



TECHNICAL ADVISORY COMMITTEE MEETING (TAC)

TUESDAY, MARCH 3, 2020 AT 9:00 AM

RENAISSANCE CENTER, 2ND FLOOR CONFERENCE ROOM
435 N MACOMB STREET
TALLAHASSEE, FL 32301

AGENDA

1. **CALL TO ORDER AND ROLL CALL**
2. **AGENDA MODIFICATIONS**
3. **PUBLIC COMMENT ON ITEMS NOT APPEARING ON THE AGENDA**

This portion of the agenda is provided to allow for public input on general CRTPA issues that are not included on the meeting's agenda. Note: for items on the agenda, the public is allowed to speak after a motion has been made on that item and the Chairperson calls for public comment

4. **CONSENT AGENDA**
 - A. **Minutes of the February 4 meeting**
5. **CONSENT ITEMS PULLED FOR DISCUSSION**

6. CRTPA COMMITTEE ACTION

The public is welcome to comment on any discussion item after a motion has been made and seconded. Each member of the public is provided three (3) minutes to address the committee.

A. Connections 2045 Regional Mobility Plan

This item will provide information to the CRTPA Board regarding the Needs Plan, Evaluation Criteria, Prioritization Criteria, Jurisdictional Outreach and a Public Engagement Update.

B. Unified Planning Work Program (UPWP)

The Draft UPWP reflecting the CRTPA's transportation planning activities for the next two years has been developed for committee review.

C. Thomasville Road Path Feasibility Study Kickoff

The Thomasville Road Multi-Use Path Feasibility Study is the first project to be initiated from the Tallahassee-Leon County Bicycle and Pedestrian Master Plan. The Project Team will be providing general information about the project, its purpose and schedule.

D. Tallahassee-Leon County Bicycle and Pedestrian Master Plan

Staff will be presenting the Bicycle and Pedestrian Master Plan.

7. CRTPA COMMITTEE INFORMATION

A. Future Meeting Dates

8. ITEMS FROM COMMITTEE MEMBERS OR STAFF



**TECHNICAL ADVISORY COMMITTEE MEETING (TAC)
TUESDAY, FEBRUARY 4, 2020 AT 9:00 AM**

RENAISSANCE CENTER, 2ND FLOOR CONFERENCE ROOM
435 N MACOMB STREET
TALLAHASSEE, FL 32301

Meeting Minutes

Members Present: Ryan Guffey, Leon County DESEP; Chairman; Steve Shafer, COT UUPI; Alisha Wetherell, Tallahassee Airport; Allen Secreast, COT UU/PI Traffic Engineering; Megan Doherty, Blueprint; Doug Alderson, Office of Greenways and Trails; Melissa Corbett, Wakulla County Planning; Cherie Bryant; TLCPD; Beshoy Elnemr, Tallahassee Growth Management; Wayne Bryan, COT

Staff Present: Greg Slay, CRTPA; Greg Burke, CRTPA; Suzanne Lex, CRTPA; Jack Kostrzewa, CRTPA; Yulonda Mitchell, CRTPA

1. AGENDA MODIFICATIONS

2. PUBLIC COMMENT ON ITEMS NOT APPEARING ON THE AGENDA

None

3. CONSENT AGENDA

A. Minutes of the November 5, 2019 meeting

Committee Action: Mr. Shafer made a motion to accept the November 5, 2019, minutes as presented. Mr. Secreast seconded the motion and the motion was unanimously passed.

B. CRTPA Safety Measures Update

Mr. Burke summarized the update. He noted this update would utilize the most recent data available.

Committee Action: Ms. Bryant made a motion to accept the CRTPA Safety Measures Update as presented. Ms. Doherty seconded the motion and the motion was unanimously passed.

4. CONSENT ITEMS PULLED FOR DISCUSSION

5. PRESENTATION/DISCUSSION/ACTION

The public is welcome to comment on any discussion item after a motion has been made and seconded. Each member of the public is provided three (3) minutes to address the CRTPA.

A. Regional Mobility Plan Update

This item will provide information regarding RMP survey results, the Project Needs Plan and Prioritization Criteria.

RECOMMENDED ACTION: Discussion

Ms. Kate Widness and Richard Barr, KHA, presented information on the Regional Mobility Plan Update. Ms. Widness stated there were 9 goals for the 2045 RMP. The RMP goals are: Safety, Connectivity, Access, Multimodalism, Land Use, Security, Economic Development, Natural Resource Protection and Conservation and Public Health. Ms. Widness provided a comparison between the last (2040) update and the current (2045) update. She noted primary goals were the same but goal statements have been reworded/streamlined with the recently added resilience and travel/tourism goals directly incorporated.

MetroQuest Survey

The findings from the MetroQuest Survey were also provided. With the number of participants at 270, 85% of respondents identified driving as their primary transportation mode. With those participants safety was identified as the major priority followed by environmental sustainability and congestion reduction. Also noted by the respondents, bicycle transportation opportunities need the most safety improvements.

The Needs Plan

The Needs Plan is comprised of previous plans, congestion data, safety conditions and public feedback. The needs plan combines previous planning efforts with anticipated growth in the region.

Evaluation and Prioritization Process

The Evaluation and Prioritization process outlines the 2-step process: (1) Evaluation Criteria, a screening process to gain an understand of the viability and utility of the proposed project; and, (2) The Prioritization Criteria, a detailed process to determine the performance of the proposed project in relation to other proposed projects.

Upcoming Milestones:

May, Cost Feasible Plan – Draft and Public Workshop Series #2

June, Cost Feasible Plan – Adoption and Project Documentation – Outline

B. Town of Havana Main Street Assessment

An analysis of US 27 in downtown Havana has been developed for Committee approval by CRTPA general planning consultant RS&H.

Ms. Beverly Davis, RS&H, provided a description of the project's development as well as the recommended option.

RECOMMENDED ACTION: Approval

Committee Action: Mr. Shafer made a motion to recommend Alternative #4, which includes 3 lanes (12' wide: 2 northbound and 1 southbound), no on street parking, wider sidewalks and/or planting strips and landscaping. Ms. Corbett seconded the motion and the motion was unanimously passed.

6. CRTPA INFORMATION

A. Future Meeting Dates

Committee Action: No action taken

7. ITEMS FROM COMMITTEE MEMBERS/STAFF

8. ADJOURNMENT

COMMITTEE AGENDA ITEM 6A

CONNECTIONS 2045 REGIONAL MOBILITY PLAN

STATEMENT OF ISSUE

The March agenda for the Connections 2045 Regional Mobility Plan (RMP) includes discussions regarding the Needs Plan, a revised set of Prioritization Criteria, and the weighting values that are proposed to be used for the Prioritization Criteria.

PREVIOUS AGENDA MATERIALS

February 2020

The following are the items that were discussed at the January 21, 2020 CRTPA Board Meeting:

Connections 2045 RMP Goals – Discussed at February 4, 2020 Committee meetings with no changes.

Public Engagement – CRTPA staff establishing meetings with individual municipalities for input and seeking additional events to gather MetroQuest survey's before February 29, 2020.

Needs Plan – Briefly described purpose and development of the Needs Plan. Focusing more on the Needs Plan for March review.

Evaluation and Prioritization Criteria – Presented an overview of the Criteria for use of evaluation and prioritizing Needs Plan projects.

Milestone's – Project Team presented schedule to members regarding approval of the Cost Feasible Plan in June 2020.

MARCH 2020 AGENDA MATERIALS

There are several items that the Project Team will be presenting that are detailed on the following pages, including:

- Needs Plan
- Revised Evaluation and Prioritization Criteria
- Evaluation and Prioritization Criteria Weighted Values
- Milestone's Calendar

Needs Plan

The Needs Plan pulls together projects from previous plans and updated planning documents (Comprehensive Plans, Town Plans, Bike and Pedestrian Plans, etc....), congestion data that the

Project Team has received through analysis using the 2045 Transportation Model, Safety Conditions that can be addressed as a component of the RMP process, public feedback received at Public Engagement events and via the MetroQuest Surveys, and the Jurisdictional meetings with municipalities in the CRTPA region. The list of projects for the Needs Plan is shown as seven attachments:

Attachment 1 – Roadway Projects
Attachment 2 – Intersection Projects
Attachment 3 – Interchange Projects
Attachment 4 – Gadsden County Bike and Pedestrian
Attachment 5 – Jefferson County Bike and Pedestrian
Attachment 6 – Leon County Bike and Pedestrian
Attachment 7 – Wakulla County Bike and Pedestrian

Revised Evaluation and Prioritization Process

As was presented in February, the Needs Plan then gets evaluated through a two-step process. First, a set of Evaluation Criteria is applied to the projects to assist in determining the viability and utility of each project. Since the February meeting, additional criteria were introduced that was brought forward from the 2040 RMP. Below are the changes that were made to the criteria:

Project Phases Completed

One of the tenets of the transportation process for project development is that once a project gets into the FDOT Work Program it needs to stay through completion. As long range plans are updated it is necessary to incorporate criteria that places an emphasis on projects that are requiring phase funding for construction, right of way or design. Ultimately this will feed into the Priority Project Process for funding. This criterion was included in the Connections 2040 RMP and was added back into the process in February.

