



UNIFIED PLANNING WORK PROGRAM

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and participating local governments.**

Public Participation is solicited without regard to race, color, national origin, age, sex, religion, disability, or family status. Persons who require special accommodations under the Americans With Disabilities Act, or persons who require translation services (free of charge) should contact the CRTPA Title VI Coordinator, Suzanne Lex, four days in advance of the meeting at 850-891-8627 (Suzanne.Lex@crtpa.org) and for the hearing impaired, telephone 711 or 800-955-8771 (TDY)."

"La participación pública se solicita sin distinción de raza, color, nacionalidad, edad, sexo, religión, discapacidad o estado familiar. Las personas que requieran adaptaciones especiales en virtud de la Ley de Americanos con Discapacidades, o las personas que requieran servicios de traducción (sin cargo) deben comunicarse con Suzanne Lex, CRTPA Coordinadora del Título VI, al 850-891-8627 (Suzanne.lex@crtpa.org) y para las personas con discapacidad auditiva, teléfono 711 o 800-955-8771 (TDY) cuatro días antes de la reunión.

TABLE OF CONTENTS

Endorsing Resolution.....	i
Cost Analysis Certification	ii
Glossary	iii
Introduction.....	1
District Planning Activities.....	7
Organization and Management	8
Status of Local and Regional Planning Activities.....	11
Priorities for FYs 2022/23 & 2023/24	15
Work Program.....	17
Task 1.0 - Program Administration.....	19
Task 2.0 - Data Collection.....	27
Task 3.0 - Long Range Planning	19
Task 4.0 - Short Range Planning	28
Task 5.0 - Mobility Planning.....	36
Task 6.0 - Public Involvement	42
Task 7.0 - Special Projects	46
TABLE I: FAST Act Planning Factors	49
TABLE II: Federal and State Planning Emphasis Areas.....	50
TABLE III: Schedule of Selected Projects.....	51
TABLE IV: Funding by Fund Type – FY 23 & FY 24.....	52
TABLE V: Funds by Agency Participation - FY 23 & FY 25	
FIGURE 1: Map of CRTPA Planning Area.....	v.
FIGURE 2: UPWP Task Development.....	1
FIGURE 3: Performance Measures.....	9

APPENDIX I.

Forms

Debarment and Suspension Certification.....55

Certifications and Assurances.....56

Certification of Restrictions of Lobbying58

Title VI Nondiscrimination Policy Statement.....59

Disadvantaged Business Enterprise Utilization.....60

MPO Joint CertificationStatement.....61

FY 2022/23 & FY 2023/24 Estimated Expense Budget Detail.....62

Salary, Fringe, Administrative, Facility and Office

Agency Comments.....64

Resolution 2022-05-4B

A RESOLUTION APPROVING THE FISCAL YEAR (FY) 2022/23 – FY 2023/24 UNIFIED PLANNING WORK PROGRAM FOR THE CAPITAL REGION TRANSPORTATION PLANNING AGENCY (CRTPA); AUTHORIZING THE CHAIRMAN TO EXECUTE ALL REQUIRED FORMS AND ASSURANCES; AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE ALL SUBSEQUENT GRANT APPLICATIONS, AND INVOICES.

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

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

Whereas, the CRTPA prepared and submitted a Fiscal Year (FY) 2022/2023 and FY 2023/2024 Unified Planning Work Program; and

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

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

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

NOW THEREFORE BE IT RESOLVED that the CRTPA:

1. Adopts the Final Unified Planning Work Program for FY 2022/23 and FY 2023/24; and
2. Authorizes the Chairman to execute all required forms and assurances; and
3. Authorizes the CRTPA Executive Director to file and execute all related grant applications and invoices for the Unified Planning Work Program and the Consolidated Planning Grant Agreement.

DONE, ORDERED, AND ADOPTED THIS 17th DAY OF MAY 2022

CAPITAL REGION TRANSPORTATION PLANNING AGENCY

Kristin Dozier, Chair

ATTEST: _____
Greg Slay, Executive Director

FDOT COST ANALYSIS CERTIFICATION

Capital Region Transportation Planning Agency (CRTPA)

Unified Planning Work Program – FY 2023/23– 2023/24

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

Initial Adoption 5/17/2022

Bryant Paulk, AICP
Urban Planning Manager, District 3

Upon Adoption this page will be updated.

GLOSSARY OF ABBREVIATIONS

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

GLOSSARY OF ABBREVIATIONS (CONT.)

LOS	-	Level of Service
LEP	-	Limited English Proficiency
LRTP	-	Long Range Transportation Plan
MAP-21	-	Moving Ahead for Progress in the 21 st Century Act
MPA	-	Metropolitan Planning Area
MPO/TPO	-	Metropolitan/Transportation Planning Organization
MPOAC	-	Metropolitan Planning Organization Advisory Council
RMP	-	Regional Mobility Plan
ROW	-	Right of Way
PD&E	-	Project Development and Environmental Study
PEA	-	Planning Emphasis Area
PIP	-	Public Involvement Plan
RMP	-	Regional Mobility Plan
RPC	-	Regional Planning Council
SIS	-	Strategic Intermodal System
STIP	-	State Transportation Improvement Program
TAC	-	Technical Advisory Committee
TATMS	-	Tallahassee Advanced Transportation Management System
TAZ	-	Traffic Analysis Zone
TDLCB	-	Transportation Disadvantaged Local Coordinating Board
TDP	-	Transit Development Plan
TIP	-	Transportation Improvement Program
TRIP	-	Transportation Regional Incentive Program
UPWP	-	Unified Planning Work Program
UA	-	Urbanized Area (as designated by the 2010 Census)
USC	-	United States Code

CRTPA METROPOLITAN PLANNING AREA

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

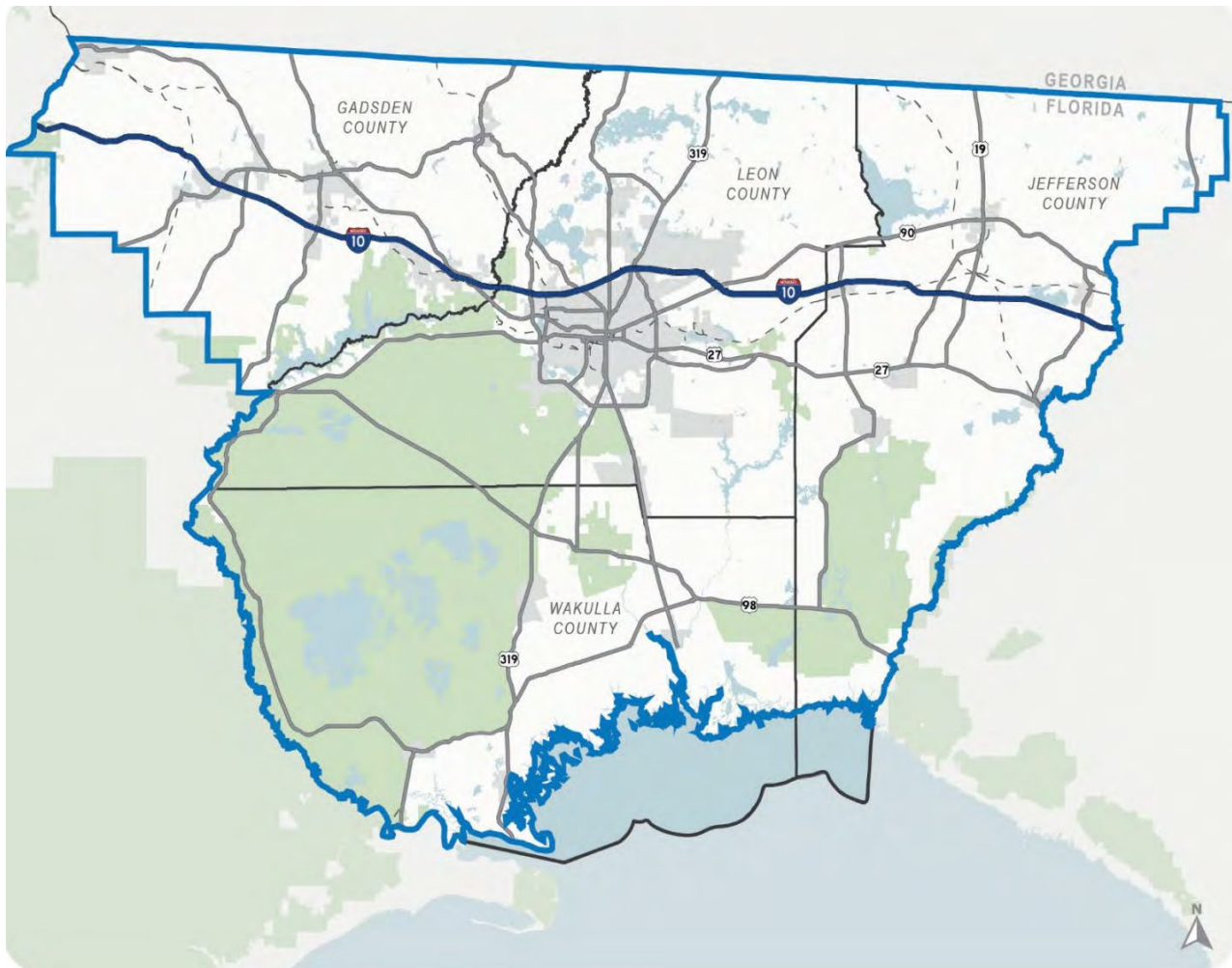


Figure 1

INTRODUCTION

The Unified Planning Work Program (UPWP) has been prepared to outline the tasks to be performed with funds under Title 23 Sections 134 (Metropolitan Transportation Planning), 135 (Statewide Transportation Planning) and Title 49 (Public Transportation) by the Capital Region Transportation Planning Agency (CRTPA) for the period July 1, 2022 through June 30, 2024. This document serves to define planning tasks and activities for the public as well as public officials and agencies that contribute manpower and allocate funds to the transportation planning process.

