCE MANAGEMENT (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. The 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 analyses and reports on the progress towards achieving the Performance Measures and may adjust the goal in response to the data. At the February 2023 Meeting, the CRTPA Board adopted the 2023 Performance Measures and Targets, including support for the FDOT Vision Zero goal.

### TALLAHASSEE-HAVANA TRAIL MULTI USE TRAIL FEASIBILITY STUDY

The study, currently underway, evaluates the feasibility of adding a multi-use trail on Iron Bridge Road from Orchard Pond Road in Leon County to Havana (US27) in Gadsden County. 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. It is anticipated the study will be completed in the Fall of 2022.



## STATUS OF LOCAL AND REGIONAL PLANNING ACTIVITIES (CONT.)

### WAKULLA SPRINGS MULTI-USE PATH (SR 267/BLOXHAM CUTOFF) FEASIBILITY STUDY

Following the same scope as detailed above, the SR 267/Bloxham Cutoff Feasibility Study began in the Summer of 2022 and I anticipated to be completed in Summer 2023. This proposed trail segment begins at Wakulla Springs State Park/Entrance and ends at the St. Marks Trail. The project is identified in the Capital City to the Sea Trails Master Plan and connects two major recreational facilities.

### STARMETRO COMPREHENSIVE OPERATIONAL AND TRANSIT DEVELOPMENT PLAN

The CRTPA partnered with StarMetro to complete a Comprehensive Operations Analysis (COA) and update to the Transit Development Plan (TDP). The TDP establishes a 10-year strategy for StarMetro's system development along with the agency's long-term vision and goals and updates the agency's financial projects. Concurrently StarMetro completed a COA, compiling a variety of data, including ridership, on-time performance, stop-level usage, and individual route characteristics. The data will be used to perform route efficiencies and determine additional modifications to routes and services that will improve overall system performance. The COA is the means of adjusting and adapting transit operations to improve efficiency and more closely achieve the objectives of the StarMetro TDP. FHWA/FTA Quadrennial Certification - Metropolitan Planning Process. The CRTPA's Metropolitan Planning Program was recertified by FHWA and FTA. Two Corrective Actions related to the Connections 2045 RMP were identified during the review process. The CRTPA has satisfactorily addressed the Corrective Actions.

### THOMASVILLE ROAD MULTI-USE PATH FEASIBILITY STUDY

At the January 31, 2022, CRTPA Board meeting, members accepted the recommendations from the study and approved the project moving into the Design Phase. The path begins at Betton Road and extends to Metropolitan Boulevard, with a future connection to the Market Square District. This project is identified in the Tallahassee-Leon County Bicycle and Pedestrian Master Plan as one of the significant gaps in the network. While improving connectivity the shared-use path also provides a safe facility for residents.

## STATUS OF LOCAL AND REGIONAL PLANNING ACTIVITIES (CONT.)

### US 90 MULTI-USE TRAIL FEASIBILITY STUDY

Initiated in late 2019, the study analyzed the viability of a trail connecting Tallahassee to Monticello on US 90. Approximately 21 miles in length, the trail limits are Pedrick Road in the City of Tallahassee (Leon County) east to the Monticello Bike Trail in the City of Monticello (Jefferson County). Public engagement continued through early 2022 and the recommendations from the study was approved by the Board at the May 2022 meeting.

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

There has been ongoing discussion about modifying this intersection to promote the safe passage of pedestrians, cyclists, and vehicles alike. This study examined current and projected future (2045) operations, at the intersection and the surrounding network; evaluated alternative improvements to the intersection; and identified the opportunities and constraints associated with the improvements. The study also considers network improvements to divert traffic around/away from the intersection.

### PENSACOLA STREET AND ST. AUGUSTINE STREET OPERATIONAL ANALYSIS

In conjunction with the Stadium Dr/N Lake Bradford Rd/Gaines St/Varsity Dr Intersection Study, an Operational Analysis was completed for Pensacola Street and St. Augustine Road. The Operational Analysis evaluated existing and projected future conditions on the corridors to determine if improvements could enhance mobility and efficiency without major capacity expansions. The analysis assessed capacity constraints and opportunities, identified spot congestion, and considered multi-modal improvement facilities. The assessment explored converting Pensacola Street and St. Augustine Street from two-way streets to one-way bidirectional pairs. There were no recommended improvements in the final report.

### SR373/ORANGE AVENUE SAFETY STUDY (LIBERTY PARK/NIMS)

An Arterial Safety Study was conducted by FDOT District 3 for Orange Avenue in the Liberty Park Neighborhood and the vicinity of Nims School. The Study included a comprehensive, systematic review of safety and operational conditions along SR 373/Orange Ave. from Holton St. to Pasco St. with an emphasis on pedestrian, and bicyclist movements from Nims School. Detailed information regarding existing roadway conditions was compiled and analyzed. The analysis recommended short, mid and long-term improvements aimed at improving safety, mobility, and operations along the corridor. FDOT has constructed a short-term safety improvement.

## PRIORITIES FOR FY 2022/23 & FY 2023/24

*This section will be updated as projects are amended into the UPWP.*

### REGIONAL TELECOMMUTING STUDY

The Regional Telecommuting Study will examine the potential long-term transportation impacts of increased telecommuting in response to the COVID-19 Pandemic. The Pandemic saw significant changes to organizational practices related to work-from-home and education. The purpose of the study will be to review the prevailing views on telecommuting to determine the extent to which they may be permanent and how they will affect our transportation system. As part of the study, the CRTPA will engage stakeholders from local chambers of commerce, businesses, learning institutions and government agencies in the Capital Region. The study will include an assessment of state and national telecommuting trends; a survey providing insights into the telecommuting experience in the CRTPA area and the benefits and challenges to telecommuting. Based on the information gathered, study may provide recommendations to improve/promote telecommuting as a method to reduce overall traffic congestion in the region. This project is slated to start in the Winter of 2023 and continue into Spring of 2024.

### PUBLIC INVOLVEMENT PLAN (PIP) UPDATE

Early and continuing public engagement in the development of various CRTPA plans and programs is essential. The CRTPA is responsible for actively involving all affected and interested parties in an open, cooperative and collaborative process that provides meaningful opportunities to influence transportation decisions. The update will identify strategies and techniques to inform and engage the public in transportation planning issues and further integrate virtual and interactive opportunities. The update will examine ways of maximizing participation, social equity and effectiveness. As part of the update, new criteria will be included to measure the effectiveness of the Public Involvement Plan and processes.

### TALLAHASSEE-HAVANA TRAIL MULTI USE TRAIL FEASIBILITY STUDY

This project (described in the previous section) started in the Spring of 2022 and it is anticipated that the study will be presented to the Board in the Fall of that year. Additional public involvement activities may be identified and programmed through an amendment to the UPWP.

## PRIORITIES FOR FY 2022/23 & FY 2023/24 (CONT.)

### WAKULLA SPRINGS MULTI-USE PATH (SR 267/BLOXHAM CUTOFF) FEASIBILITY STUDY

This project (described in the previous section) will continue through the Fall of 2022. Additional public involvement activities may be identified and programmed through an amendment to the UPWP.

### CONGESTION MANAGEMENT PLAN PROCESS PLAN UPDATE

An update to the Congestion Management Process Plan (CMP) was initiated in May 2022. This update coincided with the development of a Safe Streets for All Safety Action Plan (SS4A). Data and analysis from the CMP update also supported the identification of the SS4A High Injury Network. Additionally, the update to the CMP refines the evaluation criteria for assessing projects to ensure that investment decisions are made with a clear focus on desired outcomes. The updated CMP will build upon the identified strategies to reduce congestion/delay levels, as well as consider related safety improvements. Additionally, selected projects in the final CMP will advance the goals developed as part of the Connections 2045 RMP.

### CONGESTION MANAGEMENT PLAN IMPLEMENTATION: TECHNICAL STUDIES

Following the comprehensive development of the CMP, this study 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 ROUTES TO SCHOOL (SR2S) STUDY UPDATE

This update will investigate 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, the study will focus on identifying needed improvements and educational resources that support targeted schools.

## PRIORITIES FOR FY 2022/23 & FY 2023/24 (CONT.)

### REGIONAL FREIGHT STUDY

Freight, which is the movement of goods and commodities, plays a vital role in Florida's economy and the lives of all Floridians. The Pandemic spurred a significant increase in freight delivery and this trend that continues. Additionally, as Florida's population grows and the demand for goods and services increases, efficient, cost-effective freight movement becomes more critical. It is necessary to integrate freight needs into transportation planning processes to ensure that freight moves safely and efficiently to, from and through our region now and into the future. The CRTPA will conduct a study to assess the types of goods coming to and through the region, where they come from, and how freight moves. All modes of the freight transportation system will be considered with an emphasis on trucks, rail, and air cargo. The study will identify freight deficiencies and opportunities in the transportation system. The report will develop a framework to proactively address freight and goods movement mobility needs and challenges in our region.

### 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)

### SAFE STREETS AND ROADS FOR ALL SAFETY ACTION PLAN

Development of the Action Plan includes data collection, a safety analysis, and engagement and collaboration with stakeholders and the public. Current policies, plans, guidelines, and/or standards will be reviewed. The analysis will consider equity and inclusiveness to ensure a representative process. The Plan will identify a comprehensive set of projects and strategies, shaped by data, and noteworthy practices, as well as stakeholder input and equity considerations, that will address the safety problems described. The intent of the Plan is to meet the federal standards for the Safe Streets for All grant program, allowing the local government of the Capital Region to apply for implementation grant funds. This project (described in the previous section) started in the Spring of 2022, and it is anticipated that the study will be presented to the Board in the Fall of that year. Additional public involvement activities may be identified and programmed through an amendment to the UPWP.

## PRIORITIES FOR FY 2022/23 & FY 2023/24 (CONT.)

### SAFE STREETS FOR ALL 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.

### THOMASVILLE ROAD SAFETY AND ACCESS STUDY

A preliminary analysis conducted by FDOT evaluated the crash data for the Thomasville Road segment from 7<sup>th</sup> Avenue to Betton Road. This study will analyze updated traffic and crash data to determine effective crash countermeasures and the impact of such measures on the accessibility of land uses adjacent to the corridor. Additional measures to improve safety and access along the corridor for all modes will also be considered.

## 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.



## WORK PROGRAM (CONT.)

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, Telecom/IT services, copier, postage, equipment, etc.

**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 2023) is considered an "Ongoing Activity". Any task budget item shown as "TBD or Other" will require a UPWP amendment to add a scope of work.

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

*Note: Fiscal Year 2024 is updated to reflect available [unexpended] funds from FY 2022 and funds provided through the Coronavirus Response and Relief Supplemental Appropriations Act, 2021. , and the budget adjusted accordingly.*

## 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

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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

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FY21 – FY22 UPWP (July 2020, July 2021)

Provided staff support to CRTPA, Executive and TAC/CMAC Committees

Completed Annual Single Audit (June FY21 and FY22)

Attended MPOAC meetings (2021, 2022)

FHWA Quadrennial Certification (Feb 2021)

Executed Staff Services Agreement with the City of Tallahassee (June 2021)

Adopted CRTPA Fiscal Policies and Procedures. (Aug 2021)

Satisfactory addressed all corrective actions from FDOT OIG Audit. (Sep 2021)

FDOT Joint Certification (Jan 2021 and Feb 2022)

Updated Continuity of Operation Plan (Fall 2020)

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

- *FDOT Transplex Oct 2020, April 2021, Oct 2021)*
- *Florida APA Annual Conference (Sept 20, Aug 21)*
- *Diversity Training (Sep 20)*
- *Diversity, Equity, and Inclusion Forum (FL APA, Sep 20)*
- *Diversity Awareness Training (Nov 21)*
- *FL Metropolitan Partnership (Feb 20, Feb 21)*
- *American Associations of Metropolitan Planning Organizations (Oct 21)*
- *Anti-Harassment (Nov 21)*
- *FDOT DBE Program and GAP System (Jan 22)*
- *Board Docs Public Meeting Documents Software (Feb 22)*
- *UPWP Template and Updates (Feb 2022)*
- *FHWA Urban Boundary Training (Mar 2022)*
- *FDOT Trails (April 22)*
- *Land Use and Transportation (Smart Growth, Univ. of MD)*
- *1000 Friends of Florida Webinars*

## ANTICIPATED ACTIVITIES

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### 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, Section 5305(d), SU, CM and other funds that may be utilized) through the monitoring/maintenance of the FY 2022/23– FY 2023/24 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 Assist MPOAC with legislative activities. (\$500 - Local funds)

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## UNIFIED PLANNING WORK PROGRAM

- 1.11 Modify/Amend the FY 2022/23- FY 2023/24 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.
- 1.14 Develop FY 2024/25- FY 2025/26 UPWP (March and May 2023)
  - 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, SA, CMAQ.