Universal Accessibility

Added in the Connections 2020 RMP, this criterion measures a projects ability to connect compatible facility types, remove barriers, reconstruct or alter the physical environment, retrofit existing facilities, or add enhanced sidewalks, signage, and wayfinding, signalization, crosswalk enhancements, lighting, street furniture, shaded areas, bus stops, technology enhancements, or other accessories to improve comfort and safety. This criterion was included in the Connections 2040 RMP and was added back into the process in February.

Existing Congestion Reduction and Future Project Congestion

One way to incorporate the travel demand model into the evaluation process is by looking at existing and future level of service analysis. This criteria replaced the Travel Time Reduction and Time Reduction as recommended changes.

Safety Improvement

The Description of the criteria changed from:

“Project addresses one of the worst crash locations in the region, as identified in the Existing Conditions report.”

To:

“Project addresses one of the worst crash locations in the region, as identified in the State of the Region Report or Congestion Management Plan.”

The criteria already incorporated Congestion Management but that wasn’t specifically stated, and the State of the Region Report will also provide information to consider as part of this criteria.

Evacuation Route

This criterion was moved from Evaluation Criteria to roadway specific criteria.

Supportive of Transit Priorities and Accessibility

The Description of the criteria changed from:

“Project serves or improves transit routes, transit stops, or transit technology.”

To:

“Project serves or improves transit routes, transit stops, transit technology, transit development, or paratransit.”

This expanded the description to incorporate the potential to future transit development and the para-transit opportunities a project may provide.

The above changes are reflected in the Evaluation and Prioritization Criteria shown as **Attachment 8**. **Attachment 8** also includes the FAST ACT Planning Factors, the Connections 2045 RMP Goals that each criterion meets, and the proposed weighting of the criteria.

Criteria Weighting

The proposed weighting of both Evaluation and Prioritization shown in **Attachment 8** is ordered by weighting (highest to lowest). These weightings, except for the new criterion, is like the weighting of the criteria from the Connections 2040 RMP.

The first evaluation of each project would include a determination of if the project met the criteria and then applying the “weight” and “multiplier” to the score of the project.

For example, Project X has completed Project Development and Environment (PD&E) and Design and is seeking funding for the “right of way” phase. The weight of this criteria is 100 (red circle) and then using the multiplier (blue circle) give a score of 75 points for this project. Not every criterion has varying multiplier like below, some have an “all or nothing” assignment of the weight.

Project Phases Completed	The project has project phases completed.	1, 5, 7, 8	Multimodalism, Economic Development, Land Use, Natural Resource Protection/Conservation	100
	Project has ROW completed			1
	Project has Design completed			0.75
	Project has PD&E completed			0.5
	Project does not have phases completed			0

This process would be used for all the criteria on all projects in the Needs Plan. The results will produce a listing of all projects that will be utilized for moving into the project cost and revenue projection discussion for the April meetings (Committee and CRTPA Board).

Milestones

One of the major milestones of the RMP is to approve the Cost Feasible Plan in June of 2020. This will allow for the projects to be immediately utilized in the Project Prioritization Process and the Project Priority Lists to be submitted later this year. In order to meet this deadline, the Project Team developed a schedule that will require CRTPA Board meetings for January – June of 2020. The Draft schedule includes:

April – Updates as necessary and the Final Prioritized Project lists, projected revenues, project cost estimates, and the assumptions to developing the Cost Feasible Plan.

May – Cost Feasible Plan Draft.

June – Final Cost Feasible Plan and an outline of the project documentation.

CRTPA DRAFT NEEDS PLAN
Region-Wide Roadway Projects

Attachment 1

Project	State Route	From	To	County
Adams Street	State Road 363	Orange Avenue	Bronough/Duval	Leon
Blountstown Highway	State Road 20	Geddie Road	Capital Circle NW	Leon
Capital Circle NW	State Road 263	Interstate 10	Monroe Street (North)	Leon
Crawfordville Highway	US 319	East Ivan	Lost Creek Bridge	Wakulla
Crawfordville Highway	US 319	Lost Creek Bridge	Alaska Way	Wakulla
Crawfordville Highway	US 319	Wakulla CL	LL Wallace Road	Leon
Crawfordville Highway	US 319	LL Wallace Road	Wakulla Springs Road	Leon
Interstate 10	State Road 8	SR 10/US 90 Interchange (Midway)	Leon CL	Gadsden
Interstate 10	State Road 8	Gadsden CL	Capital Circle NW	Leon
Interstate 10	State Road 8	Capital Circle NE	Gamble Road	Jefferson
Orange Avenue	State Road 371	Spring Hill Road	Monroe Street (South)	Leon
Thomasville Road	State Road 155	Monroe Street (North)	Betton Road	Leon
Woodville Highway	State Road 363	Capital Circle SE	Wakulla County Line	Leon
Woodville Highway	State Road 363	Wakulla County Line	Bloxham Cutoff	Wakulla

**2040 Needs/Opportunities Plan or Cost Feasible Plan*

CRTPA DRAFT NEEDS PLAN
Region-Wide Intersection Projects

Attachment 2

Project	At	County
Apalachee Parkway / SR 20	Jefferson/Leon CL	Jefferson
Bloxham Cutoff / SR 267	Wakulla Springs Road	Leon
Capital Circle NE	Welaunee Boulevard	Leon
Capital Circle NE	Mahan Drive	Leon
Capital Circle NW	Tennessee Street	Leon
Capital Circle SW	Blountstown Highway	Leon
Capital Circle SW	Near Airport	Leon
Capital Circle SW	Capital Circle NE	Leon
Coastal Highway / US 98	US 319/Sopchoppy Highway	Leon
Coastal Highway / US 98	Bloxham Cutoff	Leon
Coastal Highway / US 98	Woodville Highway	Leon
Crawfordville Highway / SR 61	Shelfer Road	Leon
Crawfordville Highway / US 319	Arran/Shadeville Road	Leon
Gaines Street	Cascades Park	Leon
Gamble Road / SR 59	Tram Road	Leon
Interstate 10	Tennessee Street (West)	Leon
Interstate 10	Greensboro Highway	Leon
Interstate 10	Capital Circle NE	Leon
Jefferson Street / SR 57	Nash Road	Leon
Magnolia Drive / SR 265	Park Avenue	Leon
Monroe Street / SR 61	Gaines Street	Leon
Monroe Street / SR 61	Tennessee Street	Leon
Monroe/Old Bainbridge	Capital Circle	Leon
Pensacola Street	White Drive	Leon
Woodville Highway	Capital Circle SE	Leon
Stadium Drive / SR 366	Lake Bradford Road	Leon
Tennessee Street/Mahan Dr	Capital Circle NE	Leon
Tennessee Street / SR 10	Capital Circle NW	Leon
Thomasville Road SR 61	Capital Circle NE	Gadsden
Thomasville Road / SR 61	Monroe Street	Leon
US 90/SR 10	W of Leon CL	Leon

**2040 Needs/Opportunities Plan or Cost Feasible Plan*

CRTPA DRAFT NEEDS PLAN
Region-Wide Interchange Projects

Attachment 3

Project	From	To	County
Interstate 10 Thomasville EB Exit	Interstate 10	Thomasville Road	Leon
Interstate 10 Thomasville WB Entrance	Thomasville Road	Interstate 10	Leon

**2040 Needs/Opportunities Plan or Cost Feasible Plan*

CRTPA DRAFT NEEDS PLAN
Gadsden County Bike and Pedestrian Projects

Attachment 4

Map ID #	Gadsden Projects	Notes
11	Multi-Use Trail on the north side of US 90 from Dover Rd to Tanyard Park	Multi-Use Trail
12	Multi-Use Trail from Quincy to Havana	Multi-Use Trail
13	Multi-Use Trail from Quincy to Gretna	Multi-Use Trail
14	Multi-Use Trail along CSX track	Rails to Trails
15	Proposed Multi-Use Trail connection	Connection
16	Multi-Use Trail from Greensboro to Gretna	Multi-Use Trail
17	Multi-Use Trail connecting Gretna to Chattahoochee	
18	Quincy to Wetumpka	Multi-Use Trail
19	Project 5 extension in to Havana	Multi-Use Trail
20	Connects Greensboro to C2B Trail - ARPC Project	Multi-Use Trail
21	ARPC Project - Chattahoochee to Bristol Trail	Multi-Use Trail