UPWP PLANNING TASK DEVELOPMENT

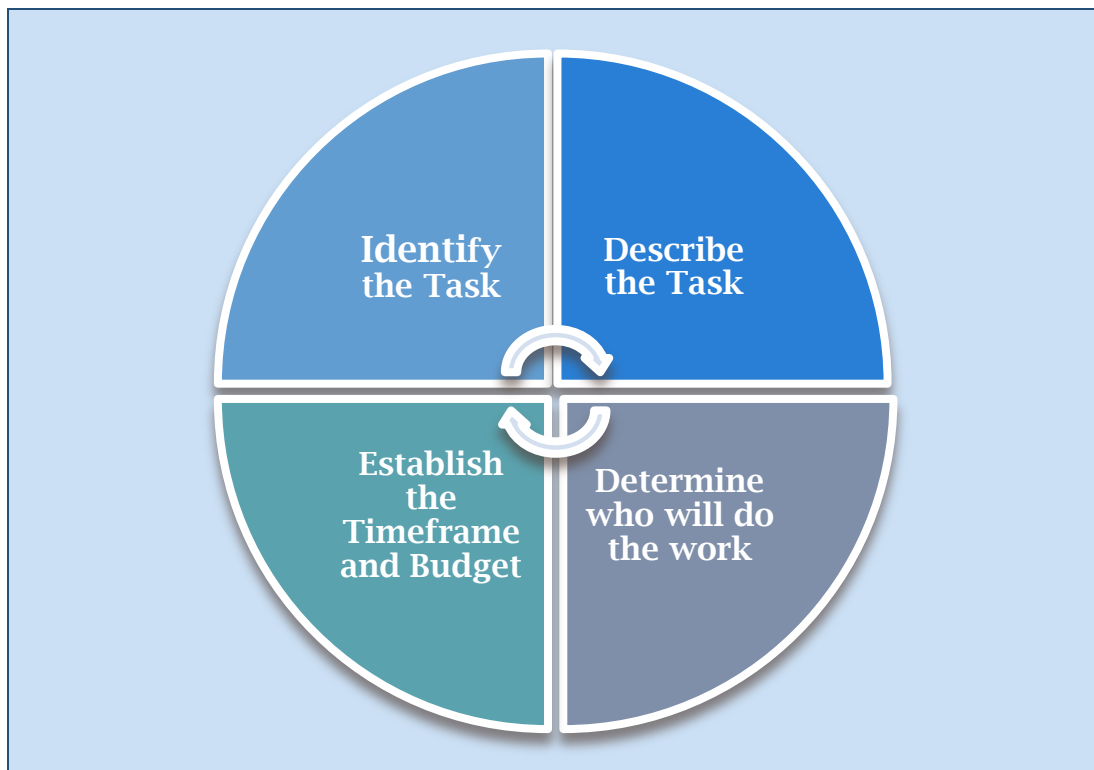


Figure 2

The UPWP contains seven primary tasks or elements that provide the framework for the work program. Within each element the tasks further define planning activities, including products, projects, and plans. Furthermore, any UPWP planning task funded in partnership with another agency or local government is identified as a “Joint Planning Task.” Joint Planning Tasks are established through an Agreement or Memorandum of Understanding between the parties.

DEVELOPMENT OF THIS UPWP

Development of this UPWP officially began on February 10, 2022, as a part of the CRTPA's Joint Certification meeting. CRTPA staff and the Florida Department of Transportation met to discuss the Certification Report responses and to go over the overall process. Consistent with previous years, the UPWP was developed through reviewing and updating tasks contained within the preceding document in coordination with CRTPA staff and outside agencies responsible for the tasks within the document. Development of the UPWP also included a review of the CRTPA's top critical priorities identified at past Annual Retreats and then outlining tasks to address these priorities. The UPWP is framed considering the Federal Planning Factors and the State Planning Emphasis Areas, which are further detailed in Section I. Lastly, staff reviewed the requirements related to development of UPWPs as contained within the [FDOT MPO Program Management Handbook](#).

CRTPA PLANNING DOCUMENTS

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

PUBLIC INVOLVEMENT

Public involvement during the development of the UPWP is accomplished through online platforms and in-person activities. A draft and final version is presented at the regularly scheduled meetings of the Technical Advisory Committee (TAC) and Citizens Multimodal Advisory Committee (CMAC), and to the CRTPA Board.

In addition to presenting the draft UPWP to the Committees and Board, a notice is posted CRTPA website (www.crtpa.org) 15-days prior to approval by the CRTPA, consistent with the Public Involvement Plan (PIP). During the development of the UPWP the CRTPA coordinates with FDOT and FHWA to ensure all planning activities are eligible consistent with 2CFR200 and State law.

PUBLIC INVOLVEMENT (CONT.)

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

CONSOLIDATED PLANNING GRANT

FHWA and FTA provide funding support through the FDOT in the form of PL, SU, SA and CM funds (FHWA) and the Section 5305(d) funds (FTA). Funding provided by the member governments of the CRTPA is budgeted for any expenses not covered by federal funds. The FDOT and the Capital Region Transportation Planning Agency participate in the Consolidated Planning Grant (CPG). The CPG enables FDOT, in cooperation with the MPO, FHWA, and FTA, to annually consolidate Florida's FHWA PL and FTA 5305(d) metropolitan planning fund allocations into a single grant that is administered by the FHWA Florida Division. These funds are annually apportioned to FDOT as the direct recipient and allocated to the CRTPA by FDOT utilizing formulas approved by the MPO, FDOT, FHWA and FTA in accordance with 23 CFR 420.109 and 49, U.S.C. Chapter 53. The FDOT is fulfilling the CPG's required 18.07% non-federal share (match) using Transportation Development Credits (Credits) as permitted by 23 CFR 120(i) and FTA C 8100.1D. The Credits are in essence a "soft-match" provision that allows the Federal share to be increased up to 100%.

SUMMARY

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

FEDERAL PLANNING FACTORS

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

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

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

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

FLORIDA PLANNING EMPHASIS AREAS 2021

In coordination with the development of the UPWP, the FDOT Office of Policy Planning develops Planning Emphasis Areas (PEAs) for consideration as part of the transportation planning process. The four state PEAs are Safety, Equity, Resilience and Emerging Technology. The CRTPA's develops and implements planning programs that support both the State PEAs and the Federal Planning Factors.

SAFETY

Safety has been a federal and state planning priority over numerous iterations of transportation legislation and policy. The FAST ACT required MPOs to adopt Safety Performance Measures, and to annually report on and monitor progress against their adopted safety targets. Planning activities included in the UPWP support the identification of safety needs and improvements. The CRTPA planning documents, stand-alone [area or corridor] safety studies and safety considerations within modal planning elements support the goal of a safer transportation system for all users. Additionally, data analyses and community involvement better inform the identification and prioritization of safety projects in the planning process.

EQUITY

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

RESILIENCE

The FAST Act introduced the requirement that states and metropolitan planning organizations consider and implement improving the resiliency and reliability of the transportation system. Resilience is defined as the ability to adapt to changing conditions and prepare for, withstand, and recover from disruption. These conditions can encompass a wide variety of environmental, technological, economic, or social impacts.

Resilience within the planning processes is a consideration within every planning document prepared by the CRTPA. Additionally, the CRTPA coordinates with agency partners responsible for natural disaster risk reduction and supports local resilience planning initiatives. Increased costs associated with reducing vulnerability of the existing transportation infrastructure is another factor that is evaluated. Proactive resiliency planning will help the CRTPA develop planning documents that are ultimately more realistic and cost-effective.

EMERGING MOBILITY

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

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

FDOT DISTRICT THREE PLANNING ACTIVITIES

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

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

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

ORGANIZATION AND MANAGEMENT OF THE CRTPA

The CRTPA is the public agency, responsible for developing policies and procedures to guide the transportation planning process for the Metropolitan Planning Area (MPA). The MPA is consistent with Tallahassee Metropolitan Statistical Area (MSA) and includes Leon, Gadsden, Wakulla, and Jefferson counties as well as their respective municipalities. The CRTPA strives to ensure that the recommendations are in keeping with the goals and standards of the federal and state government, as well as its member governments.

CRTPA RESPONSIBILITIES

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

CRTPA BOARD

The CRTPA Board is the transportation policy-making body comprised of representatives from local government and transportation agencies with authority and responsibility in urbanized areas. Local government representatives from the Gadsden, Leon, Jefferson and Wakulla County Commissions, the City of Tallahassee City Commission and the Leon County School Board. In addition, the six municipalities of Gadsden County (the Cities of Chattahoochee, Gretna, Midway and Quincy and the Towns of Havana and Greensboro) are represented by one elected official selected by the municipalities. The Gadsden County municipal representative typically serves a two-year term.

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

CRTPA COMMITTEES

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

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

CRTPA STAFF

The CRTPA staff is responsible for collecting and disseminating all information from the transportation planning process to the public. The work effort required to support the planning process is administered by the CRTPA staff in cooperation with local governments and the FDOT. Other agencies are consulted in various phases of the planning process including the Department of Environmental Protection, the Federal Aviation Administration, Federal Rail Administration, and the Water Management District Offices. Public input is provided through public meetings; public hearings; online surveys and interactive documents; and community meetings. Staff maintains the and implements CRTPA Policies and Procedures and Continuity of Operations Plan.

CRTPA AGREEMENTS

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

These agreements are:

[Amended Interlocal Agreement for the Formation & Operation of the CRTPA](#)

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

CRTPA AGREEMENTS (CONT.)

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

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

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

The Consolidated Planning Grant (CPG) Agreement

The purpose of this agreement is to pass financial assistance to the CRTPA through the Florida Department of Transportation (FDOT) in the form of Federal Highway Administration (FHWA) funds for the completion of transportation related planning activities set forth in the CRTPA's Unified Planning Work Program (UPWP). A new two-year MPO Agreement will be executed subsequent to the adoption of the FY 2023- FY 2023 UPWP.

Public Transportation Grant Agreement

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

Staff Services Agreement

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

STATUS OF LOCAL AND REGIONAL PLANNING ACTIVITIES

CONNECTIONS 2045 REGIONAL MOBILITY PLAN (RMP)

The Connections 2045 RMP is a long-range vision, strategy, and capital improvement program that guides the investment of public funds in transportation facilities. The plan is updated every five years and may be amended because of changes in available funding and/or findings from planning studies. Adopted in November 2020, the Connections 2045 RMP identifies roadway, transit, bicycle, and pedestrian projects within the CRTPA Planning Area. Multi-modal projects in the plan are identified in coordination with the CRTPA's transportation planning partners and other member jurisdictions. The adopted Connections 2045 RMP meets the Federal Highway Administration (FHWA) guidelines and requirements.

TRANSPORTATION IMPROVEMENT PROGRAM

The development of the Transportation Improvement Program is coordinated with the FDOT, FHWA, FTA and member governments. Adopted annually, the TIP is a comprehensive list of federal and state projects, and local projects of regional significance. The Florida Department of Transportation's Work Program is used to produce the CRTPA's five-year TIP. Funded transportation projects in the TIP include transit, roadways, bridges, aviation, seaport, rail and commuter rail, bicycle facilities, pedestrian provisions, and enhancement projects like landscaping and greenways.

CONGESTION MANAGEMENT PLAN PROCESS AND PLAN UPDATE

The [CRTPA Congestion Management Plan Process \(CMP\)](#), approved in 2018, was developed through a coordinated and collaborative process focused on achieving regional transportation goals and objectives. Input was obtained from stakeholders, agencies and organizations from the four-county region. The update identified the development of tools and strategies aimed at reducing peak hour vehicle miles of travel and congestion and improving connectivity between employment centers and areas with concentrations of transportation disadvantaged populations.

An update to the Congestion Management Process Plan (CMP) is currently underway. The updated CMP will build upon the identified strategies to reduce congestion/delay levels, as well as consider related safety improvements. The update to the CMP refines the evaluation criteria for assessing projects to ensure that investment decisions are made with a clear focus on desired outcomes. Additionally, selected projects in the final CMP will advance the goals developed as part of the Connections 2045 RMP.