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## CERTIFICATION

- 1.10 FDOT Annual Certification (Jan 2023, Jan 2024)
  - Compile responses to FDOT certification questions.
  - Meet with FDOT staff to review responses and prepare final certification documentation.

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## AUDIT/LEGAL PROFESSIONAL SERVICES

- 1.12 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). (Annually)
- 1.13 The Auditor will perform an audit of federal funds expended that meets the audit and reporting requirements for Federal Awards.
- 1.14 Assist the City in development of the Comprehensive Annual Financial Report (CAFR) as it relates to CRTPA grants. (Annually)
- 1.15 Receive copy of all audit reports relating to revenues and expenditures. (Annually)
- 1.16 Submit Single Audit to FDOT.

- 1.17 Retain legal counsel for the CRTPA to provide routine legal consultation to the CRTPA Board and Executive Director, including the review of agreements.
- 1.18 Legal counsel will attend all CRTPA Board meetings, including the Board's Annual Retreat.

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## TRAINING

- 1.19 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 Transplex\*](#)
  - *FDOT Workshops*
  - [\*FDOT Online Computer Based Training\*](#)
  - *Public Engagement and Equity*
  - [\*Florida APA Annual Conference and Webinars\*](#)
  - *MPOAC Institute (2023, 2024)*
  - *Association of Metropolitan Planning Organizations Conference*
  - *Florida Metropolitan Planning Partnership*
  - *Safety and Performance Measures*

## END PRODUCT

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

Final FY 2024/25 - FY 2025/26 UPWP. (May 2024)

FDOT Joint Certification of the Metropolitan Planning Process. (May 2023, 2024)

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

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

Annual audit. (June 2023, 2024)

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## RESPONSIBLE AGENCIES

CRTPA

FDOT - Certification Report

## ESTIMATED TASK BUDGET & FUNDING SOURCES TASK 1.0 - FISCAL YEAR 23

Task 1 Administration									
2023									
Funding Source	FHWA				FFY 21 FTA 5305(d)		Local		FY 2023 Total
Contract Number	G2782				G2528		G2782		
Source Level	PL	SU	CMAQ	Total	Federal	Total	Local Governments	Total	
MPO Budget Reference									
Lookup Name	023 FHWA G2782 (PL)023 FHWA G2782 (SU)3 FHWA G2782 (CMAQ)FHWA G2782 (Total)				21 FTA 5305(d) G2528 FTA 5305(d) G2528		2023 Local G2782 (Local G2782 (Total)		
Personnel (salary and benefits)									
Salaries and Fringe	\$ 150,565	\$ 129,363		-	\$ 60,630.28	\$ 60,630.28		-	\$ 340,558
				-		-		-	\$ -
Personnel (salary and benefits) Subtotal	\$ 150,565	\$ 129,363	\$ -	\$ 279,928	\$ 60,630.28	\$ 60,630.28	\$ -	\$ -	\$ 340,558
Consultant									
1.7 Professional Services WCOT	\$ 19,500			-		-		-	\$ 19,500
1.12 Professional Services Audit	\$ 22,500			-		-		-	\$ 22,500
1.16 Professional Services Legal	\$ 39,000			-		-		-	\$ 39,000
				-		-		-	\$ -
Consultant Subtotal	\$ 81,000	\$ -	\$ -	\$ 81,000	\$ -	\$ -	\$ -	\$ -	\$ 81,000
Travel									
Travel & Training	\$ 18,500			-		-		-	\$ 18,500
				-		-		-	\$ -
Travel Subtotal	\$ 18,500	\$ -	\$ -	\$ 18,500	\$ -	\$ -	\$ -	\$ -	\$ 18,500
Direct Expenses									
Operational Expenses	\$ 62,800			-		-		-	\$ 62,800
Computer Software	\$ 5,000			-		-		-	\$ 5,000
Staff Services	\$ 76,941			-		-		-	\$ 76,941
Food	\$ -			-		-	\$ 1,500	-	\$ 1,500
MPOAC/Professional Memberships	\$ -			-		-	\$ 3,500	-	\$ 3,500
				-		-		-	\$ -
Direct Expenses Subtotal	\$ 144,741	\$ -	\$ -	\$ 144,741	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ 149,741
Supplies									
Office Supplies	\$ 7,500			-		-		-	\$ 7,500
				-		-		-	\$ -
Supplies Subtotal	\$ 7,500	\$ -	\$ -	\$ 7,500	\$ -	\$ -	\$ -	\$ -	\$ 7,500
Equipment									
Computer Equipment	\$ 5,500			-		-		-	\$ 5,500
				-		-		-	\$ -
Equipment Subtotal	\$ 5,500	\$ -	\$ -	\$ 5,500	\$ -	\$ -	\$ -	\$ -	\$ 5,500
Total	\$ 407,806	\$ 129,363	\$ -	\$ 537,169	\$ 60,630.28	\$ 60,630.28	\$ 5,000	\$ 5,000	\$ 602,799



## ESTIMATED TASK BUDGET & FUNDING SOURCES TASK 1.0 - FISCAL YEAR 24

2024										
Source	FHWA G2782				FTA 5305(d)		Local G2782		FY 2024 Total	
Contract Number										
Source	PL	SU	CMAQ	Total	Federal	Total	Local Governments	Total		
MPO Budget Reference										
Name	2024 FHWA G2782 (PL)	2024 FHWA G2782 (SU)	2024 FHWA G2782 (CMAQ)	FHWA G2782 (Total)	21 FTA 5305(d) G2528	1 FTA 5305(d) G2528	2024 Local G2782 (L)	Local G2782 (Total)		
Personnel (salary and benefits)										
Ind Fringe	\$ 292,956	\$ 22,562	\$ -	\$ 315,518	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 315,518
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Personnel (salary and benefits) Subtotal	\$ 292,956	\$ 22,562	\$ -	\$ 315,518	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 315,518
Consultant										
IT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services Audit	\$ -	\$ 19,500	\$ -	\$ 19,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 19,500
Professional Services Legal	\$ -	\$ 36,000	\$ -	\$ 36,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 72,000
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Consultant Subtotal	\$ -	\$ 55,500	\$ -	\$ 55,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 55,500
Travel										
Training	\$ -	\$ 18,000	\$ -	\$ 18,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,000
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Travel Subtotal	\$ -	\$ 18,000	\$ -	\$ 18,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,000
Direct Expenses										
Material Expenses	\$ 12,150	\$ 58,690	\$ -	\$ 70,840	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 70,840
Printer Software		\$ 5,000	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000
Supplies	\$ 85,192	\$ -	\$ -	\$ 85,192	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 85,192
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500	\$ -	\$ -	\$ 1,500
Professional Memberships	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Expenses Subtotal	\$ 97,342	\$ 63,690	\$ -	\$ 161,032	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	\$ 166,032
Supplies										
Supplies	\$ 6,000	\$ -	\$ -	\$ 6,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,000
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies Subtotal	\$ 6,000	\$ -	\$ -	\$ 6,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,000
Printer Equipment										
Printer Equipment	\$ -	\$ 4,000	\$ -	\$ 4,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,000
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Printer Equipment Subtotal	\$ -	\$ 4,000	\$ -	\$ 4,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,000
Total	\$ 396,298	\$ 163,752	\$ -	\$ 560,050	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	\$ 565,050



## UWP TASK 2.0 – DATA COLLECTION/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

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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

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Coordination with the City of Tallahassee, FDOT District 3 Traffic Operations (for Gadsden, Wakulla, and Jefferson Counties) relative to Intelligent Transportation Systems (ITS) deployments.

Reviewed crash data for the Capital Region and site-specific areas to identify potential improvements.

Adopted FTA safety performance targets. (May 2021)

Participation on local Community Traffic Safety Teams (CTST).

Expanded participation of the Leon County CTST and conducted regular meetings.

Safety Booth at Springtime Tallahassee. (May 2021)

### ANTICIPATED ACTIVITIES

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#### DATA COLLECTION

- 2.1 Coordinate collection and dissemination of GIS data with Tallahassee-Leon County GIS (TLCGIS). (Ongoing)
- 2.2 Continue to collect necessary data for Congestion Management System (CMS). (Ongoing)
- 2.3 Work with TATMS staff to develop travel-time reports from Bluetooth sensors along local roadways. (Ongoing)

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## DATA COLLECTION (CONT.)

- 2.4 Monitor and review traffic operation needs through collection and analysis of peak hour traffic data. (Ongoing)
- 2.4.1 Employ software using a GIS platform to collect, verify, analyze, report and map information. Analytics will support safety and performance measure reporting. (Ongoing)
- 2.5 Integrate data into CRTPA Planning Programs and Plans. Utilize data to inform project evaluation and decision-making. (Ongoing)

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## SAFETY/PERFORMANCE MEASURES

- 2.6 Analyze crash trends and statistics to identify high-hazard locations and prioritize potential improvements. (Ongoing)
- 2.7 Continue participation on the Community Traffic Safety Teams (CTST) within the CRTPA planning area. (Bimonthly or Quarterly)
- 2.8 Develop Annual monitoring and reporting for Safety Performance Measures. (Feb 2023, 2024)
- 2.9 Identify corridors or locations for further analysis in consultation and coordination with FDOT District 3 Safety Department.

## END PRODUCT

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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)  
Updated MAP-21/FAST ACT FHWA and FTA Performance Measures. (Feb 2023, 2024)  
Annual reporting on FHWA and FTA Safety Performance Measures. (Feb 2023, 2023)  
Transportation reports and visualizations of analytics. (Ongoing)

## RESPONSIBLE AGENCY

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CRTPA

## ESTIMATED TASK BUDGET & FUNDING SOURCES TASK 2.0 - FISCAL YEARS 23 & 24

Task 2 Data Collection							
2023							
Funding Source	FHWA				FFY 21 FTA 5305(d)		FY 2023 Total
Contract Number	G2782				G2528		
Source Level	PL	SU	CMAQ	Total	Federal	Total	
MPO Budget Reference							
Lookup Name	023 FHWA G2782 (PL) 023 FHWA G2782 (SU) 023 FHWA G2782 (CMAQ) 023 FHWA G2782 (Total)				21 FTA 5305(d) G2528 (Federal) 21 FTA 5305(d) G2528 (Total)		
Personnel (salary and benefits)							
Salaries and Fringe	\$ 51,000	\$ 30,000	\$ -	-	\$ 9,727.44	-	\$ 90,727
				-		-	\$ -
Personnel (salary and benefits) Subtotal	\$ 51,000	\$ 30,000	\$ -	\$ 81,000	\$ 9,727.44	\$ 9,727.44	\$ 90,727
Consultant							
2.0 Consultant Support Task 2 Activities	\$ -	\$ -	\$ -	-		-	\$ -
	\$ -	\$ -	\$ -	-		-	\$ -
	\$ -	\$ -	\$ -	-		-	\$ -
	\$ -	\$ -	\$ -	-		-	\$ -
	\$ -	\$ -	\$ -	-		-	\$ -
	\$ -	\$ -	\$ -	-		-	\$ -
Consultant Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Expenses							
2.7 Transportation Data Management	\$ 3,989	\$ 40,000		-		-	\$ 43,989
				-		-	\$ -
Direct Expenses Subtotal	\$ 3,989	\$ 40,000	\$ -	\$ 43,989	\$ -	\$ -	\$ 43,989
Total	\$ 54,989	\$ 70,000	\$ -	\$ 124,989	\$ 9,727.44	\$ 9,727.44	\$ 134,716
2024							
Funding Source	FHWA						FY 2024 Total
Contract Number	G2782						
Source	PL	SU	CMAQ	Total		Total	
MPO Budget Reference							
Lookup Name	024 FHWA G2782 (PL) 024 FHWA G2782 (SU) 024 FHWA G2782 (CMAQ) 024 FHWA G2782 (Total)						(Total)
Personnel (salary and benefits)							
Salaries and Fringe	\$ 6,987	\$ 39,748		-		-	\$ 46,735
				-		-	\$ -
Personnel (salary and benefits) Subtotal	\$ 6,987	\$ 39,748	\$ -	\$ 46,735	\$ -	\$ -	\$ 46,735
Consultant							
2.0 Consultant Support Task 2 Activities				-		-	\$ -
				-		-	\$ -
				-		-	\$ -
Consultant Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Expenses							
2.7 Transportation Data Management	\$ 40,000	\$ 25,000		-		-	\$ 65,000
Direct Expenses Subtotal	\$ 40,000	\$ 25,000	\$ -	\$ 65,000	\$ -	\$ -	\$ 65,000
Total	\$ 46,987	\$ 64,748	\$ -	\$ 111,735	\$ -	\$ -	\$ 111,735

## UPWP TASK 3.0 – LONG-RANGE PLANNING

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

### OBJECTIVES

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

### PREVIOUS WORK

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#### 2045 REGIONAL MOBILITY PLAN

Adopt the final Connections 2045 RMP, Cost Feasible Plan (CFP). (Nov 2020)

Consultant activities prior and subsequent to adopting the 2045 RMP CFP:

- Integrate FAST Act Performance measures as required. [Consultant] (Fall 2020)
- Data Collection. [Summer/Fall 2020]
- Continue public involvement process. (Summer/Fall 2020)
- Develop alternatives based on agency and stakeholder input. (Spring, Summer 2020)
- Develop financial resources plan. [Consultant] (Spring/Summer 2020)
- Develop Needs and Cost Feasible Plans. (Spring/Summer 2020)
- Conduct Public Hearings. (Fall 2020)
- Adopt final plan. (November 2020)
- Amend the RMP 2045 to include Transit improvements. (June 21)

Coordinate with FHWA to address the two corrective actions on the CFP.