CRTPA DRAFT NEEDS PLAN
Jefferson County Bike and Pedestrian Projects

Attachment 5

Map ID #	Jefferson Projects	Notes
2	Interstate 10 Interchange at Old Lloyd Road	Lighting \$88,368 Transportation Improvement Program (TIP) funding in FY 2013
3	Rail Trail	Duke Energy Corridor
4	Multi-Use Trail	US 90 Trail
5	Monticello Trail Extension	Extension of Monticello Trail to High School along US 19
6	Potential Connector Trail - 59 Connector	CRTPA addition
7	Potential Connector Trail - US 98 Connector	CRTPA addition
1	Lake City to Monticello Corridor	
76	Georgia to Cross City Corridor	
8	Aucilla Highway	Paved Shoulders
9	Waukeelah Highway	Paved Shoulders
10	Boston Highway	Paved Shoulders

Leon County Bike and Pedestrian Projects

Map ID #	Street Name	From	To	Focus Area
34	Natural Bridge Road	Woodville Highway	Old Plank Road	Leon County
35	Ridge Road	Springsax Road	Crawfordville Road	FAMU/Southside
36	Woodward Avenue	Alabama Street	Tennessee Street	Downtown/Universities
37	4th Avenue (West)	Central Street	N. Adams Street	Midtown
38	Oak Ridge Road	Crawfordville Road	Woodville Highway	Leon County
39	Ox Bottom Road	N. Meridian Road	Witchtree Acres	Killearn/Northside
40	Meridian Road & Maclay Road	Meadows Park entrance on N. Meridian	Maclay Boulevard	Killearn/Northside
41	M L King Jr. Boulevard (North)	Tharpe Street	W. 4th Avenue	Midtown
42	M L King Jr. Boulevard (North)	W. Brevard Street	W. Tennessee Street	Midtown
43	Roberts Avenue	Jackson Bluff Road	Iamonia Street	FAMU/Southside
44	Iamonia Street	Roberts Avenue	Stuckey Avenue	FAMU/Southside
45	Jackson Bluff Road	Capital Circle SW	Lake Bradford Road	Downtown/Universities
46	Blair Stone Road	Governors Square Boulevard	Orange Avenue	Apalachee Parkway
47	Miccosukee Road	N. Meridian Street	Doctors Drive	Midtown
48	Thomasville Road	Raymond Diehl Boulevard	E. 1st Avenue	Midtown
49	Tennessee Street (West)	Appleyard Drive	Call Street	Downtown/Universities
50	Timberlane Road	N. Meridian Road	Market Street	Killearn/Northside
51	Timberlane School Road	Timberlane Road	Live Oak Drive	Killearn/Northside
52	Pedrick Road	Mahan Drive	Buck Lake Road	Leon County
53	Tram Road	Cornelia Road	Capital Circle SE	Leon County
54	Old Street Augustine Road	E. Lafayette Street	Capital Circle SE	Apalachee Parkway
55	Fred George Road	Mission Road	N. Monroe Street	Leon County
56	Old Street Augustine Road	Capital Circle SE	Williams Road	Leon County
57	Thomasville Road	Killarney Way	Interstate 10	Killearn/Northside
58	Olson Road	Raymond Diehl Road	Centerville Road	Killearn/Northside
59	Sharer Road	Lakeshore Drive	Fulton Road	Killearn/Northside
60	Meridian Road	Maclay Road	Lakeshore Drive	Killearn/Northside
61	Lakeshore Drive	Sharer Road	Springdale Drive	Killearn/Northside
62	Springdale Drive/Lexington Road	Lakeshore Drive	Meridian Road	Killearn/Northside
63	Raymond Diehl	Killarney Way	Olson Road	Killearn/Northside
64	Paul Russell Road	Apalachee Parkway	Orange Ave	Leon County
65	Paul Russell	S. Monroe Street	Zillah Street	FAMU/Southside
66	Mabry Street	Bellevue Way	Jackson Bluff Road	Downtown/Universities
67	Easterwood Drive	Weems Road	Conner Boulevard	Leon County
68	Bradfordville Road	Centerville Road	Velda Dairy Road	Killearn/Northside
69	Meridian Road	Ox Bottom Road	Bannerman Road	Killearn/Northside
70	Old Bainbridge Road	Portland Avenue	Tanager Trail	Leon County
71	Riverwalk Trail			Leon County
72	Killarney Way	Thomasville Road	Shamrock	Killearn/Northside
73	Metropolitan Boulevard	Thomasville Road	Lonnbladh Road	Killearn/Northside
74	Apalachee Parkway		Conner Boulevard	Leon County
75	Mahan Drive (US 90)	Pedrick Road	County Line	Leon County

Wakulla County Bike and Pedestrian Projects

Map ID #	Wakulla Projects	Notes
22	GF&A South - Abandoned Rail	
23	GF&A Connection	
24	Bloxham Cutoff	
25	MLK Jr. Memorial Highway	
26	US 319/Sopchopy Highway	
27	CR 299/Curtis Mill Road	
28	Shadeville Highway	
29	Refuge Connection	
30	SR 365	
31	CR 59 - Signage OR Multi-Use Trail	
32	New Light Church Rd (CR 373A)	Connects CR 373 and SR 369.
33	Lonnie Ranker Lane	Connects Riversink School to Residential neighborhoods



UNIFIED PLANNING WORK PROGRAM

Fiscal Years 2020/21—2021/2022

Effective Date: July 1, 2020—June 30, 2022

Adoption Date: May 19, 2020

*Prepared by the
Capital Region Transportation Planning Agency
300 South Adams Street
Tallahassee, FL 32301
(850)891-8630*

www.crtpa.org

*Federal Aid ID No. 0220-058-M
FDOT Financial Project Numbers: 439323-3-14-01 (PL), -02 (SU), -03 (CM), -04 (SA)
Code of Federal Domestic Assistance Numbers:
20.205 – Highway Planning and Construction
20.505 – Federal Transit Technical Studies Grant (Metropolitan Planning)*

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

CAPITAL REGION TRANSPORTATION PLANNING AGENCY
FY 2020/21– 21/22 UNIFIED PLANNING WORK PROGRAM

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Required Forms

- Section 5305(d) Forms (SF 424, GMIS, Approved Budget)
- Certifications and Assurances
- Certification of Restrictions of Lobbying
- Debarment and Suspension Certification
- Title VI Nondiscrimination Policy Statement
- Disadvantaged Business Enterprise Utilization
- Agency Comments (*After draft is distributed*)

**Financial information to be completed once final budget is provided in early March.*

Resolution 2020-##

A RESOLUTION APPROVING THE FY 2020/21– FY 2021/22 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 Years 2021 and 2022 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 2020/21 and FY 2021/22; 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 Section 5305(d) Transit Planning Grant.

DONE, ORDERED, AND ADOPTED THIS 19th DAY OF May 2020

CAPITAL REGION TRANSPORTATION PLANNING AGENCY

Randy Merritt, Chairman

ATTEST: _____
Greg Slay, Executive Director



Florida Department of Transportation

RON DESANTIS
GOVERNOR

605 Suwannee Street
Tallahassee, FL 32399-0450

KEVIN J. THIBAUT, P.E.
SECRETARY

Cost Analysis Certification

Capital Region TPA

Unified Planning Work Program - FY 2021-2022

Adopted 5/19/2020

Revision Number: Initial Adoption

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.

Name: MPO Liaison Name

Select to enter
Title and District

Signature

Select Date

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
CTC	-	Community Transportation Coordinator
CTD	-	Commission for the Transportation Disadvantaged
CTST	-	Community Traffic Safety Team
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
LOS	-	Level of Service
LRTP	-	Long Range Transportation Plan

GLOSSARY OF ABBREVIATIONS (cont.)

MAP-21	-	Moving Ahead for Progress in the 21 st Century Act
MPA	-	Metropolitan Planning Area
MPO/TPO	-	Metropolitan/Transportation Planning Organization
MPOAC	-	Metropolitan Planning Organization Advisory Council
RMP	-	Regional Mobility Plan
ROW	-	Right of Way
PD&E	-	Project Development and Environmental Study
PEA	-	Planning Emphasis Area
PIP	-	Public Involvement Plan
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

INTRODUCTION

The Unified Planning Work Program (UPWP) has been prepared to define 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, 2020, through June 30, 2022. This document serves to define activities for the public as well as public officials and agencies that contribute manpower and allocate funds to the transportation planning process. The UPWP provides a description of planning tasks and an estimated budget for each of the planning tasks to be undertaken by the CRTPA. Planning activities programmed within the UPWP meet the level of effort requirements anticipated by the CRTPA to meet local priorities as well as the requirements of Federal Highway Administration (FHWA), Federal Transit Administration (FTA), and the Florida Department of Transportation (FDOT). FHWA and FTA provide funding support through the FDOT, the form of PL, SU, SA and CM funds (FHWA) and the Section 5305(d) funds (FTA). Any expenses not covered by federal funds utilize local funding provided by the member governments of the CRTPA.

Public involvement for the development of the UPWP is accomplished through the regularly scheduled meetings of the Technical Advisory Committee (TAC) and Citizens Multimodal Advisory Committee (CMAC), (draft & final) and CRTPA (draft & final approval). The draft UPWP is also placed on the CRTPA website for public review prior to approval by the CRTPA consistent with the policies of the CRTPA's Public Involvement Plan (PIP).