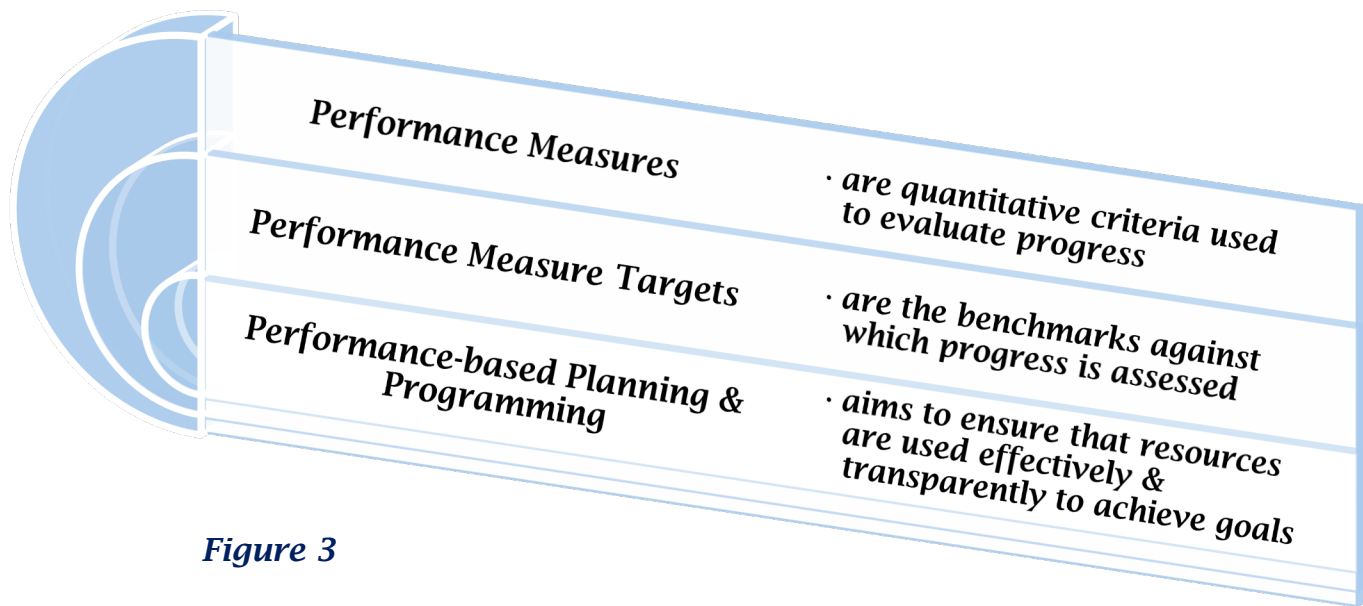


Figure 3

TRANSPORTATION PERFORMANCE MANAGEMENT (PERFORMANCE MEASURES)

The FAST Act requires the CRTPA to adopt [Performance Measures and Targets](#). Performance measures are adopted for highway safety, bridge and pavement, system performance and freight management, transit asset management, and transit safety. The targets, developed cooperatively with our transportation planning partners, are based on the best available data and objective information. Performance Measures are important to the CRTPA's planning program because they allow us to set goals and measure the progress towards those goals over time. Annually, the CRTPA analyses and reports on the progress towards achieving the Performance Measures and may adjust the goal in response to the data. At the February 21, 2022 Board Meeting, the CRTPA Board adopted the 2022 Performance Measures and Targets, including support for the FDOT Vision Zero goal.

STARMETRO COMPREHENSIVE OPERATIONAL AND TRANSIT DEVELOPMENT PLAN

The CRTPA partnered with StarMetro to complete a Comprehensive Operations Analysis (COA) and update to the Transit Development Plan (TDP). The TDP establishes a 10-year strategy for StarMetro's system development along with the agency's long-term vision and goals and updates the agency's financial projects. Concurrently StarMetro completed a COA, compiling a variety of data, including ridership, on-time performance, stop-level usage, and individual route characteristics. The data will be used to perform route efficiencies and determine additional modifications to routes and services that will improve overall system performance. The COA is the means of adjusting and adapting transit operations to improve efficiency and more closely achieve the objectives of the StarMetro TDP.

FHWA/FTA QUADRENNIAL CERTIFICATION - METROPOLITAN PLANNING PROCESS

The CRTPA's Metropolitan Planning Program was recertified by FHWA and FTA. Two Corrective Actions related to the Connections 2045 RMP were identified during the review process. The CRTPA has satisfactorily addressed the Corrective Actions.

THOMASVILLE ROAD MULTI-USE PATH FEASIBILITY STUDY

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

US 90 MULTI-USE TRAIL FEASIBILITY STUDY

Initiated in late 2019, the study analyzed the viability of a trail connecting Tallahassee to Monticello on US 90. Approximately 21 miles in length, the trail limits are Pedrick Road in the City of Tallahassee (Leon County) east to the Monticello Bike Trail in the City of Monticello (Jefferson County). Public engagement continued through early 2022 and the recommendations from the study will be presented to the Board at the May 2022 meeting. ***Immediately following the May CRTPA meeting this section will be updated to include Board action.***

TALLAHASSEE-HAVANA TRAIL MULTI USE TRAIL FEASIBILITY STUDY

The study, currently underway, evaluates the feasibility of adding a multi-use trail on Iron Bridge Road from Orchard Pond Road in Leon County to Havana (US27) in Gadsden County. The Feasibility Study will review right-of-way availability, identifying potential trail alignments, document natural conditions and physical constraints, and assess any potential fatal flaws. It is anticipated the study will be completed in the Fall of 2022.

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

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

CORRIDOR AND SAFETY STUDIES

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

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

PENSACOLA STREET AND ST. AUGUSTINE STREET OPERATIONAL ANALYSIS

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

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

An Arterial Safety Study was conducted by FDOT District 3 for Orange Avenue in the Liberty Park Neighborhood and the vicinity of Nims School. The Study included a comprehensive, systematic review of safety and operational conditions along SR 373/Orange Avenue from Holton Street to Pasco Street with an emphasis on motorist, pedestrian, and bicyclist movements from Nims Middle School. Detailed information regarding existing roadway conditions in the corridor was compiled and analyzed. The analysis formed the basis for recommended short-term, mid-term and long-term improvements aimed at improving safety, mobility, and operations along the corridor. The CRTPA prioritized this project for funding and continues to work with FDOT to implement identified safety improvements.

PRIORITIES FOR FY 2022/23 & FY 2023/24

REGIONAL TELECOMMUTING STUDY

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

PUBLIC INVOLVEMENT PLAN (PIP) UPDATE

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

TALLAHASSEE-HAVANA TRAIL MULTI USE TRAIL FEASIBILITY STUDY

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

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

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

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

REGIONAL FREIGHT STUDY

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

DATA MANAGEMENT AND ANALYSIS (PERFORMANCE MEASURES AND SAFETY)

Data analytics is an important tool in transportation planning. The CRTPA will employ an enterprise GIS platform to collect, verify, analyze, report and map information. Analytics will support safety and performance measure reporting as well as corridor planning and Title VI effectiveness among other CRTPA efforts.

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

WORK PROGRAM (CONT.)

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

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

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

Direct Expenses: Office: Supplies, Telecom/IT services, copier, postage, equipment, etc.

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

Professional: Training, legal, audit, etc.

Consultant: Costs for consultant services.

Any activity that does not include a schedule or completion date (i.e., Fall 2023) is considered an "Ongoing Activity". Any task budget item shown as "TBD or Other will require a UPWP amendment to add a scope of work.

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

WORK PROGRAM

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

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

Note: Fiscal Year 2024 will be updated to reflect available funds from current year that were not expended and adjust the budget accordingly.

UPWP TASK 1.0 –ADMINISTRATION

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

OBJECTIVE

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

FY21 – FY22 UPWP (July 2020, July 2021)

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

Completed Annual Single Audit (June FY21 and FY22)

Attended MPOAC meetings (2021, 2022)

FHWA Quadrennial Certification (Feb 2021)

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

Adopted CRTPA Fiscal Policies and Procedures. (Aug 2021)

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

FDOT Joint Certification (Jan 2021 and Feb 2022)

Updated Continuity of Operation Plan (Fall 2020)

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

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

ANTICIPATED ACTIVITIES

STAFF SUPPORT

- 1.1 Provide staff support and administration to the CRTPA and its committees by developing meeting schedules, providing technical assistance, providing minutes and other tasks as directed. Support includes travel and associated facility and office expenses (i.e. office supplies, telecom/IT expenses, utilities, etc.). (Ongoing)
- 1.2 Administrative support for travel, purchasing, invoice development, payroll processing and overall office administration. (Ongoing)
- 1.3 Grant administration (PL, Section 5305(d), SU, CM and other funds that may be utilized) through the monitoring/maintenance of the FY 2022/23– FY 2023/24 UPWP:
 - Prepare and submit invoices on a quarterly basis
 - Complete quarterly desk audits
 - Ensure compliance with federal and state grant requirements (Ongoing)
- 1.4 Continue participation in the Metropolitan Planning Organization Advisory Council (MPOAC). (Ongoing)
- 1.5 Maintain and update, as necessary, all CRTPA agreements, Policies and Procedures. (Ongoing)
- 1.6 Purchase computers and other office equipment/furnishings as needed. *Note: See 1.12 regarding Atypical expenses.* (Ongoing)
- 1.7 Coordinate with WCOT to provide live-stream and post-meeting access for CRTPA meetings. (Monthly)
- 1.8 Other administrative activities consistent with the UPWP as directed by the CRTPA Board or its subcommittees. (Ongoing)
- 1.9 Maintaining and updating the CRTPA's Continuity of Operations Plan (COOP). (Ongoing)
- 1.10 Assist MPOAC with legislative activities. (\$500 - Local funds)

UNIFIED PLANNING WORK PROGRAM

- 1.11 Modify/Amend the FY 2022/23- FY 2023/24 UPWP as necessary. (Ongoing)
- 1.12 Continue to improve linkage between UPWP and City of Tallahassee financial systems. (Ongoing)
- 1.13 Amend the UPWP to include any atypical expenditures of a single item purchase greater than \$5,000, an office supply over \$1,000 and travel outside the US.
- 1.14 Develop FY 2024/25- FY 2025/26 UPWP (March and May 2023)
 - Review status of current planning projects.
 - Coordinate with planning partners to determine new planning projects to be included in UPWP.
 - Review upcoming planning requirements to address in new UPWP.
 - Identify potential planning projects.
 - Develop operating budget.
 - Develop and execute required funding agreements for PL and as applicable for SU, SA, CMAQ.

CERTIFICATION

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

AUDIT/LEGAL PROFESSIONAL SERVICES

- 1.12 Employ a qualified auditor to perform the Annual CRTPA audit in accordance with federal requirements and state requirements of Chapter 215.97, Florida Statutes (Florida Single Audit Act). (Annually)
- 1.13 The Auditor will perform an audit of federal funds expended that meets the audit and reporting requirements for Federal Awards.
- 1.14 Assist the City in development of the Comprehensive Annual Financial Report (CAFR) as it relates to CRTPA grants. (Annually)
- 1.15 Receive copy of all audit reports relating to revenues and expenditures. (Annually)
- 1.16 Submit Single Audit to FDOT.