#### REGIONAL TRAILS

Worked 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) to continue development of various trail projects.

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## ON-GOING ACTIVITIES

Continued participation in the development of various transportation projects.

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## REGIONAL COORDINATION

Continued outreach with local governments, and regional and state agencies.

Participated in MPOAC Freight Advisory Committee.

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## ANTICIPATED ACTIVITIES

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### PLANNING SUPPORT WORK

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

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### 2020 CENSUS

- 3.1 Review, and analyze the 2020 Census and Urban Area boundaries, after its release by the US Census Bureau. (Fall 2022).
- 3.2 Conduct Post-Census Planning Activity and Incorporate 2020 Census data into the MPO's essential planning documents. (Summer 2024) at a minimum to include:
  - Review and evaluate the 2020 Census of Population and revised Urban Area boundaries, after its release by the US Census Bureau;
  - Coordinate with federal, state, and local government representatives to update the CRTPA's apportionment plan.
  - Review, evaluate, and refine (smooth) the MPO's Urban Area boundary.
  - Update the MPO's Planning Area boundary map.
  - Update the federal functional classification of roadways in the MPO's planning area.

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### REGIONAL MOBILITY PLAN (RMP)

- 3.3 Amend Connections 2045 RMP as necessary. (Ongoing)
- 3.4 Assist local governments with incorporating relevant portions of the 2045 RMP into their respective comprehensive plans. (Ongoing)
- 3.5 Monitor FHWA and FTA Performance Measures. (Feb 2023, 24)
- 3.6 Initiate planning for the Connections 2045 RMP update.
- 3.7 Regional Mobility Plan Update

**Subtask 3.7: Regional Mobility Plan Update (Long-Range Transportation Plan)**

**Responsible Agency:** CRTPA (Consultant support will be used to complete this task.)  
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
Prepare Scope of Services Complete consultant(s) procurement	RFP, Consultant Selection Documentation, Signed Contract(s)	Begin Oct. 2023 May 2024
Develop: Schedule; Overview of plan and planning processes and requirements; Public Involvement	<b>Chapter 1 - Introduction</b> Project schedule; Plan requirements and framework; Public workshop/outreach/adoption schedule.	August 2024
Compile and assesses demographic, economic, and transportation elements in the region. Review plans, policies, and regulations as related to the future growth and transportation.	<b>Chapter 2 - State of the Region Report</b> Data and Maps Depicting the Region/Network Characteristics	Nov. 2024
Evaluate future growth and coordinate with FDOT on update to the travel demand model; Complete assessment of multi-modal needs	<b>Chapter 3 - Multi-modal Needs Report</b> Calibrated Regional Travel Demand Model. An assessment of Growth Scenarios.	Jan. 2025
Identify screening and evaluation criteria Evaluate and prioritize roadway projects	<b>Chapter 4 - Project Evaluation and Prioritization Report</b> Relevant screening and evaluation criteria to align with MAP-21 performance-based planning and programming requirements; Completed assessment of roadway projects	May 2025
Subtask 3.7: Regional Mobility Plan Update (Long-Range Transportation Plan) <i>Cont.</i>		

Obtain/develop revenue projections by agency and fund groups (roadway, transit, bike ped, trail, strategic intermodal; safety; operational) Develop a Cost Feasible Plan	<b><i>Chapter 5 – Cost Feasible Plan Development</i></b> Cost feasible plan that demonstrates financial constraint, by a series of five-year funding tiers.	Sept. 2025
Identify ongoing coordination and plan implementation; Identify future trends; Develop conclusion	<b><i>Chapter 6 Continued Coordination</i></b> Overview of agency coordination and collaboration; Discussion of emerging trends; Conclusion statement	Nov. 2025
Adopt Plan and Compile Final Report for transmittal.	Adopted RMP and final Appendices Transmittal to review agencies	Nov. 2025
Draft Final Report and Appendices	Appendices to include Adoption documentation; Cost feasible plan; System performance report; Project prioritization; Technology; Public involvement material.	Feb. 2026

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## REGIONAL AND LOCAL COORDINATION

- 3.8 Continue participation in District 3 quarterly coordination meetings. Continue coordination with ARPC on various land use and transportation issues.
- 3.9 Improve overall coordination on transportation and land use issues with local governments, state agencies, local universities, and other groups.

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## AIR CONFORMITY

- 3.11 Monitor Environmental Protection Agency (EPA) development of Air Conformity standards. Monitor local ozone tracking stations located at Tallahassee Community College.  
*Leon County Air Quality Data available at*  
[http://www.dep.state.fl.us/air/air\\_quality/county/Leon.html](http://www.dep.state.fl.us/air/air_quality/county/Leon.html)
- 3.12 Assist local governments, as needed, to implement locally identified transportation projects.

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## TRAILS

- 3.13 Continue work with local partners and state agencies to implement regional trails identified in the Regional Trails Project Priority List.
- 3.14 Continue development of the Capital City to the Sea Trails and other regional trails.
  - Bloxham Cutoff Trail Feasibility Study [Consultant] (Spring 2023)
  - Tallahassee-Havana Trail Feasibility Study [Consultant] (Fall 2022)
  - US 90 Tallahassee to Monticello Trail PD&E (FDOT)
- 3.15 Continue work with local partners to implement trails identified in the Bicycle/Pedestrian Project Priority List and develop projects to expand localized trail networks.
  - Coordinate with FDOT during the Design Phase of the Thomasville Road Multi-Use Path. [FDOT]
  - Continue public engagement during project implementation.



## END PRODUCT

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Amended Connections 2045 RMP (As Needed)  
Procure Contract for RMP Update (Spring 2024)  
Initiate Update to the RMP Ongoing through June 2024  
Analysis of FHWA and FTA Performance Measures Data (January 2023, 2024)  
Adopted FHWA and FTA Performance Measures (Feb 2023, 2024)  
Participation in training related to Fast Act Performance Measures (Ongoing)  
Regionally Coordinated Transportation Planning Process (Ongoing)  
Multi-Use Trail Feasibility Studies (See Task 5 for Trail Project Information)  
Smoothed Urban Boundary Map (Fall 2023)  
Updated Functional Classification Map (Winter 2024)  
Assessment of Reapportionment Plan (Summer 2023)  
Implementation of Reapportionment Plan (As Applicable Spring 2024)

## RESPONSIBLE AGENCY

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CRTPA

## ESTIMATED TASK BUDGET & FUNDING SOURCES TASK 3.0 - FISCAL YEARS 23 & 24

Task 3 Long-Range Transportation Planning							
2023							
Funding Source	FHWA				FFY 21 FTA 5305(d)		FY 2023 Total
Contract Number	G2782				G2528		
Source Level	PL	SU	CMAQ	Total	Federal	Total	
MPO Budget Reference							
Lookup Name	023 FHWA G2782 (PI) 023 FHWA G2782 (SU) 023 FHWA G2782 (CMAQ) 023 FHWA G2782 (Total)				21 FTA 5305(d) G2528 (FFY 21 FTA 5305(d) G2528 (Total)		
Personnel (salary and benefits)							
Salaries and Fringe	\$ 53,284	\$ 30,000		-	\$ 4,990.43	-	\$ 88,274
				-		-	\$ -
Personnel (salary and benefits)	\$ 53,284	\$ 30,000	\$ -	\$ 83,284	\$ 4,990.43	\$ 4,990.43	\$ 88,274
Consultant							
3.0 Consultant Support Task 3 Activities		\$ -		-		-	\$ -
				-		-	\$ -
Consultant Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Expenses							
				-		-	\$ -
Direct Expenses Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 53,284	\$ 30,000	\$ -	\$ 83,284	\$ 4,990.43	\$ 4,990.43	\$ 88,274
2024							
Funding Source	FHWA						FY 2024 Total
Contract Number	G2782						
Source	PL	SU	CMAQ	Total		Total	
MPO Budget Reference							
Lookup Name	024 FHWA G2782 (PI) 024 FHWA G2782 (SU) 024 FHWA G2782 (CMAQ) 024 FHWA G2782 (Total)				(Total)		
Personnel (salary and benefits)							
Salaries and Fringe	\$ 49,187			-		-	\$ 49,187
				-		-	\$ -
Personnel (salary and benefits)	\$ 49,187	\$ -	\$ -	\$ 49,187	\$ -	\$ -	\$ 49,187
Consultant							
3.0 Consultant Support Task 3 Activities		\$ 30,000		-		-	\$ 30,000
3.5 Connections 2045 RMP Update		\$ 300,000	\$ 450,000	-		-	\$ 750,000
				-		-	\$ -
Consultant Subtotal	\$ -	\$ 330,000	\$ 450,000	\$ 780,000	\$ -	\$ -	\$ 780,000
Direct Expenses							
	\$ -	\$ -	\$ -	-		-	\$ -
Direct Expenses Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 49,187	\$ 330,000	\$ 450,000	\$ 829,187	\$ -	\$ -	\$ 829,187

## 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

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

### PREVIOUS WORK

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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

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#### 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 2023, 2024)  
PPLs are developed for:
- 2045 RMP Projects
    - Major Capacity Projects
  - Transportation System and Safety Management
    - Operations-level projects
      - Intersections and ITSITS
      - Pedestrian Improvements
  - Transportation Alternatives
  - Regional Trails
  - Transportation Regional Incentive Program (TRIP)
  - StarMetro
  - Tallahassee International Airport
- 4.3 Conduct public outreach for the PPLs consistent with the requirements of the latest Public Involvement Plan. (Spring 2023, 2024) [Current PPLs](#) can be viewed here.

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## TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

- 4.4 Develop and adopt the Annual TIP. (June 2023, 2024)
- 4.5 Coordinate the development of the TIP with FDOT D3 as well as local governments and agencies. (Spring 2023, 2024)
- 4.6 Conduct public involvement for the adoption of the TIP consistent with the requirements of the latest Public Involvement Plan. (Spring 2023, 2024)
- 4.7 Review local government comprehensive plans for consistency with CRTPA TIP and LRTP as necessary. (Spring 2023, 2024)
- 4.8 Publish Annual listing of federally funded obligated projects. (December 2022, 2023)
- 4.9 Continue refinement of Interactive TIP system. (Ongoing)
- 4.10 Modify/Amend TIP as necessary. (Ongoing)
- 4.11 Continue coordination with FDOT in the development and adoption of the Five-Year Work Program.