Development of this UPWP officially began on January 29, 2020 with a kickoff meeting held between CRTPA staff and the Florida Department of Transportation to discuss 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 identified within the document. Development of the UPWP also included a review of the CRTPA's top critical priorities as identified at its past annual retreats and development of tasks to address these priorities. In addition, staff reviewed the requirements related to development of UPWPs as contained within Chapter 3 of the Metropolitan Planning Organization Program Management Handbook.

The draft UPWP was presented to the CRTPA and its subcommittees for comment (March 2020) and finalized by the CRTPA at its May 19, 2020 meeting. In addition, the draft and final UPWP is posted on the CRTPA's web page - www.crtpa.org.

Subsequent to 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. The UPWP reflects compliance with the comprehensive Title VI of the Civil Rights Act of 1964 and Environmental Justice (Executive Order 12898) procedures. Additionally, the UPWP addresses any annual and applicable state and federal Planning Emphasis Areas as detailed in Section II: Organization and Management. Although the CRTPA is in air quality attainment status, CRTPA staff in conjunction with the Florida Department of Transportation continues to monitor the CRTPA's air quality status as well as air quality issues.

Transportation planning in the CRTPA planning area is guided by the Regional Mobility Plan (RMP), also referred to as the Long Range Transportation Plan. The updated RMP is slated for adoption at the November 2020 meeting. The RMP utilizes input from government officials, citizen's advisory boards, technical experts and the public. Selected projects from the Cost Feasible Plan are identified in the Transportation Improvement Program (TIP) project priority listing. These projects are prioritized on an annual basis.

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 and is valid until September 30, 2020. The bill identifies ten planning factors that shall be considered as part of the review of projects and plans. Those factors are as follows:

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; and
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.
10. Enhance travel and tourism.

Table I, on page 34, illustrates the CRTPA's consideration of the ten planning factors in the transportation planning process.

STATE PLANNING EMPHASIS AREAS

In addition to the FAST Act planning factors, both the FHWA and FDOT periodically develop Planning Emphasis Areas (PEAs) for consideration as part of the transportation planning process. Some of the PEAs are FHWA requirements that are considered as part of the transportation planning process.

ACES (AUTOMATED/CONNECTED/ELECTRIC/SHARED-USE) VEHICLES

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. ACES may lead to great improvements in safety, transportation choices, and quality of life for Floridians, our visitors, and the Florida economy. Though there is a great deal of speculation and uncertainty of the potential impacts these technologies will have, MPOs need to determine how best to address the challenges and opportunities presented to them by ACES vehicles.

SAFETY

Safety has been a federal and state planning priority over numerous iterations of the 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 performance measures. Planning activities included in the UPWP may include the identification of safety needs in the MPO's LRTP or TIP, stand-alone safety studies for areas or corridors, or safety considerations within modal planning elements.

SYSTEM CONNECTIVITY

Connectivity is a concept that is emphasized both at the federal and state levels. A connected system is often more cost-effective and better able to address natural and manmade constraints. System connectivity within the Metropolitan Planning Area should serve the unique needs of the urban and non-urban jurisdictions. Coordination with member jurisdictions to identify their connectivity needs and linking metropolitan and non-urban or rural areas is an integral component of system connectivity. Connectivity should also include multimodal linkages that are supportive of both passengers and freight. A connected network supports users traveling by a variety of modes.

RESILIENCE

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 should be a consideration within every planning document prepared by an MPO with an emphasis on coordination with agency partners responsible for natural disaster risk reduction, or who may be developing local resilience planning initiatives. Additionally, the increased costs associated with reducing vulnerability of the existing transportation infrastructure should be a factor. Proactive resiliency planning will help the MPO develop planning documents that are ultimately more realistic and cost-effective.

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. As the agency directly responsible for the guidance of the transportation planning process, 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. The CRTPA board is composed of members of 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 serves a two-year term.

The CRTPA functions include, but are not limited to, the preparation of the required tasks assigned. Its annual responsibilities are to perform the tasks of preparing the UPWP, the TIP, and the annual CRTPA Audit Report. As with all transportation planning delegated by the federal and state laws, the CRTPA is responsible for insuring adequate representation and compatibility of state, county, and municipal projects in the transportation planning process. This includes consideration of all modes of transportation with respect to the needs of the elderly and handicapped as outlined in the Americans with Disabilities Act.

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 that are consulted in various phases of the planning process include the Department of Environmental Protection, the Federal Aviation Administration, Federal Rail Administration and the Water Management District Offices. Additional public input is provided through public meetings; public hearings; online surveys and interactive documents; and civic meetings.

The CRTPA has two advisory committees: The Citizens Multimodal Advisory Committee (CMAC), the Technical Advisory Committee (TAC)). 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. The bylaws for the advisory committees are available for review on the CRTPA website www.crtpa.org. 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 a contractual agreement with the Apalachee Regional Planning Council.

STATUS OF LOCAL AND REGIONAL PLANNING ACTIVITIES

2045 REGIONAL MOBILITY PLAN

The Capital Region Transportation Planning Agency (CRTPA) is required to update the Long Range Transportation Plan (LRTP) in five-year cycles. As mentioned previously, the 2040 RMP was adopted in December 2015. Most of the work to update the RMP to the 2045 horizon year was completed under the previous UPWP. The final [2045 RMP](#) is slated for adoption in November 2020. The RMP identifies roadway, transit, bicycle and pedestrian projects within the CRTPA planning area. The Leon County section of bicycle and pedestrian projects were identified in the 2019 Tallahassee-Leon County Bicycle and Pedestrian Master Plan. Roadway and other multi-modal projects are identified in coordination with the CRTPA's transportation planning partners and other member jurisdictions.

TALLAHASSEE-LEON COUNTY BICYCLE AND PEDESTRIAN MASTER PLAN

In November 2019 [Tallahassee-Leon County Bicycle and Pedestrian Master Plan](#) (BPMP) was finalized and accepted by the Board. A primary goal of the plan is to make walking and bicycling more convenient and safer for citizens and visitors. In addition, the BPMP identifies projects which provide connectivity to other transportation systems, reduce vehicle conflicts, promote a healthier mode choice, and provide equity for transportation disadvantaged populations.

MONTICELLO TRAIL EXTENSION FEASIBILITY STUDY

This [Monticello Trail Extension Study](#) reviewed available alternatives to extend the existing Monticello Multiuse Trail south to connect to Jefferson County Middle and High Schools. In addition, the feasibility study assessed opportunities for connectivity between local neighborhoods, places of interest as well as the potential for connectivity to regional trail networks proposed in the vicinity.

SOUTHWEST AREA TRANSPORTATION PLAN

A multi-roadway plan, the [SW Area Transportation Plan](#) was a joint effort of the CRTPA and the Blueprint Intergovernmental Agency (BPIA) and includes a multi-modal review of three corridors: Orange Avenue; Lake Bradford Road; and Springhill Road. The CRTPA portion of the plan focused on the Orange Avenue corridor from Monroe Street to Capital Circle SW and identified improvements for continuous bike facilities and sidewalks, enhancing pedestrian safety and accessibility, and connecting the St. Marks Trail to Orange Avenue. At the April 2019 CRTPA Board Meeting, the Orange Avenue corridor plan was adopted. The document also provides guidance for Project Development and Environment (P&DE) study underway by the FDOT.

PERFORMANCE MEASURES

The FAST Act requires MPO to adopt a series of performance measures to establish a data-driven approach for comprehensive and coordinated transportation and safety planning, and to improve decision making for prioritizing transportation projects. Performance measures adopted for safety, mobility, pavement and bridge conditions, are reviewed and updated annually.

STATUS OF LOCAL AND REGIONAL PLANNING ACTIVITIES (CONTINUED)

US27/DOWNTOWN HAVANA CORRIDOR IMPROVEMENT STUDY

In cooperation with the Town of Havana and the FDOT, the CRTPA reviewed potential improvements to enhance pedestrian facilities for several blocks of Downtown Havana. The [US 27/Downtown Havana Corridor](#) study supports the desire of the Town to both improve the pedestrian environment as well as corridor aesthetics. The final report recommended eliminating one southbound travel lane on US 27 and reallocating the remaining pavement for wider sidewalks and/or planting strip/landscaping.

MIDTOWN AREA TRANSPORTATION PLAN

Phase I of the [Midtown Area Transportation Plan](#) provided a traffic operations study to gain a better understanding of the travel patterns for all transportation modes in and around the Midtown area. The first phase of the plan identified potential modifications and enhancements to the transportation network and was accepted by the Board at the February 2018 meeting. Subsequently, Phase II was initiated and builds upon the options identified and evaluated in Phase I. The second phase focused on public involvement and gathering input regarding the multi-modal improvements needed to make walking, bicycling, and transit use easier, safer and more pleasant in the Midtown area. The recommendations reflect a vision for Midtown that was identified through comprehensive public input and provide a pathway on how to improve Midtown's mobility, vibrancy and safety.