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

TRAINING

- 1.19 Continue to provide training opportunities to CRTPA Board and staff members in various policy, technical and administrative areas. (Ongoing)
- Title VI
 - GIS, Payroll and Accounting
 - [FDOT Transplex](#)
 - FDOT Workshops
 - [FDOT Online Computer Based Training](#)
 - Public Engagement and Equity
 - [Florida APA Annual Conference and Webinars](#)
 - MPOAC Institute (2023, 2024)
 - Association of Metropolitan Planning Organizations Conference
 - Florida Metropolitan Planning Partnership
 - Safety and Performance Measures

END PRODUCT

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

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

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

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

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

Annual audit. (June 2023, 2024)

RESPONSIBLE AGENCIES

CRTPA

FDOT - Certification Report

ESTIMATED TASK BUDGET AND FUNDING SOURCES TASK 1.0 - FISCAL YEAR 23

Task 1 Administration									
2023									
Funding Source	FHWA				FFY 21 FTA 5305(d) G2528		Local G1115		FY 2023 Total
Contract Number	PL	SU	CMAQ	Total	Federal	Total	Local	Total	
Source Level									
MPO Budget Reference									
Lookup Name	2023 FHWA (PL)	2023 FHWA (SU)	2023 FHWA (CMAQ)	FHWA (Total)	Y 21 FTA 5305(d) G2528 (PL FTA 5305(d) G2528)		2023 Local G1115 (PL G1115 (Total)		
Personnel (salary and benefits)									
Salaries and Fringe	\$ 150,565	\$ 129,363		-	\$ 55,986	-		-	\$ 335,914
				-		-		-	\$ -
Personnel (salary and benefits) Subtotal	\$ 150,565	\$ 129,363	\$ -	\$ 279,928	\$ 55,986	\$ 55,986	\$ -	\$ -	\$ 335,914
Consultant									
1.7 Professional Services WCOT	\$ 19,500			-		-		-	\$ 19,500
1.12 Professional Services Audit	\$ 17,500			-		-		-	\$ 17,500
1.16 Professional Services Legal	\$ 39,000			-		-		-	\$ 39,000
				-		-		-	\$ -
Consultant Subtotal	\$ 76,000	\$ -	\$ -	\$ 76,000	\$ -	\$ -	\$ -	\$ -	\$ 76,000
Travel									
Travel & Training	\$ 18,500			-		-		-	\$ 18,500
				-		-		-	\$ -
Travel Subtotal	\$ 18,500	\$ -	\$ -	\$ 18,500	\$ -	\$ -	\$ -	\$ -	\$ 18,500
Direct Expenses									
Operational Expenses	\$ 62,800			-	\$ 402	-		-	\$ 63,202
Computer Software	\$ 5,000			-		-		-	\$ 5,000
Staff Services	\$ 81,941			-		-		-	\$ 81,941
Food	\$ -			-		-	\$ 1,250	-	\$ 1,250
MPOAC/Professional Memberships	\$ -			-		-	\$ 3,500	-	\$ 3,500
				-		-		-	\$ -
Direct Expenses Subtotal	\$ 149,741	\$ -	\$ -	\$ 149,741	\$ 402	\$ 402	\$ 4,750	\$ 4,750	\$ 154,893
Supplies									
Office Supplies	\$ 8,000			-		-		-	\$ 8,000
				-		-		-	\$ -
Supplies Subtotal	\$ 8,000	\$ -	\$ -	\$ 8,000	\$ -	\$ -	\$ -	\$ -	\$ 8,000
Equipment									
Computer Equipment	\$ 5,000			-		-		-	\$ 5,000
				-		-		-	\$ -
Equipment Subtotal	\$ 5,000	\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ 5,000
Total	\$ 407,806	\$ 129,363	\$ -	\$ 537,169	\$ 56,387	\$ 56,387	\$ 4,750	\$ 4,750	\$ 598,306

ESTIMATED TASK BUDGET AND FUNDING SOURCES TASK 1.0 - FISCAL YEAR 24

2024									
Funding Source	FHWA					Local			FY 2024 Total
Contract Number						G1L15			
Source	PL	SU	CMAQ	Total		Total	Local Governments	Total	
MPO Budget Reference									
Lookup Name	2024 FHWA (PL)	2024 FHWA (SU)	2024 FHWA (CMAQ)	FHWA (Total)		(Total)	2024 Local G1L15 (L	Local G1L15 (Total)	
Personnel (salary and benefits)									
Salaries and Fringe	\$ 241,698	\$ 22,562		-		-		-	\$ 264,260
				-		-		-	\$ -
Personnel (salary and benefits) Subtotal	\$ 241,698	\$ 22,562	\$ -	\$ 264,260	\$ -	\$ -	\$ -	\$ -	\$ 264,260
Consultant									
1.12 Professional Services Audit		\$ 18,500		-		-		-	\$ -
1.16 Professional Services Legal		\$ 36,000		-		-		-	\$ -
1.7 WCOT		\$ 19,500		-		-		-	\$ 19,500
				-		-		-	\$ -
Consultant Subtotal	\$ -	\$ 55,500	\$ -	\$ 74,000	\$ -	\$ -	\$ -	\$ -	\$ 55,500
Travel									
Travel & Training		\$ 18,000		-		-		-	\$ 18,000
				-		-		-	\$ -
Travel Subtotal	\$ -	\$ 18,000	\$ -	\$ 18,000	\$ -	\$ -	\$ -	\$ -	\$ 18,000
Direct Expenses									
Operational Expenses	\$ 12,150	\$ 58,690		-		-		-	\$ 58,690
Computer Software		\$ 5,000		-		-		-	\$ 5,000
Staff Services	\$ 85,192			-		-		-	\$ 85,192
Food				-		-	\$ 1,250	-	\$ 2,500
MPOAC/Professional Memberships				-		-	\$ 3,500	-	\$ 7,000
				-		-		-	\$ -
Direct Expenses Subtotal	\$ 97,342	\$ 63,690	\$ -	\$ 161,032	\$ -	\$ -	\$ 4,750	\$ 4,750	\$ 170,532
Supplies									
Office Supplies	\$ 6,000			-		-		-	\$ -
				-		-		-	\$ -
Supplies Subtotal	\$ 6,000	\$ -	\$ -	\$ 6,000	\$ -	\$ -	\$ -	\$ -	\$ 6,000
Equipment									
Computer Equipment		\$ 4,000		-		-		-	\$ 4,000
				-		-		-	\$ -
Equipment Subtotal	\$ -	\$ 4,000	\$ -	\$ 4,000	\$ -	\$ -	\$ -	\$ -	\$ 4,000
Total	\$ 345,040	\$ 163,752	\$ -	\$ 527,292	\$ -	\$ -	\$ 4,750	\$ 4,750	\$ 518,292

UWP TASK 2.0 – DATA COLLECTION/PERFORMANCE MEASURES

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

OBJECTIVE

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.

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

Adopted FTA safety performance targets. (May 2021)

Participation on local Community Traffic Safety Teams (CTST).

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

Safety Booth at Springtime Tallahassee. (May 2021)

ANTICIPATED ACTIVITIES

DATA COLLECTION

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

DATA COLLECTION (CONT.)

- 2.4 Monitor and review traffic operation needs through collection and analysis of peak hour traffic data. (Ongoing)
- 2.5 Review, and analyze the 2020 Census of Population and Urban Area boundaries, after its release by the US Census Bureau. (Fall 2022).
- 2.6 Incorporate 2020 Census data into the MPO's essential planning documents. (Winter, Spring 2023)
- 2.7 Employ Enterprise GIS platform to collect, verify, analyze, report and map information. Analytics will support safety and performance measure reporting. [Consultant] (Ongoing)
- 2.8 Integrate data into CRTPA Planning Programs and Plans. Utilize data to inform project evaluation and decision-making. (Ongoing)

SAFETY/PERFORMANCE MEASURES

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

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

RESPONSIBLE AGENCY

CRTPA

ESTIMATED TASK BUDGET AND FUNDING SOURCES TASK 2.O - FISCAL YEARS 23 & 24

Task 2 Data Collection							
2023							
Funding Source	FHWA				FFY 21 FTA 5305(d)		FY 2023 Total
Contract Number					G2528		
Source Level	PL	SU	CMAQ	Total	Federal	Total	
MPO Budget Reference							
Lookup Name	2023 FHWA (PL)	2023 FHWA (SU)	2023 FHWA (CMAQ)	FHWA (Total)	FFY 21 FTA 5305(d) G2528 (PL)	FFY 21 FTA 5305(d) G2528 (Total)	
Personnel (salary and benefits)							
Salaries and Fringe	\$ 54,989			-	\$ 10,998	-	\$ 65,987
				-		-	\$ -
Personnel (salary and benefits) Subtotal	\$ 54,989	\$ -	\$ -	\$ 54,989	\$ 10,998	\$ 10,998	\$ 65,987
Consultant							
2.0 Consultant Support Task 2 Activities		\$ 30,000		-		-	\$ 30,000
2.7 Enterprise Software		\$ 40,000		-		-	\$ 40,000
				-		-	\$ -
Consultant Subtotal	\$ -	\$ 70,000	\$ -	\$ 70,000	\$ -	\$ -	\$ 70,000
Total	\$ 54,989	\$ 70,000	\$ -	\$ 124,989	\$ 10,998	\$ 10,998	\$ 135,987

2024							
Funding Source	FHWA						FY 2024 Total
Contract Number							
Source	PL	SU	CMAQ	Total		Total	
MPO Budget Reference							
Lookup Name	2024 FHWA (PL)	2024 FHWA (SU)	2024 FHWA (CMAQ)	FHWA (Total)		(Total)	
Personnel (salary and benefits)							
Salaries and Fringe	\$ 6,987	\$ 39,748		-		-	\$ 46,735
				-		-	\$ -
Personnel (salary and benefits) Subtotal	\$ 6,987	\$ 39,748	\$ -	\$ 46,735	\$ -	\$ -	\$ 46,735
Consultant							
2.0 Consultant Support Task 2 Activities	\$ 40,000			-		-	\$ 40,000
2.7 GIS Enterprise Software				-		-	\$ -
				-		-	\$ -
Consultant Subtotal	\$ 40,000	\$ -	\$ -	\$ 40,000	\$ -	\$ -	\$ 40,000
Direct Expenses							
				-		-	\$ -
Direct Expenses Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 46,987	\$ 39,748	\$ -	\$ 86,735	\$ -	\$ -	\$ 86,735

UPWP TASK 3.0 – LONG-RANGE PLANNING

The Long-Range Planning task includes the activities related to the development of the Connections Regional Mobility Plan (RMP) as well as the long-term implementation of various transportation projects. The Task also includes coordination efforts with our regional partners to address transportation on a regional level. CM 450,000.

OBJECTIVES

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

PREVIOUS WORK

2045 REGIONAL MOBILITY PLAN

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

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

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

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

REGIONAL TRAILS

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

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

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

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 MPOAC Freight Advisory Committee.

ANTICIPATED ACTIVITIES

PLANNING SUPPORT WORK

- 3.0 Data collection and planning activities consistent with listed tasks. [Consultant]

REGIONAL MOBILITY PLAN (RMP)

- 3.1 Amend Connections 2045 RMP as necessary. (Ongoing)
- 3.2 Assist local governments with incorporating relevant portions of the 2045 RMP into their respective comprehensive plans. (Ongoing)
- 3.3 Monitor FHWA and FTA Performance Measures. (Feb 2023, 24)
- 3.4 Initiate planning for the Connections 2045 RMP update.
- 3.5 Develop Scope of Services for the RMP update. (Jan 2024)
- 3.6 Initiate Procurement for consultant for RMP update. Feb -April 2024
- 3.7 Develop schedule for LRTP update with adoption in Nov. 2025. May 2024

REGIONAL AND LOCAL COORDINATION

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

AIR CONFORMITY

- 3.12 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 (CONT.)