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## MONITOR TRANSPORTATION SYSTEM IMPACTS

- 4.12 Monitor and review project, DRI and other site-specific impacts in the development review process as necessary. (Ongoing)

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## **MONITOR TRANSPORTATION SYSTEM IMPACTS (CONT.)**

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

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## **FAST ACT TRANSPORTATION ALTERNATIVES (TA) PROGRAM**

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

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## **LEGISLATIVE ACTIVITIES**

- 4.20 Develop Annual legislative priorities. (November 2022, 2023)
- 4.21 Monitor legislative activities on both the federal and state level to determine impact on transportation issues. (Winter 2023, 2023)
- 4.22 Assist MPOAC with legislative activities. (\$500 - Local funds)

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## **END PRODUCT**

Annual Priority Project Lists. (June 2023, 2024)  
Annual Transportation Improvement Plan. (June 2023, 2024)  
Amendments to the Transportation Improvement Plan (TIP). (Ongoing)  
Annual Legislative Priorities. (November 2022, 2023)

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## **RESPONSIBLE AGENCY**

CRTPA

## ESTIMATED TASK BUDGET & FUNDING SOURCES TASK 4.0 - FISCAL YEARS 23 & 24

Task 4 Short-Range Transportation Planning							
2023							
Funding Source	FHWA				FFY 21 FTA 5305(d)		FY 2023 Total
Contract Number	G2782				G2528		
Source Level	PL	SU	CMAQ	Total	Federal	Total	
MPO Budget Reference							
Lookup Name	023 FHWA G2782 (P	023 FHWA G2782 (SU	023 FHWA G2782 (CMAQ	HWA G2782 (Total	5305(d) G2528 (Federal)	05(d) G2528 (Total)	
Personnel (salary and benefits)							
Salaries and Fringe	\$ 57,205			-	\$ 16,426.16	-	\$ 73,632
				-		-	\$ -
Personnel (salary and benefits) Subtotal	\$ 57,205	\$ -	\$ -	\$ 57,205	\$ 16,426.16	\$ 16,426.16	\$ 73,632
Consultant							
4.0 Consultant Support Task 4 Activities		\$ 30,000		-		-	\$ 30,000
				-		-	\$ -
Consultant Subtotal	\$ -	\$ 30,000	\$ -	\$ 30,000	\$ -	\$ -	\$ 30,000
Direct Expenses							
4.4 TIP Software		\$ 12,000		-		-	\$ 12,000
Direct Expenses Subtotal	\$ -	\$ 12,000	\$ -	\$ 12,000	\$ -	\$ -	\$ 12,000
Total	\$ 57,205	\$ 42,000	\$ -	\$ 99,205	\$ 16,426.16	\$ 16,426.16	\$ 115,632
2024							
Funding Source	FHWA						FY 2024 Total
Contract Number	G2782						
Source	PL	SU		Total	Federal	Total	
MPO Budget Reference							
Lookup Name	024 FHWA G2782 (P	024 FHWA G2782 (SU		HWA G2782 (Total	2024 (Federal)	(Total)	
Personnel (salary and benefits)							
Salaries and Fringe	\$ 51,506			-		-	\$ 51,506
				-		-	\$ -
Personnel (salary and benefits) Subtotal	\$ 51,506	\$ -	\$ -	\$ 51,506	\$ -	\$ -	\$ 51,506
Consultant							
4.0 Consultant Support Task 4 Activities		\$ 4,500		-		-	\$ 4,500
				-		-	\$ -
Consultant Subtotal	\$ -	\$ 4,500	\$ -	\$ 4,500	\$ -	\$ -	\$ 4,500
Direct Expenses							
4.4 TIP Software		\$ 12,000		-		-	\$ 12,000
Direct Expenses Subtotal	\$ -	\$ 12,000	\$ -	\$ 12,000	\$ -	\$ -	\$ 12,000
Total	\$ 51,506	\$ 16,500	\$ -	\$ 68,006	\$ -	\$ -	\$ 68,006

## 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

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

### PREVIOUS WORK

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#### BICYCLE/PEDESTRIAN PLANNING

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Development of Project Priority Lists (PPLs) for Bicycle/Pedestrian Projects and Transportation Alternatives Projects. (May 2020, 2021)

Completed Phase I and Phase II of the Thomasville Road Multiuse Path Feasibility Study [Consultant] (Fall 2020 – Jan 2022 )

Coordination with Bicycle Work Group in Leon County, Leon County Schools and Emergency Management, 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.

Active participant of joint City/County/CRTPA Bicycle Work Group.

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

Coordinated Helmet Fitting Training with the FL Traffic & Bicycle Safety Education Program, 16 participants certified.

#### TRANSIT – STARMETRO

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Coordinate update to the Annual Transit PPL with StarMetro.

Partnered with StarMetro to complete update to the Transit Development Plan and a Comprehensive Operational Analysis.

Work with StarMetro in the development of Transit performance measures.

Adopted StarMetro's Transit Asset Management Plan. (June 2021)

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## AVIATION

Worked with TIA to update the Aviation PPL (May 2021, 2022)

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## CONGESTION MANAGEMENT PLAN

Initiated an update of the Congestion Management Plan. (March 2022)

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## INTELLIGENT TRANSPORTATION SYSTEMS

Worked with local TATMS and FDOT to incorporate ITS-related improvements in FDOT projects. (July 2021)

Tallahassee Advanced Transportation Management System (TATMS) Working Group - Participated in the development of a Master Traffic Signal Management Plan documenting objectives and a performance-based approach for improving the design, operations and maintenance of the Tallahassee Advanced Transportation Management System.

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## ANTICIPATED ACTIVITIES

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### PLANNING SUPPORT WORK

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

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### BICYCLE/PEDESTRIAN

- 5.1 Develop of the FY 2023 & 2024 Priority Project Lists for Bicycle and Pedestrian and Transportation Alternatives projects. (June 2023, June 2024)
- 5.2 Continue participation in the Bicycle Work Group. (Ongoing)
- 5.3 Coordination with the CMAC to identify and program key bicycle and pedestrian projects and programs for the region. (Ongoing)
- 5.4 Disseminate bicycle and pedestrian safety materials throughout the year at key events, such as the Leon County Safety Fair, that target a wide range of the population of the CRTPA area. (As Scheduled)
- 5.5 Coordinate with the CTST's to promote responsible transportation behavior for all users of the network. (Quarterly 2023, 2024)
- 5.6 Coordinate with technical and citizen's groups to identify roadway design improvements as opportunities arise to improve the system. (Ongoing)



- 5.7 Tallahassee to Havana Trail from Orchard Pond Rd. to US27 in Havana [Consultant] (Summer, Fall 2022) Document limits of existing right-of-way.
- Identify any physical barriers or environmental features.
  - Identify possible constraints and opportunities.
  - Assess any potential fatal-flaw issues.
  - Determine the preferred option(s).

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## BICYCLE/PEDESTRIAN

- 5.8 Bloxham Cutoff (SR 267) Feasibility Study [Consultant] (Fall 2023)
- Document limits of existing right-of-way.
  - Identify any physical barriers or environmental features.
  - Evaluate possible constraints and opportunities.
  - Assess any potential fatal-flaw issues.
  - Determine the preferred option(s).
  -
- 5.8.1 Public Involvement SR267 Bloxham Cutoff Trail (Supplemental Activity)  
(See following page for project details.)

**5.7.1      Public Involvement Tallahassee to Havana Multi-Use Trail BUDGET: \$11,500**

**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.	Develop Project Details 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.	March 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.	April 2023
Meeting(s)	Conduct Public Meeting(s)	April 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.	May 2024
Presentation to CRTPA Committees and Board	Meeting Material and Presentation	June 2024

### 5.8.1 Public Involvement SR267 Bloxham Cutoff Trail

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

**Purpose:** Complete supplemental public engagement activity in support of SR267 Bloxham Cutoff Trail.

Required Activity	End Products	Completion Date
Prepare meeting materials.	PowerPoint Presentation, Information Boards (location map, environmental, typical section, property owners), Project Roll Plot, handouts, and web site support information.	Project Begin May - July 2023
Identify property owners and homeowners associations within 250 ft of project limits.	List of property owners and homeowners associations.	May 2023
Meeting Notice	Postcards mailed, meeting notice advertised on CRTPA website and social media. Wakulla County Public Information Officer notice to the Wakulla County community.	June 2023
Meeting	Conduct Public Meeting	June 2023
Meeting and Reporting	Summary report of public involvement activities and comments. Draft and final project report.	July 2023
Committee and Board Meeting Presentations	Meeting Material and Presentation	October 2023

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## **BICYCLE/PEDESTRIAN (CONT.)**

- 5.9 Implement Tallahassee/Leon County Bicycle/Pedestrian Master Plan. (Ongoing)

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## **TRANSIT (STARMETRO)**

- 5.10 Assist StarMetro as necessary to improve transit service. (Ongoing)
- 5.11 Coordinate with StarMetro on the annual update of the Transit Development Plan (TDP). (Summer 2023)
- 5.12 Coordinate with StarMetro on the development of the annual Project Priority List for transit. (Spring 2023, 2024)
- 5.13 Work with StarMetro to identify potential ITS strategies/deployments to improve transit operations and efficiency. (Ongoing)
- 5.14 Continue coordination on Comprehensive Operational Analysis and Transit Development Plan update in cooperation with StarMetro. [Consultant] (Winter 2023)
- 5.15 Adopt FAST Act FTA Performance Measures/Targets as required. (Feb 2023, 2024)

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## **AVIATION**

- 5.16 Assist Tallahassee International Airport (TIA), as necessary, in the update of their Airport Master Plan. (Ongoing)
- 5.17 Coordinate with TIA on transportation projects that have a direct impact on airport operations. (Ongoing)
- 5.18 Assist TIA, as necessary, with the development of the Joint Aviation Capital Improvement Program (JAICP). (Ongoing)
- 5.19 Coordinate with TIA on the development of the Annual Project Priority List for aviation. (Spring 2023, 2023)

## CONGESTION MANAGEMENT PLAN/PERFORMANCE MEASURES

### 5.20 Congestion Management Process Plan Update Phase II [Consultant] (Summer/Fall 2023)

- Update data and system information.
- Refines the evaluation criteria for project assessment.
- Identify Projects for implementation.
- Annual adoption required Performance Measures Mobility.
- Measures include:
  - travel time reliability and variability
  - vehicle and person hours of delay
  - average travel speed
  - other measures as deemed relevant to the CRTPA area
  - pavement condition and bridge condition

### 5.21 Establish, collect, and review data for the various performance measures to determine progress on adopted targets. (Ongoing)

### 5.22 Congestion Management Plan Implementation: Technical Studies (See following page for project details.)

### **Subtask 5.22: Congestion Management Plan Implementation: Technical Studies**

**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 and future conditions; crash data and multi-modal facilities. As applicable additional demographic, zoning, land use and Complete Street Classification will be considered.	Data Collection	Begin Jan 2024 April 2024
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	May 2024
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	June 2024
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	Ongoing

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## INTELLIGENT TRANSPORTATION SYSTEMS (ITS)

5.22 Continue work with Tallahassee Advanced Traffic Management System (TATMS) to identify ITS deployments. (Ongoing)

5.24 Review potential ITS applications/deployments for StarMetro. (Ongoing)

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## ADDITIONAL PLANNING TASKS

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

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## END PRODUCT

Effective and efficient coordinated public transportation system. (Ongoing)  
Completion of CTC review (Annual)/Completion of NTD report). (Annual)  
Updated FAST ACT FHWA and FTA Performance Measures. (Feb 2023, 2024)  
Tallahassee-Havana Trail Feasibility Study. (Fall 2023)  
Wakulla Springs (SR267) Bloxham Cutoff Trail Feasibility Study. (Fall 2023)  
Complete CMP Phase II. (Fall 2023)  
Congestion Management Plan Implementation: Technical Studies (Spring 2024)  
Trail Feasibility Studies and Mobility Studies