CORRIDOR AND SAFETY STUDIES

Corridor studies for [Pensacola Street and Tharpe Street](#) were initiated to analyze existing and projected future conditions along the corridors and to identify potential projects to improve mobility and efficiency without major capacity expansions. An operational analysis assessed capacity constraints and opportunities, evaluated transit accessibility, identified spot congestion and documented the lack of bicycle and pedestrian facilities. The assessments explored potential Complete Streets applications as well as enhanced typical sections. Additionally, a summary of the Bannerman Road operational conditions was completed and served to inform BPIA as the agency moves forward with a future capacity project.

Conducted by the FDOT, the [Thomasville Road Safety Study from 7th Avenue to Betton/Bradford Rd](#) evaluated operational and roadway safety issues along Thomasville Road and provided recommendations on potential changes to the roadway to improve identified safety concerns. This study serves as the foundation for an access management study underway by the FDOT.

INTELLIGENT TRANSPORTATION SYSTEM MASTER PLAN

In February 2018, the CRTPA, in partnership with the Tallahassee Advanced Traffic Management System (TATMS), initiated an update to the [Intelligent Transportation System \(ITS\) Master Plan](#) for Tallahassee/Leon County. In addition to identifying improvements, the updated Master Plan provides a comprehensive roadmap for planning, implementation, operation, and maintenance of the City's Intelligent Transportation Systems and ITS communications assets.

STATUS OF LOCAL AND REGIONAL PLANNING ACTIVITIES (CONTINUED)

CONGESTION MANAGEMENT PROCESS PLAN

The [CRTPA Congestion Management Plan Process \(CMP\)](#), Phase I, 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 provides for the development of tools and strategies focused on the reduction of peak hour vehicle miles of travel and congestion; the improvement of connectivity between employment centers and areas with concentrations of transportation disadvantaged populations; and supports access to jobs. The final CMP Phase I includes specific strategies and improvements to address identified congestion areas.

REGIONAL TRAILS

Over the last two years, the CRTPA continued to make significant progress on the development of a regional trail system. In 2014, the CRTPA completed the [Capital City to the Sea Trails Master Plan \(CC2S\)](#). Utilizing the existing St. Marks Trail as well as new trail opportunities, the Plan provided a significant blueprint to develop over 130 miles of multi-use trails. The [segment of the Coastal Trail](#) along US 98 from Wakulla High School to the St. Marks Trail was opened to the public in May 2018. FDOT has committed funding for the remaining segments from the Ochlockonee Bay Trail to Wakulla High School in 2022. The CRTPA continues to work with our state partners at the FDOT and The Office of Greenways and Trails, local member governments, the [Florida Greenways and Trail Foundation](#), and stakeholders in the development of the CC2S.

STARMETRO TRANSIT ASSET MANAGEMENT PLAN

In September 2018 the CRTPA Board adopted StarMetro's Transit Asset Management Plan (TAMP). The TAMP uses the condition of assets to guide the optimal prioritization of funding at transit agencies in order to keep transit systems in a State of Good Repair (SGR).

PRIORITIES FOR FY 2020/21 AND FY 2021/22

CONGESTION MANAGEMENT PLAN PROCESS PART II

Phase II of the update to the Congestion Management Process Plan (CMP) will build upon the identified strategies to improve congestion/delay levels as well as safety improvements. The second phase of the CMP update refines the evaluation criteria for assessing projects and ensuring that investment decisions are made with a clear focus on desired outcomes. Additionally, selected projects in the final CMP will advance the goals developed as part of 2045 RMP.

STARMETRO COMPREHENSIVE OPERATIONAL ANALYSIS

The CRTPA is partnering with StarMetro to complete a Comprehensive Operations Analysis (COA). The COA will collect 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 [Transit Development Plan \(TDP\)](#).

REGIONAL TRANSIT STUDY REEVALUATION

On March 15, 2010, the CRTPA Board accepted the [Regional Transit Study](#) (RTS). The study was initiated to develop a long-term transit vision for the capital region (Gadsden, Jefferson, Leon and Wakulla counties). As such, the study was the first of its kind to address regional transit needs. The study's goals were to prepare an assessment of future transit needs for the region; identify and assess realistic funding strategies; identify an organizational structure that will promote the development of a seamless, regional transit system; and identify an implementation strategy and milestones. The reevaluation will look at the identified goals, as well as the potential institutional structure for oversight and costs/funding. This reevaluation will determine necessary updates to the RTS.

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

For the past several years, there has been discussion about modifying this intersection to promote the safe passage of pedestrians, cyclists and vehicles alike. This study will review possible improvements to the intersection, including the development of potential alternate routes to divert traffic around/away from the intersection.

WAKULLA SPRINGS TRAIL (SR 267/BLOXHAM CUTOFF) FEASIBILITY STUDY

A connection from the St. Marks Trail to Wakulla Springs State Park is included in the Capital City-to-the-Sea Trail Plan. This proposed trail segment is on SR 267/Bloxham Cutoff from the Wakulla Springs State Park Entrance to the St. Marks Trail. In addition to a review of right-of-way availability and identifying potential trail alignments, the study will assess any potential fatal-flaw issues associated with the development of the multiuse path.

PRIORITIES FOR FY 2020/21 AND FY 2021/22 (CONTINUED)

U.S. 90 MONTICELLO TO TALLAHASSEE MULTI-USE TRAIL FEASIBILITY STUDY

This project is to determine the feasibility of connecting the City of Monticello to the City of Tallahassee via multi-use trail along U.S. 90. The limits of this project, approximately 25 miles in length, are from the existing Monticello Bike Trail in downtown Monticello (east) to where the existing bike lanes and sidewalks terminate at Pedrick Road (west) on U.S. 90. As part of the feasibility study existing right-of-way, publicly owned lands and cultural resources, environmental features and any physical barriers will be documented. Identifying possible constraints, and coordinating with applicable agencies and local governments, will help to determine the least impactful route for a multi-use trail that provides a safe, comfortable connection between these two municipalities.

THOMASVILLE ROAD MULTIUSE PATH FEASIBILITY STUDY

Identified as one of the significant gaps in the bicycle pedestrian network, the Thomasville Road corridor has limited facilities and substandard bike lanes in portions of the corridor. Ranked the top major project in the BPMP, this feasibility study is the initial pilot project. The limits for the feasibility study will be from Betton Road/Bradford Road (south) to approximately Live Oak Planation Road (north), with the intent to determine connectivity from this northern terminus to the Market Square District. This feasibility study will determine to what extent, considering costs and impacts, can a shared-use path be accommodated along this corridor. Flexibility in design, the use of technology, and a focus on safety will all be incorporated into the conceptual design of the preferred option. The primary goal of the Thomasville Road shared-use path providing a safe facility for residents in the area to travel via bicycle or walking.

APALACHEE PARKWAY TRAIL CONNECTION FEASIBILITY STUDY

This study will evaluate the feasibility of a trail connection from Apalachee Parkway from Sutor Road to Conner Blvd. and is component of the [Southwood Greenway Trail](#). The feasibility study will evaluate existing right-of-way, physical conditions and identify any constraints. The proposed segment would provide connectivity between several existing greenways, parks and residential areas.

OAK RIDGE ROAD TRAIL FEASIBILITY STUDY

The [Pine Flats Greenway](#) is a collection of interconnected trails that provide regional mobility and connectivity between the urban area of Tallahassee and the Woodville rural community. One component of the system is the Oak Ridge Trail. A feasibility study will be conducted to evaluate existing right-of-way, physical conditions and identify any constraints. As identified in the Tallahassee–Leon County Bicycle and Pedestrian Master Plan, the limits of the Oak Ridge Road Trial are Crawfordville Road to Woodville Highway.

WORK PROGRAM

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

- 1.0 Administration: identifies those functions necessary 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 the Long Range Transportation Plan (LRTP) as well as the Efficient Transportation Decision Making Process (ETDM) and items related to Census 2010.
- 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.

Each task provides an overview of the activities to be completed and the funding sources and costs associated with those activities.

- Personnel: *Salaries and fringe benefits for CRTPA staff. Fringe includes retirement, FICA, health insurance, worker's compensation and executive benefits.*
- Travel: *Costs for travel.*
- Direct Expenses: Office: *Supplies, Telecom/IT services, copier, postage, equipment, etc.*
Professional Services per Staff Services Agreement: *Accounting, procurement, facilities (office space), human resources,*
Administrative: *Training, legal, audit, etc.*
- Consultant: *Costs for consultant services.*

Any activity that does not include a completion date (i.e. Fall 2021) 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 section of Table V, page 39.