- 3.13 Assist local governments, as needed, to implement locally identified transportation projects.

TRAILS

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

END PRODUCT

Amended Connections 2045 RMP (As Needed)
Procure Contract for RMP Update (Spring 2024)
Analysis of FHWA and FTA Performance Measures Data (January 2023, 2024)
Adopted FHWA and FTA Performance Measures (Feb 2023, 2024)
Participation in training related to Fast Act Performance Measures (Ongoing)
Regionally Coordinated Transportation Planning Process (Ongoing)
Multi-Use Trail Feasibility Studies (See Task 5 for Trail Project Information)

RESPONSIBLE AGENCY

C RTP

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

Task 3 Long-Range Transportation Planning							
2023							
Funding Source	FHWA				FFY 21 FTA 5305(d)		FY 2023 Total
Contract Number					G2528		
Source Level	PL	SU	CMAQ	Total	Federal	Total	
MPO Budget Reference							
Lookup Name	2023 FHWA (PL)	2023 FHWA (SU)	2023 FHWA (CMAQ)	FHWA (Total)	Y 21 FTA 5305(d) G2528 (PL)	FFY 21 FTA 5305(d) G2528 (Total)	
Personnel (salary and benefits)							
Salaries and Fringe	\$ 33,284			-	\$ 4,990	-	\$ 38,274
				-		-	\$ -
Personnel (salary and benefits) Subtotal	\$ 33,284	\$ -	\$ -	\$ 33,284	\$ 4,990	\$ 4,990	\$ 38,274
Consultant							
3.0 Consultant Support Task 3 Activities		\$ 30,000		-		-	\$ 30,000
				-		-	\$ -
Consultant Subtotal	\$ -	\$ 30,000	\$ -	\$ 30,000	\$ -	\$ -	\$ 30,000
Direct Expenses							
				-		-	\$ -
Direct Expenses Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 33,284	\$ 30,000	\$ -	\$ 63,284	\$ 4,990	\$ 4,990	\$ 68,274

2024							
Funding Source	FHWA						FY 2024 Total
Contract Number							
Source	PL	SU	CMAQ	Total		Total	
MPO Budget Reference							
Lookup Name	2024 FHWA (PL)	2024 FHWA (SU)	2024 FHWA (CMAQ)	FHWA (Total)		(Total)	
Personnel (salary and benefits)							
Salaries and Fringe	\$ 49,187			-		-	\$ 49,187
				-		-	\$ -
Personnel (salary and benefits) Subtotal	\$ 49,187	\$ -	\$ -	\$ 49,187	\$ -	\$ -	\$ 49,187
Consultant							
3.0 Consultant Support Task 3 Activities		\$ 30,000		-		-	\$ 30,000
3.5 Connections 2045 RMP Update			\$ 450,000	-		-	\$ 450,000
				-		-	\$ -
Consultant Subtotal	\$ -	\$ 30,000	\$ 450,000	\$ 480,000	\$ -	\$ -	\$ 480,000
Direct Expenses							
				-		-	\$ -
Direct Expenses Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 49,187	\$ 30,000	\$ 450,000	\$ 529,187	\$ -	\$ -	\$ 529,187

UPWP TASK 4.0 – SHORT- RANGE PLANNING

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

OBJECTIVES

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

PREVIOUS WORK

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

ANTICIPATED ACTIVITIES

PLANNING SUPPORT WORK

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

PROJECT PRIORITY LISTS

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

TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

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

MONITOR TRANSPORTATION SYSTEM IMPACTS

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

MONITOR TRANSPORTATION SYSTEM IMPACTS (CONT.)

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

FAST ACT TRANSPORTATION ALTERNATIVES (TA) PROGRAM

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

LEGISLATIVE ACTIVITIES

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

END PRODUCT

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

RESPONSIBLE AGENCY

CRTPA

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

Task 4 Short-Range Transportation Planning							
2023							
Funding Source	FHWA				FFY 21 FTA 5305(d)		FY 2023 Total
Contract Number					G2528		
Source Level	PL	SU	CMAQ	Total	Federal	Total	
MPO Budget Reference							
Lookup Name	2023 FHWA (PL)	2023 FHWA (SU)	2023 FHWA (CMAQ)	FHWA (Total)	5305(d) G2528 (Federal)	05(d) G2528 (Total)	
Personnel (salary and benefits)							
Salaries and Fringe	\$ 57,205			-	\$ 11,441	-	\$ 68,647
				-		-	\$ -
Personnel (salary and benefits) Subtotal	\$ 57,205	\$ -	\$ -	\$ 57,205	\$ 11,441	\$ 11,441	\$ 68,647
Consultant							
4.0 Consultant Support Task 4 Activities		\$ 30,000		-		-	\$ 30,000
				-		-	\$ -
Consultant Subtotal	\$ -	\$ 30,000	\$ -	\$ 30,000	\$ -	\$ -	\$ 30,000
Direct Expenses							
4.4 TIP Software		\$ 12,000		-		-	\$ 12,000
Direct Expenses Subtotal	\$ -	\$ 12,000	\$ -	\$ 12,000	\$ -	\$ -	\$ 12,000
Total	\$ 57,205	\$ 42,000	\$ -	\$ 99,205	\$ 11,441	\$ 11,441	\$ 110,647

2024							
Funding Source	FHWA						FY 2024 Total
Contract Number							
Source	PL	SU		Total		Total	
MPO Budget Reference							
Lookup Name	2024 FHWA (PL)	2024 FHWA (SU)		FHWA (Total)		(Total)	
Personnel (salary and benefits)							
Salaries and Fringe	\$ 51,506			-		-	\$ 51,506
				-		-	\$ -
Personnel (salary and benefits) Subtotal	\$ 51,506	\$ -	\$ -	\$ 51,506	\$ -	\$ -	\$ 51,506
Consultant							
4.0 Consultant Support Task 4 Activities		\$ 4,500		-		-	\$ 4,500
				-		-	\$ -
Consultant Subtotal	\$ -	\$ 4,500	\$ -	\$ 4,500	\$ -	\$ -	\$ 4,500
Direct Expenses							
4.4 TIP Software		\$ 12,000		-		-	\$ 12,000
Direct Expenses Subtotal	\$ -	\$ 12,000	\$ -	\$ 12,000	\$ -	\$ -	\$ 12,000
Total	\$ 51,506	\$ 16,500	\$ -	\$ 68,006	\$ -	\$ -	\$ 68,006

UPWP TASK 5.0 – MOBILITY PLANNING

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

OBJECTIVE

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

PREVIOUS WORK

BICYCLE/PEDESTRIAN PLANNING

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

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

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

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

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

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

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

TRANSIT – STARMETRO

Coordinate update to the Annual Transit PPL with StarMetro.

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

Work with StarMetro in the development of Transit performance measures.

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

AVIATION

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

CONGESTION MANAGEMENT PLAN

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

INTELLIGENT TRANSPORTATION SYSTEMS

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

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

ANTICIPATED ACTIVITIES

PLANNING SUPPORT WORK

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

BICYCLE/PEDESTRIAN

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

- 5.7 Tallahassee to Havana Trail from Orchard Pond Rd. to US27 in Havana [Consultant] (Fall 2022)
- Document limits of existing right-of-way.
 - Identify any physical barriers or environmental features.
 - Identify possible constraints and opportunities.
 - Assess any potential fatal-flaw issues.
 - Determine the preferred option(s).
- 5.8 Bloxham Cutoff (SR 267) Feasibility Study [Consultant] (Spring 2023)
- Document limits of existing right-of-way.
 - Identify any physical barriers or environmental features.
 - Evaluate possible constraints and opportunities.
 - Assess any potential fatal-flaw issues.
 - Determine the preferred option(s).
- 5.9 Implement Tallahassee/Leon County Bicycle/Pedestrian Master Plan. (Ongoing)

TRANSIT (STARMETRO)

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

AVIATION

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

CONGESTION MANAGEMENT PLAN/PERFORMANCE MEASURES

- 5.19 Congestion Management Process Plan Update Phase II [Consultant]
(Summer/Fall 2022)
 - Update data and system information.
 - Refines the evaluation criteria for project assessment.
 - Identify Projects for implementation.
 - Annual adoption required Performance Measures Mobility.
 - Measures include:
 - travel time reliability and variability
 - vehicle and person hours of delay
 - average travel speed
 - other measures as deemed relevant to the CRTPA area
 - pavement condition and bridge condition
- 5.20 Establish, collect, and review data for the various performance measures to determine progress on adopted targets. (Ongoing)

INTELLIGENT TRANSPORTATION SYSTEMS (ITS)

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

ADDITIONAL PLANNING TASKS

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

END PRODUCT

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

RESPONSIBLE AGENCY

CRTPA

ESTIMATED TASK BUDGET AND FUNDING SOURCES TASK 5.0 - FISCAL YEARS 23 & 24

Task 5 Mobility Planning							
2023							
Funding Source	FHWA				FFY 21 FTA 5305(d)		FY 2023 Total
Contract Number					G2528		
Source Level	PL	SU	CMAQ	Total	Federal	Total	
MPO Budget Reference							
Lookup Name	2023 FHWA (PL)	2023 FHWA (SU)	2023 FHWA (CMAQ)	FHWA (Total)	Y 21 FTA 5305(d)	G2528 (I05(d)	G2528 (Total)
Personnel (salary and benefits)							
Salaries and Fringe	\$ 120,304			-	\$ 24,061	-	\$ 144,364
				-		-	\$ -
Personnel (salary and benefits) Subtotal	\$ 120,304	\$ -	\$ -	\$ 120,304	\$ 24,061	\$ 24,061	\$ 144,364
Consultant							
5.0 Consultant Support Task 5 Activities		\$ 30,000		-		-	\$ 30,000
5.7 Tallahassee Havana Trail Feasibility Study (FS)		\$ 52,700		-		-	\$ 52,700
5.8 SR267 Bloxham Cutoff Trail FS		\$ 98,700		-		-	\$ 98,700
5.20 Congestion Management Plan Update		\$ 10,721	\$ 136,880	-		-	\$ 147,601
5.26* Other Mobility Studies TBD		\$ 748,523		-		-	\$ 748,523
* Requires a UPWP Amendment				-		-	\$ -
Consultant Subtotal	\$ -	\$ 940,644	\$ 136,880	\$ 1,077,524	\$ -	\$ -	\$ 1,077,524
Direct Expenses							
				-		-	\$ -
Direct Expenses Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 120,304	\$ 940,644	\$ 136,880	\$ 1,197,828	\$ 24,061	\$ 24,061	\$ 1,221,888

2024							
Funding Source	FHWA						FY 2024 Total
Contract Number							
Source	PL	SU		Total		Total	
MPO Budget Reference							
Lookup Name	2024 FHWA (PL)	2024 FHWA (SU)		FHWA (Total)		(Total)	
Personnel (salary and benefits)							
Salaries and Fringe	\$ 118,958			-		-	\$ 118,958
				-		-	\$ -
Personnel (salary and benefits) Subtotal	\$ 118,958	\$ -	\$ -	\$ 118,958	\$ -	\$ -	\$ 118,958
Consultant							
5.0 Consultant Support Task 5 Activities				-		-	\$ -
				-		-	\$ -
Consultant Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Expenses							
				-		-	\$ -
Direct Expenses Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 118,958	\$ -	\$ -	\$ 118,958	\$ -	\$ -	\$ 118,958

UPWP TASK 6.0 – PUBLIC INVOLVEMENT

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

OBJECTIVE

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

PREVIOUS WORK

CRTPA

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

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

Minor update to the CRTPA's Limited English Proficiency Plan

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

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

Utilized virtual Story Books for main trail projects.