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## RESPONSIBLE AGENCY

CRTPA

# ESTIMATED TASK BUDGET & FUNDING SOURCES TASK 5.0 - FYS 23 & 24

Task 5 Mobility Planning								
2023								
Funding Source	FHWA				FFY 21 FTA 5305(d)		FY 2023 Total	
Contract Number	G2782				G2528			
Source Level	PL	SU	CMAQ	Total	Federal	Total		
MPO Budget Reference								
Lookup Name	023 FHWA G2782 (PI)023 FHWA G2782 (SU)23 FHWA G2782 (CMAQ)HWA G2782 (Total)				Y 21 FTA 5305(d) G2528 (I05(d) G2528 (Total)			
Personnel (salary and benefits)								
Salaries and Fringe	\$ 65,304	\$ 55,000		-	\$ 30,160.41	-	\$ 150,464	
				-		-	\$ -	
Personnel (salary and benefits) Subtotal	\$ 65,304	\$ 55,000	\$ -	\$ 120,304	\$ 30,160.41	\$ 30,160.41	\$ 150,464	
Consultant								
5.0 Consultant Support Task 5 Activities	\$ -	\$ 21,666		-		-	\$ 21,666	
5.7 Tallahassee Havana Trail Feasibility Study (FS)	\$ 26,000	\$ 37,700		-		-	\$ 63,700	
5.7.1 Tal to Hav FS Public Involvement								
5.8 SR267 Bloxham Cutoff Trail FS	\$ -	\$ 98,700		-		-	\$ 98,700	
5.8.1 SR267 Bloxham Cutoff Trail FS		\$ 8,334						
5.20 Congestion Management Plan (CMP) Update	\$ 71,000	\$ 10,721	\$ 96,880	-		-	\$ 178,601	
5.26* Other Mobility Studies TBD	\$ -	\$ -	\$ -					
* Requires a UPWP Amendment				-		-	\$ -	
				-		-	\$ -	
Consultant Subtotal	\$ 97,000	\$ 177,121	\$ 96,880	\$ 371,001	\$ -	\$ -	\$ 371,001	
Direct Expenses								
				-		-	\$ -	
Direct Expenses Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total	\$ 162,304	\$ 232,121	\$ 96,880	\$ 491,305	\$ 30,160.41	\$ 30,160.41	\$ 521,465	
2024								
Funding Source	FHWA						FY 2024 Total	
Contract Number	G2782							
Source	PL	SU		Total	Federal	Total		
MPO Budget Reference								
Lookup Name	024 FHWA G2782 (PI)024 FHWA G2782 (SU)HWA G2782 (Total)				2024 (Federal) (Total)			
Personnel (salary and benefits)								
Salaries and Fringe	\$ 118,958	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 118,958	
				-		-	\$ -	
Personnel (salary and benefits) Subtotal	\$ 118,958	\$ -	\$ -	\$ 118,958	\$ -	\$ -	\$ 118,958	
Consultant								
5.0 Consultant Support Task 5 Activities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
5.7.1 Tal-Hav Trail FS Public Involvement				\$ -	\$ -	\$ -	\$ -	
5.20 CMP Update (Cont.)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
5.22 CMP Implementation Project Studies	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000	
Consultant Subtotal	\$ -	\$ 250,000	\$ -	\$ 250,000	\$ -	\$ -	\$ 250,000	
Direct Expenses								
				-		-	\$ -	
Direct Expenses Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total	\$ 118,958	\$ 250,000	\$ -	\$ 368,958	\$ -	\$ -	\$ 368,958	



## 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](http://www.crtpa.org).

Expanded language data set with access to the website's translation feature.

Minor update to the CRTPA's Limited English Proficiency Plan

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

Enhanced public engagement for the Thomasville Rd and US90 Trail Projects.

Utilized virtual Story Books for main trail projects.

Safety Information booth at the Springtime Tallahassee Festival.

Continued updates to the CRTPA website to improve access to information related to CRTPA activities and projects.

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

### ONGOING ACTIVITIES

#### CRTPA PLANNING SUPPORT WORK

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

#### CRTPA PLANNING SUPPORT WORK (CONT.)

- 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](http://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 Develop and publish an Annual report on CRTPA activities. (Summer 2023, 2024)
- 6.10 Periodically review and update Public Involvement Plan (PIP) to comply with the FAST Act, Title VI and other applicable requirements. (Ongoing)
- 6.11 Review and update Public Involvement Process Plan to incorporate guidance for Virtual Online Public Meetings and COOP activities. (Fall 2022)

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#### **CRTPA – PLANNING SUPPORT WORK (CONT.)**

- 6.12 Update (as necessary) the Limited English Proficiency Plan for the CRTPA planning area. (Ongoing)
- 6.13 Conduct safety programs at public schools, as requested, in Gadsden, Leon, Jefferson, and Wakulla counties. (Ongoing)

- 6.14 Continue to coordinate with FDOT on the Annual Work Program Hearing. (Fall 2022, 2023)
- 6.15 Initiate public education campaign in coordination with the local colleges. (Ongoing)

## END PRODUCT

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

Updated Public Involvement Process Plan. (Fall 2023)

Updates of CRTPA website. (Ongoing)

## RESPONSIBLE AGENCY

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CRTPA

## ESTIMATED TASK BUDGET & FUNDING SOURCES TASK 6.0 - FISCAL YEARS 23 & 24

Task 6 Public Involvement							
2023							
Funding Source	FHWA				FFY 21 FTA 5305(d)		FY 2023 Total
Contract Number	G2782				G2528		
Source Level	PL	SU	CMAQ	Total	Federal	Total	
MPO Budget Reference							
Lookup Name	023 FHWA G2782 (PI) 023 FHWA G2782 (SU) 023 FHWA G2782 (CMAQ) 023 FHWA G2782 (Total)				2023 FFY 21 FTA 5305(d) G2528 (Total)		
Personnel (salary and benefits)							
Salaries and Fringe	\$ 47,357			-	\$ 4,773.40	-	\$ 52,131
				-		-	\$ -
Personnel (salary and benefits)	\$ 47,357	\$ -	\$ -	\$ 47,357	\$ 4,773.40	\$ 4,773.40	\$ 52,131
Consultant							
6.0 Consultant Support Task 6		\$ 30,000		-		-	\$ 30,000
				-		-	\$ -
Consultant Subtotal	\$ -	\$ 30,000	\$ -	\$ 30,000	\$ -	\$ -	\$ 30,000
Direct Expenses							
				-		-	\$ -
Direct Expenses Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 47,357	\$ 30,000	\$ -	\$ 77,357	\$ 4,773.40	\$ 4,773.40	\$ 82,131
2024							
Funding Source	FHWA						FY 2024 Total
Contract Number	G2782						
Source	PL			Total	Federal	Total	
MPO Budget Reference							
Lookup Name	024 FHWA G2782 (PI) 024 FHWA G2782 (SU) 024 FHWA G2782 (CMAQ) 024 FHWA G2782 (Total)						
Personnel (salary and benefits)							
Salaries and Fringe	\$ 45,760			-		-	\$ 45,760
				-		-	\$ -
Personnel (salary and benefits)	\$ 45,760	\$ -	\$ -	\$ 45,760	\$ -	\$ -	\$ 45,760
Consultant							
6.0 Consultant Support Task 6				-		-	\$ -
				-		-	\$ -
Consultant Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Expenses							
				-		-	\$ -
Direct Expenses Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 45,760	\$ -	\$ -	\$ 45,760	\$ -	\$ -	\$ 45,760

## UPWP TASK 7.0 – SPECIAL PROJECTS

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

### OBJECTIVE

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

### PREVIOUS WORK

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#### CRTPA

US 90 Multi-use Trail Feasibility Study Phases I and II.

Stadium Dr./Lake Bradford Rd./Gaines St./Varsity Dr. Intersection Study.

Pensacola St./St. Augustine St. Operational Analysis Study.

Continued coordination on implementing Midtown Area Transportation Plan.

### ANTICIPATED ACTIVITIES

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See next page for task activities.

### Subtask 7.1: Telecommute Study

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

**Purpose:** Study is to assess transportation demand management with emphasis on telecommuting as a tool to reduce traffic congestion by decreasing travel demand. Collect and analyze in-office work requirements of employers in the four-county region. Additional analyses will be conducted to summarize national practices, and potential cost/benefits for both employers and employees. In addition to these analyses, this study intends to provide further recommendations in terms of policy making and economic incentives for both the public and the private sectors in the four-county area.

Required Activity	End Products	Completion Date
Establish a Project Working Group (PWG) to provide technical and policy guidance on the project related issues. Two scheduled meetings at minimum.	PWG Meetings and Meeting Summary	June 2023 through Dec 2023
The Consultant shall compile and review relevant materials from past and ongoing telecommuting case studies. Collect, and review existing telecommuting programs policies and incentives used nationwide and internationally	Technical Memorandum #1 "Literature Research" of telecommute material, policies, and studies.	Ongoing through Oct. 2023
Collect available and relevant data including recent and prior studies from Federal Highway Administration (FHWA) necessary to perform a full analysis pre-and post-COVID-19 pandemic. economic analysis.	Final Federal Report	November 2023
Telecommuting Assessment analyze existing conditions, employment and infrastructure in the region including interpretation of employer in-office work requirements and traffic volumes economic analysis.	Technical Memorandum #2 "Telecommuting Assessment"	November 2023

### Subtask 7.1: Telecommute Study (Cont.)

<p>Develop an implementation plan (short and long-term implementation of telecommuting programs develop and recommend policies</p> <ul style="list-style-type: none"><li>· that provide optimum technology infrastructure for long-term program for telecommuting.</li><li>· incentivized to implement telecommuting?</li><li>· identify the mechanisms/systems that must be established to track the cost and benefits of telecommuting?</li></ul>	<p>Draft and Fina Reports: Technical Memorandum #3 “Recommendations and Roadmap to Implementation” which will include recommended Policies and Guidelines for the potential long-term implementation of telecommuting in the four-county region by other private and public sectors.</p>	<p>December 2023</p>
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### Subtask 7.2: Regional Freight Study

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

**Purpose:** Conduct an analysis considering freight movement by modes, origins/destinations, and types of goods moving through the area to understand the existing conditions and to identify freight movement trends, challenges, and opportunities for improvement within the CRTPA region.

Required Activity	End Products	Completion Date
Identify and engage with stakeholders from the public and private sector, Chambers of Commerce and with key representatives from local industry, including large freight companies.	Stakeholder Engagement Meetings	Ongoing through Nov 2023
Collect and analyze data on the four- county area. Data for this analysis will be gathered and synthesized from a myriad of sources.	Data and Analysis Synthesis of data into tech memos	Ongoing through Nov 2023
Conduct a review of industry trends, transportation data and development patterns. Develop existing conditions, forecasted growth and future conditions report.	Comprehensive profile of the freight network and movements	September 2023
Final Report assessing the needs and identifying the deficiencies within the region and establishing recommendations to implement Policy, Infrastructure, and Technology revisions/improvements that support the movement of freight in the region.	Draft and Final Regional Freight Study	December 2023

### 7.3 Other planning projects - As Identified

- *Once a planning project is identified the UPWP will be amended to reflect to scope of work and budget.*

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### **7.4 SAFE STREETS AND ROADS FOR ALL SAFETY ACTION PLAN (SS4A) [CONSULTANT] (SPRING 2023)**

- Review current safety and design policies, plans, guidelines and standards.
- Collect and analyze safety data.
- Engage and collaborate with stakeholders and the public.
- Identify a comprehensive set of projects and strategies to address identified safety problems.

### **Subtask 7.5: 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.	Begin June 2023
Analyze and summarize data collected. Identify any supplemental information to be collected.	Analysis of data collected by location and supplemental data if identified.	October 2023
Solicit input from the public and stakeholders to create transportation compatibility with community context.	Documentation and summary of public involvement and stakeholder meetings.	April 2024
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	May 2024

**Subtask 7.5.1:** Safe Streets for All North Monroe Street Safety Implementation Plan (Existing Budget \$208,250)

**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 corridor and intersections identified on the High Injury Network. The study will drill down to understand the existing conditions and the contributing factors to serious injuries and fatalities, evaluate crash cluster locations, and identify challenges and opportunities for improvement, including recommendations for construction, operational and educational responses. The final product is an implementation plan.