UPWP TASK 1.0 –ADMINISTRATION

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

OBJECTIVE

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

PREVIOUS WORK

FY 2018/19 – FY 2019/20 UPWP (2019, 2020)	Attended MPOAC meetings
Provided staff support to CRTPA & Committees	Completed annual audit (April 19, 20)
Completed FDOT Certification (Jan 19, Jan 20)	Procured Auditor services
Completed Single Audits (April 19, April 20,)	
Provided training to elected officials and staff in the following areas:	
<i>Public Involvement</i>	<i>Title VI</i>
<i>MPOAC Institute (May 2019, 2020)</i>	<i>TA and TRIP Submittal Process</i>
<i>GIS, Payroll and Accounting</i>	<i>Social Media/Website Development</i>

ANTICIPATED ACTIVITIES

STAFF SUPPORT

- 1.1 Provide staff support and administration to the CRTPA and its committees by developing meeting schedules, providing technical assistance, providing minutes and other tasks as directed. Support includes travel and associated facility and office expenses (i.e. office supplies, telecom/IT expenses, utilities, etc.).
- 1.2 Administrative support for travel, purchasing, invoice development, payroll processing and overall office administration.
- 1.3 Grant administration (PL, Section 5305(d), Transportation Disadvantaged, SU, SA, CM and other funds that may be utilized) through the monitoring/maintenance of the FY 2020/21 – 2021/22 UPWP:
 - Prepare and submit invoices on a quarterly basis
 - Complete quarterly desk audits
 - Ensure compliance with federal and state grant requirements
- 1.4 Continue participation in the Metropolitan Planning Organization Advisory Council (MPOAC).
- 1.5 Maintain and update, as necessary, all CRTPA agreements.

- 1.6 Purchase computers and other office equipment/furnishings as needed. *Note: items over \$5,000 require FDOT and FWHA approval prior to purchase.*
- 1.7 Other administrative activities consistent with the UPWP as directed by the CRTPA Board or its subcommittees.

UNIFIED PLANNING WORK PROGRAM

- 1.8 Modify/Amend the FY 2020/21 – FY 2021/22 UPWP as necessary.
- 1.9 Continue to improve linkage between UPWP and City of Tallahassee financial systems.
- 1.10 Develop FY 2022/23– FY 2023/24 UPWP (May 2021)
 - 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 as part of the UPWP.
 - Identify potential planning projects.
 - Develop operating budget.
 - Develop and execute required funding agreements for PL and 5305(d), and as applicable for SU, SA, CM.

CERTIFICATION

- 1.11 FDOT Annual Certification (June 2020, 2021)
 - Compile responses to FDOT certification questions.
 - Meet with FDOT staff to review responses and prepare final certification documentation.

AUDIT/LEGAL SERVICES

- 1.12 Employ a qualified auditor to perform the annual CRTPA audit in accordance with federal requirements and Chapter 215.97, Florida Statutes (Florida Single Audit Act).
- 1.13 Assist in the development of the Comprehensive Annual Financial Report (CAFR) as it relates to CRTPA grants.
- 1.14 Receive copy of all audit reports relating to revenues and expenditures.
- 1.15 Retain legal counsel for the CRTPA.

TRAINING

- 1.16 Continue to provide training opportunities to CRTPA Board and staff members in various policy, technical and administrative areas.

- Title VI
- MPOAC Institute
- Public Involvement
- GIS
- Transportation Technology

END PRODUCTS

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

Final FY 2022/23 - 2023/24 UPWP. (Spring 2022)

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

Additional training in mission critical areas (GIS, Title VI). (ongoing)

MPOAC Institute board member training (ongoing)

Annual audit (Spring 2021, 2022)

RESPONSIBLE AGENCY

CRTPA

ESTIMATED TASK BUDGET AND FUNDING SOURCES TASK 1.0

Budget Tables will be finalized once budget numbers are provided in early March.

UPWP TASK 2.0 – DATA COLLECTION/SAFETY

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

OBJECTIVE

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

PREVIOUS WORK

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

Development of socio-economic data for ETDM Projects, maps, bicycle and pedestrian, and non-motorized transportation.

Reviewed crash data for specific areas to identify potential improvements.

Participation on local Community Traffic Safety Teams (CTST).

ANTICIPATED ACTIVITIES

DATA COLLECTION

- 2.1 Coordinate collection and dissemination of GIS data with Tallahassee-Leon County GIS (TLCGIS).
- 2.2 Continue to collect necessary data for Congestion Management System (CMS).
- 2.3 Work with TATMS staff to develop travel-time reports from Bluetooth sensors along local roadways.
- 2.4 Monitor and review traffic operation needs through collection and analysis of peak hour traffic data.

SAFETY

- 2.5 Analyze crash trends and statistics to identify high-hazard locations and prioritize potential improvements.
- 2.6 Continue participation on the Community Traffic Safety Teams (CTST) within the CRTPA planning area.
- 2.7 Develop annual monitoring and reporting for Safety Performance Measures.

END PRODUCT

Coordination of data needs with local partners. (ongoing)
Development of travel time reports to monitor system performance. (ongoing)
Continued coordination with CTST partners in the CRTPA planning area. (ongoing)
Annual reporting on Safety Performance Measures. (Winter 2021, 2022)

RESPONSIBLE AGENCY

CRTPA

ESTIMATED TASK BUDGET AND FUNDING SOURCES TASK 2.0

Budget Tables will be finalized once budget numbers are provided in early March.

UPWP TASK 3.0 – LONG RANGE PLANNING

The Long Range Planning task includes the activities related to the development of the 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

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

PREVIOUS WORK

2040 REGIONAL MOBILITY PLAN

Monitored 2040 RMP for consistency with the FDOT Work Program and development of Priority Projects.

2045 REGIONAL MOBILITY PLAN

- Conducted review of 2040 RMP to determine progress and identify priority issues.
- Completed RFP process to select consultant for RMP update. (Fall 2018)
- Finalized socioeconomic data for base (2015) and horizon (2045) years. (Summer 2019)
- Finalized validation of traffic model (Summer 2019)
 - Area and facility types
 - TAZ structure
 - Calibration
- Developed initial goals and objectives (Spring 2019)
- Initiated public involvement process (Fall 2019)
 - Identify stakeholders
 - Review current census data to identify traditionally underserved areas
 - Develop interactive processes to enhance/encourage participation

ON-GOING ACTIVITIES

Continued participation in the development of various transportation projects.

REGIONAL COORDINATION

Continued outreach with local governments, and regional and state agencies.
Participated in Multi-use Corridors of Regional Economic Significance (M-CORES) meetings.

REGIONAL TRAILS

Worked with Wakulla County on the development of the Coastal Trail.

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

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

ANTICIPATED ACTIVITIES

REGIONAL MOBILITY PLAN

- 3.1 Adopt final 2045 RMP
 - Continue public involvement process (Summer/Fall 2019)
 - Develop alternatives based on agency and stakeholder input (Spring, Summer 2020)
 - Develop financial resources plan (Spring/Summer 2020)
 - Develop Needs and Cost Feasible Plans (Spring/Summer 2020)
 - Conduct Public Hearings (Fall 2020)
 - Adopt final plan (November 2020)
- 3.2 Amend 2045 RMP as necessary.
- 3.3 Assist local governments with incorporating relevant portions of the 2045 RMP into their respective comprehensive plans.

AIR CONFORMITY

- 3.4 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.

REGIONAL AND LOCAL COORDINATION

- 3.1 Continue participation in District 3 coordination meetings.
- 3.2 Continue coordination with ARPC on various land use and transportation issues.
- 3.3 Improve overall coordination on transportation and land use issues with local governments, state agencies, local universities and other groups.
- 3.4 Assist local governments, as needed, to implement locally-identified transportation projects.

TRAILS

- 3.5 Continue work with local partners and state agencies to implement regional trails identified in the Regional Trails Project Priority List.
- 3.6 Continue development of the Capital City to the Sea Trails and other regional trails.
 - Bloxham Cutoff Trail Feasibility Study.
 - Tallahassee to Monticello Regional Trail Feasibility Study.
- 3.7 Continue work with local partners to implement trails identified in the Bicycle/Pedestrian Project Priority List and develop projects to expand localized trail networks.
 - Oak Ridge Road Trail Feasibility Study (Summer 2021)
 - Apalachee Parkway Trail Feasibility Study (Summer 2021)

END PRODUCT

2045 LRTP (November 2020)
Regionally coordinated transportation planning process. (ongoing)
Oak Ridge Road Trail Feasibility Study
Apalachee Parkway Trail Feasibility Study

RESPONSIBLE AGENCY

CRTPA

ESTIMATED TASK BUDGET AND FUNDING SOURCES TASK 3.0

Budget Tables will be finalized once budget numbers are provided in early March.

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 2040 RMP and other C RTPA plans. Primary activities of the task include the Annual Project Priority process that serves as the basis for the development of the Transportation Improvement Program (TIP) as well as the development and maintenance of the TIP. Other activities include the development of legislative priorities and working with local governments to determine the impact of significant new development on the transportation system.

OBJECTIVES

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

PREVIOUS WORK

- Completion of Annual Priority Project process.
- Published annual listing of Obligated Federal Projects.
- Continued work on Interactive TIP System. Available at <http://crtpa.dtstiptool.com/>
- Developed Annual TIP.
- Worked with local governments on various planning issues.
- Adopted annual legislative priorities.
- Assisted local governments in developing applications for FDOT submittal.