Safety Information booth at the Springtime Tallahassee Festival.

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

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

ONGOING ACTIVITIES

PLANNING SUPPORT WORK

- 6.0 Data collection and planning activities consistent with listed tasks. [Consultant]

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. (Ongoing)
- 6.2 Continue to conduct public outreach related to the CRTPA's plans and programs (including TIP, RMP, UPWP and Project Priority Lists) within the CRTPA region. (Ongoing)
- 6.3 Provide a clearinghouse for transportation related activities for all levels of government and public involved in improving the local transportation system. (Ongoing)
- 6.4 Provide CRTPA information and public involvement items at public events including community festivals and institutions of education. (Ongoing)
- 6.5 Complete regular updates to the CRTPA webpage - www.ctpa.org. (Ongoing)
- 6.6 Continue to monitor and track all public information requests. (Ongoing)
- 6.7 Continue efforts related to increasing input from the region's traditionally underserved population. (Ongoing)
- 6.8 Continue televising CRTPA meetings live on WCOT and provide post-meeting access to the video via the CRTPA website and YouTube Channel. (Monthly)
- 6.9 Develop and publish an Annual report on CRTPA activities. (Summer 2023, 2024)
- 6.10 Periodically review and update Public Involvement Plan (PIP) to comply with the FAST Act, Title VI and other applicable requirements. (Ongoing)
- 6.11 Review and update Public Involvement Process Plan to incorporate guidance for Virtual Online Public Meetings and COOP activities. (Fall 2022)

CRTPA – PUBLIC INVOLVEMENT (CONT.)

- 6.12 Update (as necessary) the Limited English Proficiency Plan for the CRTPA planning area. (Ongoing)
- 6.13 Conduct safety programs at public schools, as requested, in Gadsden, Leon, Jefferson, and Wakulla counties. (Ongoing)
- 6.14 Continue to coordinate with FDOT on the Annual Work Program Hearing. (Fall 2022, 2023)
- 6.15 Initiate public education campaign in coordination with the local colleges. (Ongoing)

END PRODUCT

Effective program to provide the public information regarding the transportation planning process and specific projects. (Ongoing)
Updated Public Involvement Process Plan. (Fall 2023)
Updates of CRTPA website. (Ongoing)

RESPONSIBLE AGENCY

CRTPA

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

Task 6 Public Involvement							
2023							
Funding Source	FHWA				FFY 21 FTA 5305(d)		FY 2023 Total
Contract Number					G2528		
Source Level	PL	SU	CMAQ	Total	Federal	Total	
MPO Budget Reference							
Lookup Name	2023 FHWA (PL)	2023 FHWA (SU)	2023 FHWA (CMAQ)	FHWA (Total)	2023 FFY 21 FTA 5305(d)	FFY 21 FTA 5305(d) G2528 (Total)	
Personnel (salary and benefits)							
Salaries and Fringe	\$ 47,357			-	\$ 11,138	-	\$ 58,495
				-		-	\$ -
Personnel (salary and benefits)	\$ 47,357	\$ -	\$ -	\$ 47,357	\$ 11,138	\$ 11,138	\$ 58,495
Consultant							
6.0 Consultant Support Task 6		\$ 30,000		-		-	\$ 30,000
				-		-	\$ -
Consultant Subtotal	\$ -	\$ 30,000	\$ -	\$ 30,000	\$ -	\$ -	\$ 30,000
Direct Expenses							
				-		-	\$ -
Direct Expenses Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 47,357	\$ 30,000	\$ -	\$ 77,357	\$ 11,138	\$ 11,138	\$ 88,495

2024							
Funding Source	FHWA						FY 2024 Total
Contract Number							
Source	PL			Total		Total	
MPO Budget Reference							
Lookup Name	2024 FHWA (PL)			FHWA (Total)		(Total)	
Personnel (salary and benefits)							
Salaries and Fringe	\$ 45,760			-		-	\$ 45,760
				-		-	\$ -
Personnel (salary and benefits)	\$ 45,760	\$ -	\$ -	\$ 45,760	\$ -	\$ -	\$ 45,760
Consultant							
6.0 Consultant Support Task 6				-		-	\$ -
				-		-	\$ -
Consultant Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Expenses							
				-		-	\$ -
Direct Expenses Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 45,760	\$ -	\$ -	\$ 45,760	\$ -	\$ -	\$ 45,760

UPWP TASK 7.0 – SPECIAL PROJECTS

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

OBJECTIVE

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

PREVIOUS WORK

CRTPA

US 90 Multi-use Trail Feasibility Study Phases I and II.
Stadium Dr./Lake Bradford Rd./Gaines St./Varsity Dr. Intersection Study.
Pensacola St./St. Augustine St. Operational Analysis Study.
Continued coordination on implementing Midtown Area Transportation Plan.

ANTICIPATED ACTIVITIES

- 7.1 Telecommuting Study [Consultant] (Fall 2023)
- Review of the prevailing views on telecommuting.
 - Assess state and national telecommuting trends.
 - Document limits of existing right-of-way, publicly owned lands and cultural resources, environmental features and any physical barriers and identify possible constraints.
 - Coordinate with applicable agencies and local governments.
 - Engage stakeholders from local chambers of commerce, businesses, learning institutions and government agencies in the Capital Region.
 - Coordinate meetings with CRTPA staff and key stakeholders.
 - Survey of telecommuting experiences in the CRTPA area.
 - Identify the benefits and challenges to telecommuting.
 - Provide recommendations to improve/promote telecommuting as a method to reduce overall traffic congestion in the region.

ANTICIPATED ACTIVITIES (CONT.)

- 7.2 Freight Study [Consultant] (Winter 2024)
 - Review of the prevailing views on telecommuting.
 - Assess state and national telecommuting trends.
 - Document limits of existing right-of-way,
- 7.3 Other planning projects as Identified
 - *Once a planning project is identified the UPWP will be amended to reflect to scope of work and budget.*

RESPONSIBLE AGENCY

CRTPA

END PRODUCT

Telecommuting Study (Spring 2024)
Freight Study (Spring 2024)
Corridor and Operational Studies as Identified (Ongoing)

ESTIMATED TASK BUDGET AND FUNDING SOURCES TASK 7.0 - FISCAL YEARS 23 & 24

Task 7 Special Projects							
2023							
Funding Source	FHWA				FFY 21 FTA 5305(d)		FY 2023 Total
Contract Number					G2528		
Source Level	PL	SU	CMAQ	Total	Federal	Total	
MPO Budget Reference							
Lookup Name	2023 FHWA (PL)	2023 FHWA (SU)	2023 FHWA (CMAQ)	FHWA (Total)	Y 21 FTA 5305(d) G2528 (PL)	Y 21 FTA 5305(d) G2528 (Total)	
Personnel (salary and benefits)							
Salaries and Fringe	\$ 127,383			-	\$ 25,477	-	\$ 152,860
				-		-	\$ -
Personnel (salary and benefits) Subtotal	\$ 127,383	\$ -	\$ -	\$ 127,383	\$ 25,477	\$ 25,477	\$ 152,860
Consultant							
7.0 Consultant Support Task 7 Activities		\$ 30,000		-		-	\$ 30,000
7.1 Telecommute Study							
7.2 Regional Freight Study				-		-	\$ -
7.3* Other Mobility Studies TBD		\$ 500,000					
* Requires a UPWP Amendment				-		-	\$ -
Consultant Subtotal	\$ -	\$ 530,000	\$ -	\$ 530,000	\$ -	\$ -	\$ 530,000
Direct Expenses							
Direct Expenses Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,750
Total	\$ 127,383	\$ 530,000	\$ -	\$ 657,383	\$ 25,477	\$ 25,477	\$ 687,610

2024							
Funding Source	FHWA						FY 2024 Total
Contract Number							
Source	PL	SU	CMAQ	Total		Total	
MPO Budget Reference							
Lookup Name	2024 FHWA (PL)	2024 FHWA (SU)	2024 FHWA (CMAQ)	FHWA (Total)		(Total)	
Personnel (salary and benefits)							
Salaries and Fringe	\$ 127,972			-		-	\$ 127,972
				-		-	\$ -
Personnel (salary and benefits) Subtotal	\$ 127,972	\$ -	\$ -	\$ 127,972	\$ -	\$ -	\$ 127,972
Consultant							
7.0 Consultant Support Task 7 Activities				-		-	\$ -
7.1 Telecommute Study (Cont.)				-		-	\$ -
7.2 Regional Freight Study (Cont.)		\$ -		-		-	\$ -
7.3* Other Mobility Studies TBD				-		-	\$ -
* Requires a UPWP Amendment				-		-	\$ -
				-		-	\$ -
Consultant Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Expenses							
				-		-	\$ -
Direct Expenses Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 127,972	\$ -	\$ -	\$ 127,972	\$ -	\$ -	\$ 127,972

Table I
FAST ACT PLANNING FACTORS

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

Table II
STATE PLANNING EMPHASIS AREAS

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

See Page 3 for additional details.

Table III: Schedule of Selected Projects FY 2023/FY2024

UPWP TASK	-- 2022 --						-- 2023 --												-- 2024--					
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
TASK 1.0 PROGRAM ADMINISTRATION																								
1.10 FDOT Annual Certification																								
1.11 Update Budget for COT Financial System																								
1.12 Audit																								
1.14 Develop 2024/25-26/27 UPWP																								
TASK 2.0 DATA COLLECTION																								
2.5 Analyze Census Data (Data)																								
2.6 Integrate Census Data in Program Documents																								
2.9 Annual Safety Measure Reporting																								
TASK 3.0 LONG RANGE PLANNING																								
3.1 LRTP Updates																								
TASK 4.0 SHORT RANGE PLANNING																								
4.2 Develop 2024 Priority Projects																								
4.4 TIP Annual Adoption & Roll-Forward																								
4.11 FDOT Work Program Coordination																								
4.17 Manage TA Application/Program																								
4.20 Develop Legislative Priorities																								
TASK 5.0 Modal Planning																								
5.1 Coordinate PPLs with Modal Partners																								
5.7 Tallahassee-Havana Trail Feasibility Study																								
5.8 (SR267) Bloxham Cutoff Trail Feasibility Study																								
5.20 Congestion Management Plan Update																								
TASK 6.0 PUBLIC INVOLVEMENT																								
6.11 Update Public Involvement Plan																								
TASK 7.0 SPECIAL PROJECTS																								
7.1 Telecommute Study																								
7.2 Regional Freight Study																								
							</																	