Required Activity	End Products	Completion Date
Engage SS4A Leon County Task Force and stakeholders. Compile additional/supplemental data (crash and speed data, field review, environmental justice, community surveys and site geometry as necessary). Data to include outreach and information gathered by the N. Monroe Street Task Force and accompanying charettes.	SS4A Task Force and stakeholders list. Meeting schedules, materials, and summaries. Site data collected. Collect information on site conditions and public involvement from prior planning activities and charettes.	Nov - Dec 2023
Analyze and summarize data collected, site conditions and public involvement material, to include previous efforts and studies pertaining to the corridor. Complete safety analysis.	Analysis of data collected and available supplemental material.	Dec 2023 - May 2024
Evaluate information collected from public surveys and determine additional public involvement activities. Conduct outreach as identified if necessary.	Documentation and summary of public involvement and stakeholder meetings as applicable.	Feb - May 2024
Draft and Final Report to include short, medium, and long-term recommendations, strategies and countermeasures for project implementation.	Draft and Final Report .	May - June 2024

**Subtask 7.6:** School Access Safety Study (Update to 2014 Safe Routes to School Report)

**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 Begin September
Evaluate and analyze data collected and complete summary of current conditions and findings.	Documentation of data and analysis. Summary of conditions and findings.	November 2023
Identify schools with the greatest need for facility and/or operational improvements.	List of schools and assessment of modal facilities and safety issues.	January 2024
Identify facility and countermeasure(s) applicable to each school facility identified with the greatest need.	Updated list of recommended improvements and strategies to increase multi-modal safety and access to targeted schools.	March 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.	June 2024
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.	June 2024

### **Subtask 7.7: Thomasville Road Safety and Access Study**

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

**Purpose:** Collect traffic and crash data for the Thomasville Road segment from 7<sup>th</sup> Avenue to Betton Road for all modes. Analyze crash data to determine effective crash countermeasures and determine impact of countermeasures on the accessibility of land uses adjacent to the corridor. Determine additional measures to improve safety and access along the corridor for all modes.

Required Activity	End Products	Completion Date
Review previous efforts focused on the corridor including safety studies other plans and summarize. Inventory any planned and/or programmed multimodal transportation projects that may impact the corridor's operations and mobility.	Summaries of previous plans/studies and an inventory of multimodal transportation projects.	Begin Sept. 2023
Identify data sources and collect data to establish the baseline conditions and the development of the future conditions.	Data Documentation and Catalogue.	November 2023
Review and analyze the data on existing traffic, access, safety and infrastructure conditions and land use to develop technical reports.	Comprehensive Technical Reports on Existing Conditions and Future Conditions.	January 2024
Final Report assessing safety issues and corridor deficiencies and identify strategies and projects to address congestion, increase safety, enhance multi-modal facilities, and improve traffic operations.	Summary Final Report with findings and recommendations.	April 2024

## RESPONSIBLE AGENCY

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CRTPA

## END PRODUCT

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Telecommuting Study (Winter 2023/24)

Freight Study ( Winter 2024)

Safe Streets and Roads for All Safety Action Plan (Spring 2023)

SS4A High Injury Network Safety Analysis (Spring 2024)

North Monroe Street

Safe Access to School Report Update (Spring 2024)

Corridor and Operational Studies as Identified (Ongoing)

## ESTIMATED TASK BUDGET AND FUNDING SOURCES TASK 7.0 - FISCAL YEARS 23

Task 7 Special Projects							
2023							
Funding Source	FHWA				FFY 21 FTA 5305(d)		FY 2023 Total
Contract Number	G2782				G2528		
Source Level	PL	SU	CMAQ	Total	Federal	Total	
MPO Budget Reference							
Lookup Name	023 FHWA G2782 (P) 023 FHWA G2782 (SU) 03 FHWA G2782 (CMAQ) 03 FHWA G2782 (Total)				FTA 5305(d) G2525(d) G2528 (Total)		
Personnel (salary and benefits)							
Salaries and Fringe	\$ 65,383			-	\$ 17,783.89	-	\$ 83,167
				-		-	\$ -
Personnel (salary and benefits) Subtotal	\$ 65,383	\$ -	\$ -	\$ 65,383	\$ 17,783.89	\$ 17,783.89	\$ 83,167
Consultant							
7.0 Consultant Support Task 7 Activities		\$ 24,000		-		-	\$ 24,000
7.1 Telecommute Study		\$ 81,000		-		-	\$ 81,000
7.2 Regional Freight Study		\$ 175,000	\$ 40,000	-		-	\$ 215,000
7.3 Other Mobility Studies TBD*		\$ -		-		-	\$ -
7.4 SS4A Safety Action Plan High Injury Network (HIN)		\$ 250,000		-		-	\$ 250,000
7.5 SS4A High Injury Network (HIN) Safety Analysis (SA)		\$ -					
7.5.1 HIN SA & Implementation Plan N Monroe St		\$ 208,523					
7.6 Safe Routes to School Report Update		\$ 500,000					
* Requires a UPWP Amendment		\$ -		-		-	\$ -
Consultant Subtotal	\$ -	\$ 1,238,523	\$ 40,000	\$ 1,278,523	\$ -	\$ -	\$ 1,278,523
Direct Expenses							
Direct Expenses Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 65,383	\$ 1,238,523	\$ 40,000	\$ 1,343,906	\$ 17,783.89	\$ 17,783.89	\$ 1,361,690



## ESTIMATED TASK BUDGET AND FUNDING SOURCES TASK 7.0 - FISCAL YEARS 24

2024							
Funding Source	FHWA						FY 2024 Total
Contract Number	G2782						
Source	PL	SU	CMAQ	Total		Total	
MPO Budget Reference							
Lookup Name	2024 FHWA G2782	2024 FHWA G2782	2024 FHWA G2782	FHWA G2782 (		(Total)	
Personnel (salary and benefits)							
Salaries and Fringe	\$ 127,972	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 127,972
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Personnel (salary and benefits) Subtotal	\$ 127,972	\$ -	\$ -	\$ 127,972	\$ -	\$ -	\$ 127,972
Consultant							
7.0 Consultant Support Task 7 Activities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7.1 Telecommute Study (Cont.)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7.2 Regional Freight Study (Cont.)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7.3* Other Mobility Studies TBD	\$ -	\$ 349,250	\$ -	\$ 349,250	\$ -	\$ -	\$ 349,250
7.4 SS4A Safety Action Plan	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7.5 SS4A HIN Safety Analysis (SA) (Cont.)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7.5.1 HIN SA/Implementation Plan N Monroe St	\$ -	\$ -					
7.6 School Safety Study	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
7.7 Thomasville Rd Safety/Access Mgt Study	\$ -	\$ 100,000	\$ -	\$ 100,000	\$ -	\$ -	\$ 100,000
* Requires a UPWP Amendment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Consultant Subtotal	\$ -	\$ 449,250	\$ -	\$ 449,250	\$ -	\$ -	\$ 449,250
Direct Expenses							
				-		-	\$ -
Direct Expenses Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 127,972	\$ 449,250	\$ -	\$ 577,222	\$ -	\$ -	\$ 577,222

**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 II**  
**STATE PLANNING EMPHASIS AREAS**

UPWP Tasks							
FAST ACT Planning Factors	Admin	Data Collection	LRP	SRP	Mobility Planning	Public Involvement	Special Projects
Safety	X	X	X	X	X	X	X
Equity	X	X	X	X	X	X	X
Resilience		X	X	X	X	X	X
Emerging Mobility		X	X	X	X	X	X

*See Page 3 for additional details.*

Table III: Schedule of Selected Projects FY 2023/FY2024

UPWP TASK	2022						2023												2024					
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
<b>TASK 1.0 PROGRAM ADMINISTRATION</b>																								
1.10 FDOT Annual Certification																								
1.11 Update Budget for COT Financial System																								
1.12 Audit																								
1.13 Develop 2024/25-26/27 UPWP																								
<b>TASK 2.0 DATA COLLECTION</b>																								
2.5 Analyze Census Data (Data)																								
2.6 Incorporate Data into Planning Documents																								
<b>TASK 3.0 LONG RANGE PLANNING</b>																								
3.1 LRTP Update to 2050																								
<b>TASK 4.0 SHORT RANGE PLANNING</b>																								
4.2 Develop & Adopt 2024 Project Priorities																								
4.4 TIP Annual Adoption & Roll-Forward																								
4.11 FDOT Work Program Coordination																								
<b>TASK 5.0 Modal Planning</b>																								
5.1 Coordinate PPLs with Modal Partners																								
5.7 Tallahassee-Havana Trail Feasibility Study																								
5.8 (SR267) Bloxham Cutoff Trail Feasibility Study																								
5.8.1 SR26) Trail FS Public Involvement																								
5.19 Congestion Management Plan (CMP) Update																								
5.22 CMP Implementation: Technical Studies																								
<b>TASK 6.0 PUBLIC INVOLVEMENT</b>																								
6.11 Update Public Involvement Plan																								
<b>TASK 7.0 SPECIAL PROJECTS</b>																								
7.1 Telecommute Study																								
7.2 Regional Freight Study																								
7.4 SS4A Safety Action Plan (SAP)																								
7.5 Supplemental Study to SS4A SAP																								
7.6 Safe Routes to School Study Update																								
7.7 Thomasville Rd Safety and Access Study																								
UPWP TASK	2022						2023												2024					
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE

**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 II**  
**STATE PLANNING EMPHASIS AREAS**

UPWP Tasks							
FAST ACT Planning Factors	Admin	Data Collection	LRP	SRP	Mobility Planning	Public Involvement	Special Projects
Safety	X	X	X	X	X	X	X
Equity	X	X	X	X	X	X	X
Resilience		X	X	X	X	X	X
Emerging Mobility		X	X	X	X	X	X

*See Page 3 for additional details.*

Table III: Schedule of Selected Projects FY 2023/FY2024

UPWP TASK	2022						2023												2024					
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
<b>TASK 1.0 PROGRAM ADMINISTRATION</b>																								
1.10 FDOT Annual Certification																								
1.11 Update Budget for COT Financial System																								
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4.4 TIP Annual Adoption & Roll-Forward																								
4.11 FDOT Work Program Coordination																								
<b>TASK 5.0 Modal Planning</b>																								
5.1 Coordinate PPLs with Modal Partners																								
5.7 Tallahassee-Havana Trail Feasibility Study																								
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7.5 Supplemental Study to SS4A SAP																								
7.6 Safe Routes to School Study Update																								
7.7 Thomasville Rd Safety and Access Study																								
UPWP TASK	2022						2023												2024					
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE

**TABLE IV**  
**FY 2022/23 and FY 23/24 Funding Sources by Agency**

Contract	Funding Source	Source Level									
					FY 2023 Funding Source			FY 2024 Funding Source			
			2023	2024	Soft Match	Federal	Local	Soft Match	Federal	State	Local
G2528	FFY 21 FTA 5305(d)	Federal	\$ 144,492	\$ -	\$ 36,123.00	\$ 144,492.00	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		<b>FFY 21 FTA 5305(d) G2528 TOTAL</b>	<b>\$ 144,492</b>	<b>\$ -</b>	<b>\$ 36,123</b>	<b>\$ 144,492</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
G2782	FHWA	CMAQ	\$ 136,880	\$ 450,000	\$ 30,189.45	\$ 136,880.00	\$ -	\$ 99,249.36	\$ 450,000.00	\$ -	\$ -
		PL	\$ 848,329	\$ 836,668	\$ 187,102.40	\$ 848,328.70	\$ -	\$ 184,530.58	\$ 836,668.00	\$ -	\$ -
		SU	\$ 1,772,007	\$ 1,274,250	\$ 390,823.47	\$ 1,772,007.00	\$ -	\$ 281,041.10	\$ 1,274,250.00	\$ -	\$ -
		<b>FHWA G2782 TOTAL</b>	<b>\$ 2,757,216</b>	<b>\$ 2,560,918</b>	<b>\$ 608,115</b>	<b>\$ 2,757,216</b>	<b>\$ -</b>	<b>\$ 564,821</b>	<b>\$ 2,560,918</b>	<b>\$ -</b>	<b>\$ -</b>
G2782	Local	Local Governments	\$ 4,750	\$ 4,750	\$ -	\$ -	\$ 4,750.00	\$ -	\$ -	\$ -	\$ 4,750.00
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		<b>TOTAL</b>	<b>\$ 2,906,458</b>	<b>\$ 2,565,668</b>	<b>\$ 644,238</b>	<b>\$ 2,901,708</b>	<b>\$ 4,750</b>	<b>\$ 564,821</b>	<b>\$ 2,560,918</b>	<b>\$ -</b>	<b>\$ 4,750</b>