ANTICIPATED ACTIVITIES

PROJECT PRIORITY LISTS

- 4.1 Develop annual Project Priority Lists (PPLs). (June 2021, 2022)
PPLs are developed for:
 - 2045 RMP Projects
 - Major Capacity Projects
 - Transportation System Management
 - Operations-level projects
 - Intersections
 - ITS
 - Pedestrian Improvements
 - Transportation Alternatives
 - Regional Trails
 - Transportation Regional Incentive Program (TRIP)
 - StarMetro
 - Tallahassee International Airport

Current PPLs can be viewed [here](#).

- 4.2 Conduct public outreach for the PPLs consistent with the requirements of the latest Public Involvement Plan.

TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

- 4.3 Develop and adopt the annual TIP. (June 2021, 2022)
- 4.4 Coordinate the development of the TIP with FDOT D3 as well as local governments and agencies.
- 4.5 Conduct public involvement for the adoption of the TIP consistent with the requirements of the latest Public Involvement Plan.
- 4.6 Review local government comprehensive plans for consistency with CRTPA TIP and LRTP as necessary.
- 4.7 Publish annual listing of federally-funded obligated projects. (December 2020, 2021)
- 4.8 Continue refinement of Interactive TIP system.
- 4.9 Modify/Amend TIP as necessary.

MONITOR TRANSPORTATION SYSTEM IMPACTS

- 4.10 Monitor and review DRI and other site specific impacts in the development review process as necessary.
- 4.11 Conduct site impact analysis for new development projects as requested by local governments.
- 4.12 Advise local governments and boards on decisions which may impact corridors identified for improvement or identified as physically or policy constrained.
- 4.13 Coordinate CRTPA actions with local government comprehensive plan development efforts to encourage alternative modes of transportation.
- 4.14 Assist local governments as necessary in the development of transportation projects and potential funding mechanisms.

FAST ACT TRANSPORTATION ALTERNATIVES (TA) PROGRAM

- 4.15 Assist local governments in FAST Act TA application process.
- 4.16 Monitor progress of programmed TA projects and assist in their implementation when necessary.

LEGISLATIVE ACTIVITIES

- 4.17 Develop annual legislative priorities. (November 2020, 2021)
- 4.18 Monitor legislative activities on both the federal and state level to determine impact on transportation issues.
- 4.19 Assist MPOAC with legislative activities. (\$500 - Local funds)

END PRODUCT

Annual Priority Project Lists. (June)
Annual Transportation Improvement Plan (June)
Annual Listing of Federal Projects (December)
Annual Legislative Priorities (November)

RESPONSIBLE AGENCY

CRTPA

ESTIMATED TASK BUDGET AND FUNDING SOURCES TASK 4.0

Budget Tables will be finalized once budget numbers are provided in early March.

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.

OBJECTIVES

To ensure the efficient and effective provision of multimodal transportation.

PREVIOUS WORK

BICYCLE/PEDESTRAIN PLANNING

Adopted Tallahassee- Leon County Bicycle and Pedestrian Master Plan (March 2020)
Development of Project Priority Lists (PPLs) for Bicycle/Pedestrian Projects and Transportation Alternatives Projects. (June 2019, 2020)

Coordination with Bicycle Work Group in Leon County, Leon County Schools, Community Traffic Safety Team Members locally and with FDOT District 3 on outreach opportunities to promote safety and mobility options for all within the region.

Coordination with Florida State University on pedestrian and bicycle safety improvements.

Creation of joint City/County/CRTPA bicycle workgroup.

Coordination with Florida DEP and FDOT for the Capital City to the Sea Trails programming through CRTPA and SUNTrail.

TRANSIT – STARMETRO

Assisted StarMetro in the initial planning for the Southside Super Stop.

Worked with StarMetro to update and streamline the Transit Project Priority List.

Partnered with StarMetro to select consultant for Comprehensive Operational Analysis.

Initiate Comprehensive Operational Analysis. (Summer 2020)

Adopted StarMetro's Transit Asset Management Plan (September 2018)

AVIATION

Worked with TIA to update the Aviation Project Priority List.

CONGESTION MANAGEMENT PLAN

Completed Phase I update of the Congestion Management Plan (September 2018)

INTELLIGENT TRANSPORTATION SYSTEMS

Worked with FDOT District 3 on the update of the Regional ITS Architecture.

Worked with local TATMS to incorporate ITS-related improvements in FDOT projects

Completed update of the Tallahassee/Leon County ITS Master Plan in partnership with TATMS (October 2019)

ANTICIPATED ACTIVITIES

BICYCLE/PEDESTRAIN

- 5.1 Develop of the FY 2021 & 2022 Priority Project Lists for Bicycle and Pedestrian and Transportation Alternatives projects. (June 2019, June 2020)
- 5.2 Continue participation in the Bicycle Work Group.
- 5.3 Coordination with the CMAC to identify and program key bicycle and pedestrian projects and programs for the region.
- 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.
- 5.5 Coordinate with the CTST's to promote responsible transportation behavior for all users of the network.
- 5.6 Coordinate with technical and citizen's groups to identify roadway design improvements as opportunities arise to improve the system.
- 5.7 Implement Tallahassee/Leon County Bicycle/Pedestrian Master Plan

TRANSIT (STARMETRO)

- 5.8 Assist StarMetro as necessary to improve transit service.
- 5.9 Coordinate with StarMetro on the annual update of the Transit Development Plan (TDP).
- 5.10 Coordinate with StarMetro on the development of the annual project priority list for transit.
- 5.11 Work with StarMetro in the development of performance measures as they relate to transit service.
- 5.12 Work with StarMetro to identify potential ITS strategies/deployments to improve transit operations and efficiency.
- 5.13 Complete Comprehensive Operational Analysis
- 5.14 Revaluation of Regional Transit Study

AVIATION

- 5.15 Assist Tallahassee International Airport (TIA), as necessary, in the update of their Airport Master Plan.
- 5.16 Coordinate with TIA on transportation projects that have a direct impact on airport operations.
- 5.17 Assist TIA, as necessary, with the development of the Joint Aviation Capital Improvement Program (JAICP).
- 5.18 Coordinate with TIA on the development of the annual project priority list for aviation.

CONGESTION MANAGEMENT PLAN/PERFORMANCE MEASURES

- 5.19 Congestion Management Process Plan (CMP) Update Phase II
 - 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
 - bridge condition
- 5.20 Establish, collect and review data for the various performance measures to determine progress on adopted targets.

INTELLIGENT TRANSPORTATION SYSTEMS (ITS)

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

END PRODUCT

Effective and efficient coordinated public transportation system (ongoing)
CMP Phase II
Completion of CTC review (annual)/Completion of NTD report (annual)
Updated MAP-21/FAST ACT Performance Measures
Complete Comprehensive Operational Analysis
Complete Revaluation of Regional Transit Study

RESPONSIBLE AGENCY

CRTPA

StarMetro

ESTIMATED TASK BUDGET AND FUNDING SOURCES TASK 5.0

Budget Tables will be finalized once budget numbers are provided in early March.

UPWP TASK 6.0 – PUBLIC INVOLVEMENT

The Public Transportation task identifies the activities that encourage and facilitate public participation in the transportation planning process. Activities include meeting notices as well as presenting information to various civic groups and local agencies on a regular basis.

OBJECTIVES

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

PREVIOUS WORK

CRTPA

Updated Title VI Procedures as part of the Public Involvement Process Plan and attended training and outreach events related to Title VI best practices. (February 2018)

Final redesign on the CRTPA website – www.crtpa.org.

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

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

- 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.
- 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.
- 6.3 Provide a clearinghouse for transportation related activities for all levels of government and public involved in improving the local transportation system.
- 6.4 Provide CRTPA information and public involvement items at public events including community festivals and institutions of education.
- 6.5 Complete regular updates to the CRTPA webpage – www.ctpa.org.
- 6.6 Continue to monitor and track all public information requests.
- 6.7 Continue efforts related to increasing input from the region's traditionally underserved population.

- 6.8 Continue televising CRTPA meetings live on WCOT and provide post-meeting access to the video via the CRTPA website and YouTube Channel.
- 6.9 Develop and publish an annual report on CRTPA activities.
- 6.10 Periodically review and update Public Involvement Plan (PIP) to comply with the FAST Act, Title VI and other applicable requirements.
- 6.11 Continue to expand efforts related to increasing input from the region's traditionally underserved populations/areas.
- 6.12 Update (as necessary) the Limited English Proficiency Plan for the CRTPA planning area.
- 6.13 Conduct safety programs at public schools, as requested, in Gadsden, Leon, Jefferson, and Wakulla counties.
- 6.14 Continue to coordinate with FDOT on the annual Work Program Hearing.
- 6.15 Initiate public education campaign in coordination with the local colleges

END PRODUCT

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

Update of CRTPA website. (ongoing)

RESPONSIBLE AGENCY

CRTPA

ESTIMATED TASK BUDGET AND FUNDING SOURCES TASK 6.0

Budget Tables will be finalized once budget numbers are provided in early March.