TABLE IV
Funding by Fund Type
FY 2022/23 and FY 2023/24

Source Level			FY 2023 Funding Source			FY 2024 Funding Source			
	2023	2024	Soft Match	Federal	Local	Soft Match	Federal	State	Local
Federal	\$ 144,492	\$ -	\$ 36,123.00	\$ 144,492.00	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FFY 21 FTA 5305(d) G2528 TOTAL	\$ 144,492	\$ -	\$ 36,123	\$ 144,492	\$ -	\$ -	\$ -	\$ -	\$ -
CMAQ	\$ 136,880	\$ 450,000	\$ 30,189.45	\$ 136,880.00	\$ -	\$ 99,249.36	\$ 450,000.00	\$ -	\$ -
PL	\$ 848,329	\$ 785,410	\$ 187,102.38	\$ 848,328.63	\$ -	\$ 173,225.42	\$ 785,410.00	\$ -	\$ -
SU	\$ 1,772,007	\$ 250,000	\$ 390,823.47	\$ 1,772,007.00	\$ -	\$ 55,138.53	\$ 250,000.00	\$ -	\$ -
FHWA TOTAL	\$ 2,757,216	\$ 1,485,410	\$ 608,115	\$ 2,757,216	\$ -	\$ 327,613	\$ 1,485,410	\$ -	\$ -
Local Governements	\$ 4,750	\$ 4,750	\$ -	\$ -	\$ 4,750.00	\$ -	\$ -	\$ -	\$ 4,750.00
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 2,906,458	\$ 1,490,160	\$ 644,238	\$ 2,901,708	\$ 4,750	\$ 327,613	\$ 1,485,410	\$ -	\$ 4,750

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

Agency Participation

	Funding Source Contract	FFY 21 FTA 5305(d) G2528		FHWA		Local G1L15	
		2023	2024	2023	2024	2023	2024
	Total Budget	\$ 144,492	\$ -	\$ 2,757,216	\$ 1,485,410	\$ 4,750	\$ 4,750
Task 1 Administration							
Personnel (salary and benefits)		\$ 55,986	\$ -	\$ 279,928	\$ 264,260	\$ -	\$ -
Consultant		\$ -	\$ -	\$ 76,000	\$ 55,500	\$ -	\$ -
Travel		\$ -	\$ -	\$ 18,500	\$ 18,000	\$ -	\$ -
Direct Expenses		\$ 402	\$ -	\$ 149,741	\$ 161,032	\$ 4,750	\$ 4,750
Indirect Expenses		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies		\$ -	\$ -	\$ 8,000	\$ 6,000	\$ -	\$ -
Equipment		\$ -	\$ -	\$ 5,000	\$ 4,000	\$ -	\$ -
Sub Total		\$ 56,387	\$ -	\$ 537,169	\$ 508,792	\$ 4,750	\$ 4,750
Task 2 Data Collection							
Personnel (salary and benefits)		\$ 10,998	\$ -	\$ 54,989	\$ 46,735	\$ -	\$ -
Consultant		\$ -	\$ -	\$ 70,000	\$ 40,000	\$ -	\$ -
Direct Expenses		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total		\$ 10,998	\$ -	\$ 124,989	\$ 86,735	\$ -	\$ -
Task 3 Long-Range Transportation Planning							
Personnel (salary and benefits)		\$ 4,990	\$ -	\$ 33,284	\$ 49,187	\$ -	\$ -
Consultant		\$ -	\$ -	\$ 30,000	\$ 480,000	\$ -	\$ -
Direct Expenses		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total		\$ 4,990	\$ -	\$ 63,284	\$ 529,187	\$ -	\$ -
Task 4 Short-Range Transportation Planning							
Personnel (salary and benefits)		\$ 11,441	\$ -	\$ 57,205	\$ 51,506	\$ -	\$ -
Consultant		\$ -	\$ -	\$ 30,000	\$ 4,500	\$ -	\$ -
Direct Expenses		\$ -	\$ -	\$ 12,000	\$ 12,000	\$ -	\$ -
Sub Total		\$ 11,441	\$ -	\$ 99,205	\$ 68,006	\$ -	\$ -
Task 5 Mobility Planning							
Personnel (salary and benefits)		\$ 24,061	\$ -	\$ 120,304	\$ 118,958	\$ -	\$ -
Consultant		\$ -	\$ -	\$ 1,077,524	\$ -	\$ -	\$ -
Direct Expenses		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total		\$ 24,061	\$ -	\$ 1,197,828	\$ 118,958	\$ -	\$ -
Task 6 Public Involvement							
Personnel (salary and benefits)		\$ 11,138	\$ -	\$ 47,357	\$ 45,760	\$ -	\$ -
Consultant		\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ -
Direct Expenses		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total		\$ 11,138	\$ -	\$ 77,357	\$ 45,760	\$ -	\$ -
Task 7 Special Projects							
Personnel (salary and benefits)		\$ 25,477	\$ -	\$ 127,383	\$ 127,972	\$ -	\$ -
Consultant		\$ -	\$ -	\$ 530,000	\$ -	\$ -	\$ -
Direct Expenses		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total		\$ 25,477	\$ -	\$ 657,383	\$ 127,972	\$ -	\$ -
TOTAL PROGRAMMED		\$ 144,492	\$ -	\$ 2,757,216	\$ 1,485,410	\$ 4,750	\$ 4,750

APPENDIX I

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

525-010-08
POLICY PLANNING
05/18

DEBARMENT and SUSPENSION CERTIFICATION

As required by the USDOT regulation on Governmentwide Debarment and Suspension at 49 CFR 29.510

- (1) The Capital Region TPA hereby certifies to the best of its knowledge and belief, that it and its principals:
- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
 - (b) Have not, within a three-year period preceding this proposal, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction, violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses listed in paragraph (b) of this certification; and
 - (d) Have not, within a three-year period preceding this certification, had one or more public transactions (federal, state or local) terminated for cause or default.
- (2) The Capital Region TPA also hereby certifies that if, later, it becomes aware of any information contradicting the statements of paragraphs (a) through (d) above, it will promptly provide that information to the U.S.D.O.T.

Name: Kristin Dozier
Title: CRTPA Chair

May 17, 2022
Date

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

525-010-08
POLICY PLANNING
05/18

APPENDICES A and E

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

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

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

525-010-08
POLICY PLANNING
05/18

- (6) **Incorporation of Provisions:** The Contractor shall include the provisions of paragraphs (1) through (7) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The Contractor shall take such action with respect to any subcontract or procurement as the Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. In the event a Contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the Contractor may request the Florida Department of Transportation to enter into such litigation to protect the interests of the Florida Department of Transportation, and, in addition, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.
- (7) **Compliance with Nondiscrimination Statutes and Authorities:** Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21; The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects); Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex); Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27; The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age); Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex); The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not); Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 -- 12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38; The Federal Aviation Administration’s Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex); Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations; Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100); Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq)

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

525-010-08
POLICY PLANNING
05/18

LOBBYING CERTIFICATION for GRANTS, LOANS and COOPERATIVE AGREEMENTS

In accordance with Section 1352 of Title 31, United States Code, it is the policy of the Capital Region TPA that:

- (1) No Federal or state appropriated funds have been paid or will be paid by or on behalf of the Capital Region TPA, to any person for influencing or attempting to influence an officer or employee of any Federal or state agency, or a member of Congress or the state legislature in connection with the awarding of any Federal or state contract, the making of any Federal or state grant, the making of any Federal or state loan, extension, continuation, renewal, amendment, or modification of any Federal or state contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The Capital Region TPA shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants and contracts and subcontracts under grants, subgrants, loans, and cooperative agreement), which exceeds \$100,000, and that all such subrecipients shall certify and disclose accordingly.
- (4) This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each failure.

Name: Kristin Dozier
Title: CRTPA Chair

May 17, 2022
Date

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

525-010-08
POLICY PLANNING
05/18

TITLE VI/ NONDISCRIMINATION ASSURANCE

Pursuant to Section 9 of US DOT Order 1050.2A, the Capital Region TPA assures the Florida Department of Transportation (FDOT) that no person shall on the basis of race, color, national origin, sex, age, disability, family or religious status, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, the Florida Civil Rights Act of 1992 and other nondiscrimination authorities be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any program or activity.

The Capital Region TPA further assures FDOT that it will undertake the following with respect to its programs and activities:

1. Designate a Title VI Liaison that has a responsible position within the organization and access to the Recipient's Chief Executive Officer.
2. Issue a policy statement signed by the Chief Executive Officer, which expresses its commitment to the nondiscrimination provisions of Title VI. The policy statement shall be circulated throughout the Recipient's organization and to the general public. Such information shall be published where appropriate in languages other than English.
3. Insert the clauses of *Appendices A and E* of this agreement in every contract subject to the Acts and the Regulations
4. Develop a complaint process and attempt to resolve complaints of discrimination against sub-recipients. Complaints against the Recipient shall immediately be forwarded to the FDOT District Title VI Coordinator.
5. Participate in training offered on Title VI and other nondiscrimination requirements.
6. If reviewed by FDOT or USDOT, take affirmative action to correct any deficiencies found within a reasonable time period, not to exceed ninety (90) calendar days.
7. Have a process to collect racial and ethnic data on persons impacted by your agency's programs.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all federal funds, grants, loans, contracts, properties, discounts or other federal financial assistance under all programs and activities and is binding. The person whose signature appears below is authorized to sign this assurance on behalf of the Recipient.

Name: Kristin Dozier
Title: CRTPA Chair

May 17, 2022
Date

DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION

It is the policy of the Capital Region TPA that disadvantaged businesses, as defined by 49 Code of Federal Regulations, Part 26, shall have an opportunity to participate in the performance of MPO contracts in a nondiscriminatory environment. The objectives of the Disadvantaged Business Enterprise Program are to ensure non-discrimination in the award and administration of contracts, ensure firms fully meet eligibility standards, help remove barriers to participation, create a level playing field, assist in development of a firm so it can compete successfully outside of the program, provide flexibility, and ensure narrow tailoring of the program.

The Capital Region TPA, and its consultants shall take all necessary and reasonable steps to ensure that disadvantaged businesses have an opportunity to compete for and perform the contract work of the Capital Region TPA, in a non-discriminatory environment.

The Capital Region TPA shall require its consultants to not discriminate on the basis of race, color, national origin and sex in the award and performance of its contracts. This policy covers in part the applicable federal regulations and the applicable statutory references contained therein for the Disadvantaged Business Enterprise Program Plan, Chapters 337 and 339, Florida Statutes, and Rule Chapter 14-78, Florida Administrative Code

Name: Kristin Dozier
Title: CRTPA Chair

May 17, 2022
Date

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

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

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

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

DocuSigned by:

Tim Smith

Name: Tim Smith, P.E.