**TABLE V**  
**Funding by Agency FY 2022/23 and 2023/24**

<b>Agency Participation</b>								
	<i>Funding Source</i>	<i>FFY 21 FTA 5305(d)</i>		<i>FHWA</i>			<i>UNKNOWN</i>	
	<i>Contract</i>	<i>G2528</i>		<i>G2782</i>			<i>UNKNOWN</i>	
	<i>Fiscal Year</i>	<i>2023</i>	<i>2024</i>	<i>2023</i>	<i>2024</i>		<i>2023</i>	<i>2024</i>
	<i>Total Budget</i>	\$ 144,492.00	\$ -	\$ 2,257,215.70	\$ 3,069,238.00		\$ -	\$ -
<b>Task 1 Administration</b>								
Personnel (salary and benefits)		\$ 60,630.28	\$ -	\$ 279,928.00	\$ 315,518.00		\$ -	\$ -
Consultant		\$ -	\$ -	\$ 81,000.00	\$ 74,000.00		\$ -	\$ -
Travel		\$ -	\$ -	\$ 18,500.00	\$ 18,000.00		\$ -	\$ -
Direct Expenses		\$ -	\$ -	\$ 144,741.00	\$ 161,032.00		\$ -	\$ -
Supplies		\$ -	\$ -	\$ 7,500.00	\$ -		\$ -	\$ -
Equipment		\$ -	\$ -	\$ 5,500.00	\$ -		\$ -	\$ -
Sub Total		\$ 60,630.28	\$ -	\$ 537,169.00	\$ 568,550.00		\$ -	\$ -
<b>Task 2 Data Collection</b>								
Personnel (salary and benefits)		\$ 9,727.44	\$ -	\$ 81,000.00	\$ 46,735.00		\$ -	\$ -
Consultant		\$ -	\$ -	\$ -	\$ -		\$ -	\$ -
Direct Expenses		\$ -	\$ -	\$ 43,989.00	\$ 65,000.00		\$ -	\$ -
Sub Total		\$ 9,727.44	\$ -	\$ 124,989.00	\$ 111,735.00		\$ -	\$ -
<b>Task 3 Long-Range Transportation Planning</b>								
Personnel (salary and benefits)		\$ 4,990.43	\$ -	\$ 83,284.00	\$ 49,187.00		\$ -	\$ -
Consultant		\$ -	\$ -	\$ -	\$ 780,000.00		\$ -	\$ -
Direct Expenses		\$ -	\$ -	\$ -	\$ -		\$ -	\$ -
Sub Total		\$ 4,990.43	\$ -	\$ 83,284.00	\$ 829,187.00		\$ -	\$ -
<b>Task 4 Short-Range Transportation Planning</b>								
Personnel (salary and benefits)		\$ 16,426.16	\$ -	\$ 57,205.49	\$ 51,506.00		\$ -	\$ -
Consultant		\$ -	\$ -	\$ 30,000.00	\$ 4,500.00		\$ -	\$ -
Direct Expenses		\$ -	\$ -	\$ 12,000.00	\$ 12,000.00		\$ -	\$ -
Sub Total		\$ 16,426.16	\$ -	\$ 99,205.49	\$ 68,006.00		\$ -	\$ -
<b>Task 5 Mobility Planning</b>								
Personnel (salary and benefits)		\$ 30,160.41	\$ -	\$ 120,304.00	\$ 118,958.00		\$ -	\$ -
Consultant		\$ -	\$ -	\$ 371,001.00	\$ 250,000.00		\$ -	\$ -
Direct Expenses		\$ -	\$ -	\$ -	\$ -		\$ -	\$ -
Sub Total		\$ 30,160.41	\$ -	\$ 491,305.00	\$ 368,958.00		\$ -	\$ -
<b>Task 6 Public Involvement</b>								
Personnel (salary and benefits)		\$ 4,773.40	\$ -	\$ 47,357.21	\$ 45,760.00		\$ -	\$ -
Consultant		\$ -	\$ -	\$ 30,000.00	\$ -		\$ -	\$ -
Direct Expenses		\$ -	\$ -	\$ -	\$ -		\$ -	\$ -
Sub Total		\$ 4,773.40	\$ -	\$ 77,357.21	\$ 45,760.00		\$ -	\$ -
<b>Task 7 Special Projects</b>								
Personnel (salary and benefits)		\$ 17,783.89	\$ -	\$ 65,383.00	\$ 127,792.00		\$ -	\$ -
Consultant		\$ -	\$ -	\$ 778,523.00	\$ 949,250.00		\$ -	\$ -
Direct Expenses		\$ -	\$ -	\$ -	\$ -		\$ -	\$ -
Sub Total		\$ 17,783.89	\$ -	\$ 843,906.00	\$ 1,077,042.00		\$ -	\$ -
<b>TOTAL PROGRAMMED</b>		<b>\$ 144,492.00</b>	<b>\$ -</b>	<b>\$ 2,257,215.70</b>	<b>\$ 3,069,238.00</b>		<b>\$ -</b>	<b>\$ -</b>

## ***APPENDIX I***

**FY 2022/23 Estimated Expense Budget Detail**  
**Salary, Fringe, Administrative, Facility and Office**

Account	Description	2023 Proposed Budget
<b>511000</b>	Salaries	472,846.00
<b>511300</b>	Salary Enhancements	23,642.00
<b>512400</b>	Other Salary Items	1,560.00
<b>515000</b>	Pension- Current	89,000.00
<b>515100</b>	Pension- MAP	26,757.00
<b>515600</b>	Mandatory Medicare	6,879.00
<b>516000</b>	Health Benefits	89,927.00
<b>516100</b>	Flex Benefits	9,840.00
		<b>\$ 720,451.00</b>
<b>521010</b>	Advertising	3,200.00
<b>521030</b>	Reproduction	500.00
<b>521040</b>	Unclassified Professional	500.00
<b>521100</b>	Equipment Repairs	1,000.00
<b>521160</b>	Legal Services	39,000.00
<b>521180</b>	Unclassified Contractual	37,000.00
<b>521190</b>	Computer Software	17,000.00
<b>522080</b>	Telephone	1,750.00
<b>523020</b>	Food	1,250.00
<b>523050</b>	Postage	250.00
<b>523060</b>	Office Supplies	9,000.00
<b>523080</b>	Unclassified Supplies	500.00
<b>524010</b>	Travel & Training	18,500.00
<b>524020</b>	Journals & Books	600.00
<b>524030</b>	Memberships	3,000.00
<b>524050</b>	Rent Expense- Building & Office*	36,000.00
<b>541040</b>	Insurance	19,000.00
<b>550040</b>	Computer Equipment	6,000.00
		<b>\$ 194,050.00</b>
<b>560010</b>	Human Resource Expense	10,803.00
<b>560020</b>	Accounting Expense	21,835.00
<b>560030</b>	Purchasing Expense	3,742.00
<b>560040</b>	Information Systems Expense	37,671.00
<b>560070</b>	Revenue Collection	1,175.00
<b>560082</b>	Facilities and Environmental	850.00
<b>560090</b>	Vehicle Garage Expense	12.00
<b>611300</b>	Facilities Service Transfer	5,853.00
<b>612400</b>	Inter-Fund Ops Transfer	0.00
		<b>\$ 81,941.00</b>

**FY 2023/24 Estimated Expense Budget Detail**  
**Salary, Fringe, Administrative, Facility and Office**

<b>FY 2024 Budget</b>	<b>FY 24 Proposed</b>
<b>All Accounts</b>	
<b>Total Operating Expenditures</b>	<b>\$ 1,114,847</b>
<b>Personnel Services</b>	<b>\$ 751,179</b>
511000 - Salaries	\$ 496,507
511300 - Salary Enhancements	\$ 24,825
512400 - Other Salary Items	\$ 1,560
515000 - Pension- Current	\$ 101,861
515100 - Pension- MAP	\$ 29,491
515600 - Mandatory Medicare	\$ 7,582
516000 - Health Benefits	\$ 78,628
516100 - Flex Benefits	\$ 10,725
<b>Operating Expenditures</b>	<b>\$ 285,465</b>
521010 - Advertising	\$ 5,000
521030 - Reproduction	\$ 507
521040 - <sup>1</sup> Unclassified Professional Fees	\$ 24,000
521100 - Equipment Repairs	\$ 819
521160 - Legal Services	\$ 55,000
521180 - Unclassified Contractual Svcs	<i>See TABLE II.</i>
521190 - Computer Software	\$ 112,000
522080 - Telephone	\$ 1,803
523020 - Food	\$ 1,250
523050 - Postage	\$ 250
523060 - Office Supplies	\$ 3,000
523080 - Unclassified Supplies	\$ 515
524010 - Travel & Training	\$ 15,225
524020 - Journals & Books	\$ 609
524030 - Memberships	\$ 3,500
524050 - Rent Expense- Building & Office	\$ 36,000
541040 - Insurance	\$ 20,987
550040 - Computer Equipment	\$ 5,000
<b>Internal Service Funds</b>	<b>\$ 78,203</b>
560010 - Human Resource Expense	\$ 6,915
560020 - Accounting Expense	\$ 17,229
560030 - Purchasing Expense	\$ 3,805
560040 - Information Systems Expense	\$ 31,551
560070 - Revenue Collection	\$ 1,108
560082 - Facilities and Environmental	\$ 11,734
560090 - Vehicle Garage Expense	\$ 8
611300 - Facility	\$ 5,853

<sup>1</sup>Audit & WCOT costs are now budgeted in account 521040 (Unclassified Professional Fees) rather than 521080 (Unclassified Contractual Services).

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: Kristin Dozier  
Title: CRTPA Chair

May 17, 2022  
\_\_\_\_\_  
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: Kristin Dozier  
Title: CRTPA Chair

May 17, 2022  
\_\_\_\_\_  
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: Kristin Dozier  
Title: CRTPA Chair

May 17, 2022  
\_\_\_\_\_  
Date



**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:

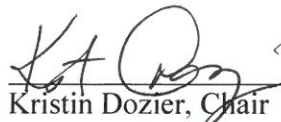
1. The CRTPA has the right to establish per diem, meals (subsistence) and mileage rates beyond the State of Florida rates, and
2. The CRTPA establishes that the staff and elected officials will be compensated for per diem, meals (subsistence) and mileage costs consistent with Federal General Services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

DONE, ORDERED, AND ADOPTED THIS 18<sup>th</sup> DAY OF OCTOBER 2022

CAPITAL REGION TRANSPORTATION PLANNING AGENCY

ATTEST:

  
Greg Slay, Executive Director

  
Kristin Dozier, Chair



March 31, 2022

Mr. Greg Slay, AICP  
Executive Director  
Capital Region Transportation Planning Agency (CRTPA)  
300 S. Adams Street, A-19  
Tallahassee, FL 32301

RE: FDOT Joint Certification Calendar Year 2021

Dear Mr. Slay:

The Capital Region Transportation Planning Agency (CRTPA) is the transportation planning agency tasked with the development of the Metropolitan Planning Organization (MPO) process in the Gadsden, Jefferson, Leon and Wakulla county area. As such, the CRTPA is responsible for coordinating transportation planning within Florida's Capital Region. Annually, the Florida Department of Transportation (Department), conducts a certification review of the planning process to certify that the TPO complies with state and federal planning requirements.

The Department continues to encourage the TPO to consistently submit quarterly invoices and status reports. Based on the guidance set forth in Section 7.6 of the MPO Program Management Handbook, intended to satisfy the Risk Assessment requirements described in 2 CFR §200.331, the TPO's Risk Level is Low. Invoices dated July 1, 2022, through June 30, 2023 will be monitored on an annual basis.

The CRTPA is commended for successful implementation of various non-traditional public involvement outreach intended to increase public participation during the pandemic.

Thank you for your proactive involvement in transportation planning and your ongoing commitment to the practice of comprehensive transportation planning. The Department looks forward to working with the CRTPA in the upcoming year on implementation of planning projects.

Greg Slay  
Page 2  
March 31, 2022

The Department has completed the joint certification of the CRTPA. The CRTPA planning process is hereby certified. A copy of the signed Joint Certification letter is attached.

Should you have any questions, please feel free to contact me at (850) 330-1488.

Sincerely,



Donna M. Green, Urban Liaison

Attachment:

CC:    Abra Horne or Interim, Metropolitan Programs Administrator, FDOT Office of Policy Planning  
          Erika Thompson, Statewide Metropolitan Planning Coordinator, FDOT Office of Policy Planning  
          Carlos A. Gonzalez, Transportation Planning Specialist, Federal Highway Administration, Florida Division  
          Cathy Kendall, Planning Team Leader, Federal Highway Administration, Florida Division

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

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

Included in this certification package is a summary of noteworthy achievements by the MPO, attachments associated with these achievements, and (if applicable) a list of any recommendations and/or corrective actions. The contents of this Joint Certification Package have been reviewed by the MPO and accurately reflect the results of the joint certification review meeting held on February 10, 2022.