UPWP TASK 7.0 – SPECIAL PROJECTS

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

OBJECTIVES

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

PREVIOUS WORK

Completed the Southwest Area Transportation Plan (2019)
Completed Monticello Trail Extension Feasibility Study (2019)
Completed US 27/Downtown Havana Corridor Improvement Study (2020)
Completed corridor assessments of Pensacola Street, Tharpe Street. and Bannerman Road (2018/2019)
Completed Phases I and II of the Midtown Area Transportation Plan (March 2019/2020)

ANTICIPATED ACTIVITIES

- 7.1 Stadium Dr./Lake Bradford Rd./Gaines St./Varsity Dr. Intersection Study
 - Data Collection
 - Identify possible improvements to the intersection.
 - Evaluate potential alternate routes to divert traffic around/away from the intersection.
- 7.2 US 27/ Wakulla Springs Trail (SR 267/Bloxham Cutoff) Feasibility Study
 - Review right-of-way availability
 - Identify potential trail alignments
 - Assess any potential fatal-flaw issues
- 7.3 City of Monticello to the City of Tallahassee US 90 Multi-use Trail
 - Document limits of existing right-of-way, publicly owned lands and cultural resources, environmental features and any physical barriers will be documented.
 - Identify possible constraints
 - Coordinate with applicable agencies and local governments
 - Determine the least impactful route
- 7.4 Thomasville Road Multiuse Path Feasibility Study
 - Document limits of existing right-of-way and any physical barriers
 - Identify possible constraints
 - Complete cost estimate
 - Determine the preferred option/least impactful route
- 7.5 Apalachee Parkway Trail Connection Feasibility Study
 - Document limits of existing right-of-way and any physical barriers
 - Identify possible constraints
 - Determine the preferred option

- 7.6 Pine Flats - Oak Ridge Road Trail Feasibility Study
 - Document limits of existing right-of-way and any physical barriers
 - Identify possible constraints
 - Determine the preferred option
- 7.7 Other planning projects as may be needed
 - *Once a planning project is identified the UPWP will be amended to reflect to scope of work to be complete*

END PRODUCT

Completed Stadium Dr./Lake Bradford Rd./Gaines St./Varsity Dr. Intersection Study
Completed US 27/ Wakulla Springs Trail (SR 267/Bloxham Cutoff) Feasibility Study
Completed Monticello to Tallahassee US 90 Multi-use Trail Feasibility Study
Completed Thomasville Road Multiuse Path Feasibility Study
Completed Apalachee Parkway Trail Connection Feasibility Study
Completed Pine Flats - Oak Ridge Road Trail Feasibility Study

RESPONSIBLE AGENCY

CRTPA

ESTIMATED TASK BUDGET AND FUNDING SOURCES TASK 7.0

Budget Tables will be finalized once budget numbers are provided in early March.

TABLE I
FAST ACT PLANNING FACTORS

FAST ACT Planning Factors	UPWP Tasks						
	Admin	Data Collection	LRP	SRP	Mobility Planning	Public Involve.	Special Projects
Support Economic Vitality	X		X	X	X		X
Increase Safety		X	X	X	X	X	X
Increase Security		X	X	X		X	X
Increase Accessibility		X	X	X	X	X	X
Protect Environment			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
Enhance Travel/Tourism	X		X	X	X	X	X

Table II
STATE PLANNING EMPHASIS AREAS

STATE PLANNING EMPHASIS AREAS	UPWP Tasks						
	Admin	Data Collection	LRP	SRP	Mobility Planning	Public Invol.	Special Projects
ACES		X	X	X	X		X
Safety		X	X	X	X	X	X
System Connectivity		X	X	X	X		X
Resilience			X	X			

See page 2 for details

TABLE III: Schedule of Selected Projects

Project schedule will be finalized once budget numbers are provided in early March.

TABLE IV
FY 2020/21Funding by Agency

TABLE V
FY 2021/22 Funding Sources by Agency

Budget Tables will be finalized once budget numbers are provided in early March.

TABLE VI
FY 2020/21 Funding by Agency

TABLE VII
FY 2021/22 Funding Source by Agency

Budget Tables will be finalized once budget numbers are provided in early March.

APPENDIX I
FY 2020/21 and FY 2021/22
Estimated Administrative, Facility and Office Expense Detail

Expense Detail will be finalized once budget numbers are provided in early March.

Section 5305(d) - FY 2020 and 2021
Grant Management Information System Codes
FTA Funds Only - 80% of Total

FTA Fund Detail will be finalized once budget numbers are provided in early March.

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans and Cooperative Agreements

The undersigned certifies, to the best of her or his knowledge and belief, that:

- (1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress in connection with the awarding of any Federal Contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (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 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 undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

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 \$10,000.00 and not more than \$100,000.00 for each such failure.

Executed this 19^h day of May 2020

By:

Randy Merritt, Chairman

**DEBARMENT AND SUSPENSION
CERTIFICATION**

As required by U.S. DOT regulations on Government-wide Debarment and Suspension (Non-procurement) at 49 CFR 29.510:

(1) The Capital Region Transportation Planning Agency certifies to the best of its knowledge and belief, that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by a Federal department or agency;
- (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state or local) transaction or contract under a public transaction; violation of Federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, state or local) with commission of any of the offenses listed in paragraph (2) of this certification; and
- (d) Have not within a three-year period preceding this certification had one or more public transactions (Federal, state or local) terminated for cause or default.

(2) The Capital Region Transportation Planning Agency also certifies that if, later, it becomes aware of any information contradicting the statements of paragraphs (a) through (d) above, it will promptly provide that information to FTA.

Executed this 19th day of May 2020

By: _____
Nick Maddox, Chairman

**TITLE VI
NONDISCRIMINATION POLICY STATEMENT**

Pursuant to Section 9 of the US DOT Order 1050.2A, the Capital Region Transportation Planning Agency (CRTPA) assures the Florida Department of Transportation 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 and the Florida Civil Rights Act of 1992 be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any program or activity.

The CRTPA further agrees to the following responsibilities 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 *Appendix A* 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.

Executed this 19th day of May 2020

By: _____
Randy Merritt, Chairman

APPENDIX A

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

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

Incorporation of Provisions: The Contractor shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The Contractor shall take such action with respect to any subcontract or procurement as the *Florida Department of Transportation*, the *Federal Highway Administration*, *Federal Transit Administration*, *Federal Aviation Administration*, and/or the *Federal Motor Carrier Safety Administration* may direct as a means of enforcing such provisions including sanctions for noncompliance. In the event a Contractor becomes involved in, or is threatened with, litigation with a sub-contractor or supplier as a result of such direction, the Contractor may request the *Florida Department of Transportation* to enter into such litigation to protect the interests of the *Florida Department of Transportation*, and, in addition, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION

It is the policy of the Capital Region Transportation Planning Agency 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 Transportation Planning Agency 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 Transportation Planning Agency in a non-discriminatory environment.

The Capital Region Transportation Planning Agency shall require its consultants to not discriminate on the basis of race, color, national origin, sex, age, handicap/disability, or income status 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.

Executed this 19th day of May 2020

By: _____
Randy Merritt, Chairman



March 3, 2020

COMMITTEE AGENDA ITEM 6 C

THOMASVILLE ROAD MULTI-USE PATH FEASIBILITY STUDY KICKOFF

STATEMENT OF ISSUE

This item is being presented to kick-off the Thomasville Road Multiuse Path Feasibility Study.

BACKGROUND

At the November 19, 2019 CRTPA Board meeting, members accepted the Tallahassee-Leon County Bicycle and Pedestrian Master Plan (BPMP). The top ranked major project in the BPMP is the Thomasville Road Multiuse Path, which, in addition to the BPMP is in the Tallahassee-Leon County Greenways Master Plan (implemented by Blueprint). The CRTPA has provided the funding (\$150,000) for this study to be completed by Kimley- Horn and Associates (KHA) under a General Planning Consultant contract.

CRTPA staff will provide a brief presentation to kick-off the project and provide the Board an outline of the project, the timeline and schedule for completion, and answer any questions regarding the project. The project will be coordinated with the BPMP Working Group (City of Tallahassee and Leon County staff) for input and coordination.



March 3, 2020

COMMITTEE AGENDA 7 A

2020 FUTURE COMMITTEES MEETING CALENDAR

2020 Meeting Dates	TAC Time	CMAC Time
April 7	9 AM – 11 AM	11:30 AM -1:30 PM
May 5	9 AM – 11 AM	11:30 AM -1:30 PM
June 2	9 AM – 11 AM	11:30 AM -1:30 PM
September 1	9 AM – 11 AM	11:30 AM -1:30 PM
October 6	9 AM – 11 AM	11:30 AM -1:30 PM
November 3	9 AM – 11 AM	11:30 AM -1:30 PM
December 1	9 AM – 11 AM	11:30 AM -1:30 PM