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

DocuSigned by:

*Tim Smith*

002A910DEA3D404

Name: Tim Smith, P.E.

Title: Transportation Development Director

DocuSigned by:

*Greg Slay*

BDAC375BD093485

Name: Greg Slay, AICP

Title: CRTPA Executive Director

3/29/2022 | 4:35 PM EDT

Date

3/28/2022 | 1:22 PM EDT

Date

**Federal Highway Administration**

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

**Planning Comments**

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

**COMMENTS**

	Page #	Comment Type	Comment Description
1			Numbers match .
2			
3			
4			Detailed in Task consistent with contracts.
5			Understood
6			Understood

7			Discussed uner funding agreement G2528.
8			Discussed uner funding agreement G2528.
9			Amounts are consistent with funding agreement G2528.
10			Included
11			Included
12			Included
13			
14			Revised to call out Aypical Expenses
15			
16			
17			

## UNIFIED PLANNING WORK PROGRAM (UPWP) REVIEW CHECKLIST

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MPO:

UPWP Draft # or Date:

Review #:

Date of Review:

Reviewed By:

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 approval of the document, i.e., improve the quality of the document and the understanding for the public (improving graphics, re-packaging of the document, use of plain language, reformatting for clarity, removing redundant language).

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

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

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### UPWP Cover & Title Page

Does the cover or title page include the following information?

- **MPO name, address, website?** [Select response](#) If yes, page number: xx
- **CFDA number (FHWA – PL & SU: 20.205, FTA 5305: 20.505)?** [Select response](#) If yes, page number: xx
- **Identification of agencies providing funds for the UPWP?** [Select response](#) If yes, page number: xx
- **Financial Project Number (FPN) for each contract shown in UPWP?** [Select response](#) If yes, page number: xx
- **Federal Award Identification Number (FAIN) for FHWA contracts (or the Federal Aid Project Number [FAP])?** [Select response](#) If yes, page number: xx
- **Correct State Fiscal Years?** [Select response](#) If yes, page number: xx
- **Statement of nondiscrimination?** [Select response](#) If yes, page number: xx
- **DRAFT UPWP: Space for adoption date and revision dates?** [Select response](#) If yes, page number: xx
- **FINAL UPWP: Adoption date and space for revision dates?** [Select response](#) If yes, page number: xx

[Choose a category](#)

[Click here to enter comments](#)

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### Required Content

Does the UPWP have the following information?

- **Introduction?** [Select response](#) If yes, page number: xx
- **Organization and Management?** [Select response](#) If yes, page number: xx

- **UPWP Planning Task Pages?** [Select response](#) If yes, page number: xx
- **Funding Source Budget Table and Summary Budget Table?** [Select response](#) If yes, page number: xx
- **Definition of acronyms used in UPWP?** [Select response](#) If yes, page number: xx
- **District Planning Activities?** [Select response](#) If yes, page number: xx
- **Indirect Rate Approval (if required)?** [Select response](#) 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 or state and/or local funds being conducted within the MPO area (this includes planning and feasibility studies by other entities) (23 CFR 420.111(e)).** [Select response](#) If yes, page number: xx
- **DRAFT UPWP:**
  - **A place for the signed Resolution adopting the final UPWP?** [Select response](#) If yes, page number: xx
  - A place for the draft Resolution to adopt Travel Policy if not using FDOT policy (if required)? [Select response](#) If yes, page number: xx
  - **A place for the Cost Analysis Certification Statement?** [Select response](#) If yes, page number: xx
  - **A place for the FHWA Certifications and Assurances?** [Select response](#) If yes, page number: xx
- **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? [Select response](#) If yes, page number: xx

[Choose a category](#)

[Click here to enter comments](#)

## Introduction

Does the introduction include the following elements?

- Definition and purpose of the UPWP? [Select response](#) If yes, page number: xx
- Overview of MPO's comprehensive transportation planning activities? [Select response](#) If yes, page number: xx
- **Discussion of planning priorities, both MPO and local?** [Select response](#) If yes, page number: xx
- **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 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". [Select response](#) If yes, page number: xx

- **Definition of 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, (with the exception of Emergency Relief Programs) and for transit programs authorized by Chapter 53 of Title 49, U.S.C. This is in essence a "soft-match" provision that allows the Federal share to be increased up to 100% to the extent credits are available. The "soft match" amount being utilized to match the FHWA funding in the UPWP is 18.07% of FHWA program funds for a total of \$\_\_\_\_\_ ? [Select response](#) If yes, page number: xx
- **Description of public involvement process used in development of MPO's UPWP?** Yes ☐ No ☐ [Page number:](#)
- **Description of how the MPO's addresses the [Federal Planning Factors](#)**-(23 CFR 450.306(b)) – can be demonstrated using a matrix? [Select response](#) If yes, page number: xx
- **Description of how the MPO's UPWP addresses the [Florida Planning Emphasis Areas 2021](#) and the [2021 Federal Planning Emphasis Areas](#)?** [Select response](#) If yes, page number: xx
- **~~If MPO is not in attainment, description of transportation-related air quality planning activities regardless of funding sources or agencies conducting activities?~~** [Select response](#) 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? [Select response](#) If yes, page number: xx
- Discussion of agreements, including date executed
  - Metropolitan Planning Agreement (FHWA funds)? [Select response](#) If yes, page number: xx
  - Public Transportation Grant Agreements (prior year FTA funds)? [Select response](#) If yes, page number: xx
  - Interlocal Agreement for the Creation (or Redesignation) of the Metropolitan Planning Organization? [Select response](#) If yes, page number: xx
  - Intergovernmental Coordination and Review and Public Transportation Coordination Joint Participation Agreement (ICAR)? [Select response](#) If yes, page number: xx
  - Memorandum of Understanding between MPOs and/or FDOT if transferring funds to accomplish Regional Activities? [Select response](#) If yes, page number: xx
- Discussion and identification of operational procedures and bylaws including date executed?
  - Continuity of Operations (COOP): [Select response](#) If yes, page number: xx
  - MPO Bylaws: [Select response](#) If yes, page number: xx
- Does the MPO include the following SIGNED Certifications and Assurances section?
  - Disadvantaged Business Enterprise Utilization? [Select response](#) If yes, page number: xx
  - Debarment and Suspension Certification? [Select response](#) If yes, page number: xx
  - Lobbying Certification for Grants, Loans and Cooperative Agreements? [Select response](#) If yes, page number: xx



- Title VI/Nondiscrimination Assurances? [Select response](#) If yes, page number: xx
- Appendices A and E? [Select response](#) If yes, page number: xx
- Discussion of Indirect Rate Plan, and in an appendix include signed Cost Allocation Plan and Certificate of Indirect Cost, if applicable? [Select response](#) If yes, page number: xx

[Choose a category](#)      [Click here to enter comments](#)

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## 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

[Choose a category](#)      [Click here to enter comments](#)

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

- Is each Task Sheet named and numbered? [Select response](#)
- Does each Task Sheet include Purpose, Previous Work, Required Activities? [Select response](#)
- Do the required activities list who will be completing the work? [Select response](#)
- Does each Task Sheet indicate who is the responsible agency or agencies? [Select response](#)
- Does each Task Sheet include end products/deliverables with scope and estimated completion date? [Select response](#)
- Does supporting narrative for each task provide sufficient detail to determine eligibility, necessity, and reasonableness of the purchase? [Select response](#)
- If memberships are listed as an expense, does it state that the memberships are for organizational memberships, not individual memberships? [Select response](#) If yes, page number: xx

[Choose a category](#)      [Click here to enter comments](#)

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## Work Elements/Tasks Sheets Budget Tables

Did the MPO use the UPWP Budget Table template provided by Central Office for task budget tables? [Select response](#)

Did the MPO prepare Task Summary Budget tables for year 1 and year 2 (either individually or combined)? [Select response](#) page number: xx

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

- Personnel Services? [Select response](#) If yes, page number: xx
- Equipment? Equipment costing more than \$5,000 per item should be listed separately. [Select response](#) If yes, page number: xx
- Travel? [Select response](#) If yes, page number: xx

- Supplies? Supplies costing more than \$1,000 per item should be listed separately. [Select response](#) If yes, page number: xx
- Direct Expenses? [Select response](#) If yes, page number: xx
- Indirect Expenses (only required if MPO has an approved indirect rate)? [Select response](#) If yes, page number: xx
- Are Atypical expenses (see [Guide for UPWP Development](#)) clearly described? [Select response](#) If yes, page number: xx
- Is Annual Audit expense included, if required? [Select response](#) If yes, page number: xx

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

- Personnel Services? [Select response](#)
- Consultant Services (if using consultant on task)? [Select response](#)
- Travel (if needed)? [Select response](#)
- Direct Expenses (if needed)? [Select response](#)
- Indirect Expenses (only required if MPO has an approved indirect rate)? [Select response](#)
- Supplies (if needed)? [Select response](#)
- Equipment (if needed)? [Select response](#)

[Choose a category](#)      [Click here to enter comments](#)

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**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 Central Office, these tables are called MPO Regional Activities and All Regional Accounting. [Select response](#) page number: xx

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

- Show ALL agencies (e.g., other MPOs, FDOT) that are 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

[Choose a category](#)      [Click here to enter comments](#)

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## Funding Source Budget Table

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

[Select response](#)

### Total FY 2023 contract amounts:

- DRAFT UPWP:
  - PL funds, which include FDOT FY 23 FTA 5305(d) and FY 23 PL funds (refer to Chris Bratton's PL Spreadsheet **total should not include estimated amount to be de-ob'd from FY 2021-22**)? [Select response](#)  
If yes, page number: xx
  - STBG or other federal funds (FY 2023 amount shown in FDOT Tentative Work Program)? [Select response](#)
  - Prior year active FTA contracts (PTGAs) with estimated amount? (contracts will be trued up in the fall once we have remaining balances at end of fiscal year.) [Select response](#)
- FINAL UPWP:
  - PL funds, which include FDOT FY 23 FTA 5305(d) and FY 23 PL funds (refer to Chris Bratton's UPDATED PL Spreadsheet which will include the MPO Board approved de-ob'd amount)? [Select response](#)
  - STBG funds or other federal funds (FY 2023 amount shown in FDOT Tentative Work Program) + MPO Board approved de-ob'd funds (if applicable) [Select response](#)
  - Prior year active FTA contracts (PTGAs) with estimated amount? (contracts will be true-d up in fall once we have remaining balances at end of fiscal year.) [Select response](#)
- Does Funding Source Budget Table include soft match amounts? [Select response](#)

[Choose a category](#)

[Click here to enter comments](#)

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### Total FY 2024 contract amounts:

- DRAFT UPWP:
  - PL funds, which include FDOT FY 24 FTA 5305(d) and FY 24 PL funds (refer to Chris Bratton's PL Spreadsheet)? [Select response](#) If yes, page number: xx
  - STBG or other federal funds (FY 2024 amount shown in FDOT Tentative Work Program)? [Select response](#)
- FINAL UPWP:
  - PL funds, which include FDOT FY 24 FTA 5305(d) and FY 23 PL funds (refer to Chris Bratton's UPDATED PL Spreadsheet)? [Select response](#)
  - STBG funds or other federal funds (FY 2023 amount shown in FDOT Tentative Work Program) + MPO Board approved de-ob'd funds (if applicable) [Select response](#)
- Does Funding Source Budget Table include soft match amounts? [Select response](#)

[Choose a category](#)

[Click here to enter comments](#)

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

- Does FINAL UPWP PL amounts shown in FY 2023 plus FY 2024 match what is shown on new MPO Agreement? [Select response](#)

- Does Other FHWA funding (i.e., SU, CMAQ, etc.,) amounts shown in FY 2023 and FY 2024 match what is shown on new MPO Agreement? [Select response](#)

[Choose a category](#)      [Click here to enter comments](#)

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### Summary Budget Table

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

[Select response](#)

Do the **total FY 2023 contract amounts** match what is shown on Funding Source Budget Table? [Select response](#)

Do the **total FY 2024 contract amounts** match what is shown on Funding Source Budget Table? [Select response](#)

[Choose a category](#)      [Click here to enter comments](#)

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### General UPWP Comments

[Choose a category](#)      [Click here to enter comments](#)

[Choose a category](#)      [Click here to enter comments](#)

[Choose a category](#)      [Click here to enter comments](#)

[Choose a category](#)      [Click here to enter comments](#)