Title: Transportation Development Director

3/29/2022 | 4:35 PM EDT

Date

DocuSigned by:

Greg Slay

Name: Greg Slay, AICP

Title: CRTPA Executive Director

3/28/2022 | 1:22 PM EDT

Date

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

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

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

FY2024 BUDGET DETAIL		
Account	Description	2024 Proposed Budget
511000	Salaries	496,488.00
511300	Salary Enhancements	19,859.52
512400	Other Salary Items	1,560.00
515000	Pension- Current	89,000.00
515100	Pension- MAP	26,757.00
515600	Mandatory Medicare	6,879.00
516000	Health Benefits	89,927.00
516100	Flex Benefits	9,840.00
		740,310.52
521010	Advertising	3,200.00
521030	Reproduction	593.00
521040	Unclassified Professional	500.00
521100	Equipment Repairs	795.00
521160	Legal Services	42,000.00
521180	Unclassified Contractual	37,500.00
521190	Computer Software	15,000.00
522080	Telephone	2,000.00
523020	Food	1,250.00
523050	Postage	250.00
523060	Office Supplies	8,497.00
523080	Unclassified Supplies	500.00
524010	Travel & Training	18,000.00
524020	Journals & Books	600.00
524030	Memberships	3,000.00
524050	Rent Expense- Building & Office	36,000.00
541040	Insurance	19,000.00
550040	Computer Equipment	6,000.00
		194,685.00
560010	Human Resource Expense	10,000.00
560020	Accounting Expense	23,400.00
560030	Purchasing Expense	4,500.00
560040	Information Systems Expense	39,000.00
560070	Revenue Collection	1,250.00
560082	Facilities and Environmental	900.00
560090	Vehicle Garage Expense	12.00
611300	Facilities Service Transfer	5,853.00
612400	Inter-Fund Ops Transfer	0.00
		\$84,915.00
		\$1,019,911.00

**Federal Highway Administration**

Florida Division Office
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Tallahassee, Florida 32312
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Planning Comments

Document Name: _____

MPO: _____

Date of Document: _____

Date Received _____

Date Reviewed _____

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COMMENTS

	Page #	Comment Type	Comment Description
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2			
3			
4			
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6			

7			
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10			
11			
12			
13			
14			
15			
16			
17			

UNIFIED PLANNING WORK PROGRAM (UPWP) REVIEW CHECKLIST

MPO: **CRTPA**

UPWP Draft # or Date: **3/15/22**

Review #: **1**

Date of Review: **3/30/2022**

Reviewed By: **D3 Staff**

The following UPWP Review Checklist is provided to assist in the review of the MPO's UPWP. This Review Checklist is to be completed by the MPO Liaison and included in the UPWP Appendix.

Comments should be categorized as:

Editorial: Comments may be addressed by MPO, but would not affect approval of the document, i.e., grammatical, spelling, and other related errors.

Enhancement: Comments may be addressed by MPO, but would not affect approval of the document, i.e., improve the quality of the document and the understanding for the public (improving graphics, re-packaging of the document, use of plain language, reformatting for clarity, removing redundant language).

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

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

UPWP Cover & Title Page

Does the cover or title page include the following information?

- MPO name, address, website? **Yes If yes, page number: Cover Page**
- CFDA number (FHWA – PL & SU: 20.205, FTA 5305: 20.505)? **Yes If yes, page number: Cover Page**
- Identification of agencies providing funds for the UPWP? **Yes If yes, page number: Cover Page**
- Financial Project Number (FPN) for each contract shown in UPWP? **No If yes, page number: FTA projects will be added to Final Document.**
- Federal Award Identification Number (FAIN) for FHWA contracts (or the Federal Aid Project Number [FAP])? **No If yes, page number: Will be added on Final Document**
- Correct State Fiscal Years? **No If yes, page number: Fiscal Year reference will be correct in Final Document**
- Statement of nondiscrimination? **No If yes, page number: Will be added to cover page of Final Document**
- DRAFT UPWP: Space for adoption date and revision dates? **Yes If yes, page number: Cover Page**
- FINAL UPWP: Adoption date and space for revision dates? **Yes If yes, page number: Cover Page**

Critical

CRTPA staff has been made aware of these issues and will have them included in the Final Document.

Required Content

Does the UPWP have the following information?

- Introduction? [Yes](#) If yes, page number: p. 2
- Organization and Management? [Yes](#) If yes, page number: p. 9
- UPWP Planning Task Pages? [Yes](#) If yes, page number: p. 18
- Funding Source Budget Table and Summary Budget Table? [Yes](#) If yes, page number: pp. 59,60
- Definition of acronyms used in UPWP? [Yes](#) If yes, page number: pp. ii, iii
- District Planning Activities? [Yes](#) If yes, page number: p. 8
- Indirect Rate Approval (if required)? [Not Applicable](#) If yes, page number: xx
 - Cost Allocation Plan and Certificate of Indirect Cost in an appendix? [Select response](#) If yes, page number: xx
- In TMAs, the MPO must identify and include cost estimates for transportation planning, research and technology transfer activities funded with other federal or state and/or local funds being conducted within the MPO area (this includes planning and feasibility studies by other entities) (23 CFR 420.111(e)). [Yes](#) If yes, page number: [Nothing Identified currently. As projects are identified they will be included.](#)
- DRAFT UPWP:
 - A place for the signed Resolution adopting the final UPWP? [Yes](#) If yes, page number: p. i
 - A place for the draft Resolution to adopt Travel Policy if not using FDOT policy (if required)? [Not Applicable](#) If yes, page number: xx
 - A place for the Cost Analysis Certification Statement? [Yes](#) If yes, page number: p. i
 - A place for the FHWA Certifications and Assurances? [No](#) If yes, page number: [Placeholder not identified](#)
- FINAL UPWP:
 - The signed Resolution adopting the UPWP? [Select response](#) If yes, page number: xx
 - The signed Resolution adopting the Travel Policy if not using FDOT policy (if required)? [Select response](#) If yes, page number: xx
 - The signed Cost Analysis Certification Statement? [Select response](#) If yes, page number: xx
 - The signed FHWA Certifications and Assurances? [Select response](#) If yes, page number: xx
 - UPWP Comments? [Select response](#) If yes, page number: xx
- Appendix to include items previously mentioned: Travel Policy (if required), Cost Allocation Plan and Certificate of Indirect Cost (if required), and UPWP Comments? [Not Applicable](#) If yes, page number: xx

Critical

CRTPA staff has been made aware of Certification & Assurances being omitted and will have them included in the Document.

Introduction

Does the introduction include the following elements?

- Definition and purpose of the UPWP? [Yes](#) If yes, page number: p. 2
- Overview of MPO's comprehensive transportation planning activities? [Yes](#) If yes, page number: pp. 12-14
- Discussion of planning priorities, both MPO and local? [Yes](#) If yes, page number: pp. 15-17

- Statement of CPG participation: “The FDOT and the (insert organization name) participate in the Consolidated Planning Grant (CPG). The CPG enables FDOT, in cooperation with the MPO, FHWA, and FTA, to annually consolidate Florida’s FHWA PL and FTA 5305(d) metropolitan planning fund allocations into a single grant that is administered by the FHWA Florida Division. These funds are annually apportioned to FDOT as the direct recipient and allocated to the MPO by FDOT utilizing formulas approved by the MPO, FDOT, FHWA and FTA in accordance with 23 CFR 420.109 and 49, U.S.C. Chapter 53. The FDOT is fulfilling the CPG’s required 18.07% non-federal share (match) using Transportation Development Credits as permitted by 23 CFR 120(i) and FTA C 8100.1D”. [Yes If yes, page number: p. 4](#)
- Definition of soft match: Section 120 of Title 23, U.S.C., permits a State to use certain toll revenue expenditures as a credit toward the non-Federal matching share of all programs authorized by Title 23, (with the exception of Emergency Relief Programs) and for transit programs authorized by Chapter 53 of Title 49, U.S.C. This is in essence a "soft-match" provision that allows the Federal share to be increased up to 100% to the extent credits are available. The “soft match” amount being utilized to match the FHWA funding in the UPWP is 18.07% of FHWA program funds for a total of \$_____ ? [Yes If yes, page number: p. 4 Fund total will be added in Final Document](#)
- Description of public involvement process used in development of MPO’s UPWP? [Yes ☒ No ☐ Page number: pp. 3,4](#)
- Description of how the MPO’s addresses the [Federal Planning Factors](#)-(23 CFR 450.306(b)) – can be demonstrated using a matrix? [Yes If yes, page number: p. 56](#)
- Description of how the MPO’s UPWP addresses the [Florida Planning Emphasis Areas 2021](#) and the [2021 Federal Planning Emphasis Areas](#)? [Yes If yes, page number: p. 57](#)
- If MPO is not in attainment, description of transportation related air quality planning activities regardless of funding sources or agencies conducting activities? [Not Applicable If yes, page number: xx](#)

Editorial

CRTPA staff has been made aware of the potential improvements to the CPG Participation and Soft Match descriptions. .

MPO Organization and Management

At a minimum, does the UPWP include information on the following items?

- Identification of participants and description of role in the UPWP planning process? [Yes If yes, page number: pp. 9,10](#)
- Discussion of agreements, including date executed
 - Metropolitan Planning Agreement (FHWA funds)? [Yes If yes, page number: p. 11](#)
 - Public Transportation Grant Agreements (prior year FTA funds)? [Yes If yes, page number: p. 11](#)
 - Interlocal Agreement for the Creation (or Redesignation) of the Metropolitan Planning Organization? [Select response If yes, page number: p. 10](#)
 - Intergovernmental Coordination and Review and Public Transportation Coordination Joint Participation Agreement (ICAR)? [Yes If yes, page number: p. 11](#)

- Memorandum of Understanding between MPOs and/or FDOT if transferring funds to accomplish Regional Activities?
[Not Applicable](#) If yes, page number: xx
- Discussion and identification of operational procedures and bylaws including date executed?
 - Continuity of Operations (COOP): [No](#) If yes, page number: [Coop reference will be included in Final Document.](#)
 - MPO Bylaws: [Yes](#) If yes, page number: [p. 9](#)
- Does the MPO include the following SIGNED Certifications and Assurances section?
 - Disadvantaged Business Enterprise Utilization? [No](#) If yes, page number: [xx](#)
 - Debarment and Suspension Certification? [No](#) If yes, page number: [xx](#)
 - Lobbying Certification for Grants, Loans and Cooperative Agreements? [No](#) If yes, page number: [xx](#)
 - Title VI/Nondiscrimination Assurances? [No](#) If yes, page number: [xx](#)
 - Appendices A and E? [No](#) If yes, page number: [xx](#)
- Discussion of Indirect Rate Plan, and in an appendix include signed Cost Allocation Plan and Certificate of Indirect Cost, if applicable? [Not Applicable](#) If yes, page number: [xx](#)

Critical

[CRTPA staff has been made aware of these issues and will have them included in the Final Document.](#)

Work Elements/Tasks Sheets

At a minimum, does the UPWP have the following distinct tasks or subtasks?

- MPO Administration? [Yes](#) If yes, page number: [xx](#)
- Transportation Improvement Program (TIP)? [Yes](#) If yes, page number: [xx](#)
- Long Range Transportation Plan (LRTP)? [Yes](#) If yes, page number: [xx](#)
- MPO Regional Activities Task (if required)? [Not Applicable](#) If yes, page number: [xx](#)

[No comment](#)

[Click here to enter comments](#)

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

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

[No comment](#)

[Click here to enter comments](#)

Work Elements/Tasks Sheets Budget Tables

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

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

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

- Personnel Services? [Yes If yes, page number: xx](#)
- Equipment? Equipment costing more than \$5,000 per item should be listed separately. [Yes If yes, page number: xx](#)
- Travel? [Yes If yes, page number: xx](#)
- Supplies? Supplies costing more than \$1,000 per item should be listed separately. [Yes If yes, page number: xx](#)
- Direct Expenses? [Yes If yes, page number: xx](#)
- Indirect Expenses (only required if MPO has an approved indirect rate)? [Yes If yes, page number: xx](#)
- Are Atypical expenses (see [Guide for UPWP Development](#)) clearly described? [No If yes, page number: CRTPA staff will add statement related to atypical expenses.](#)
- Is Annual Audit expense included, if required? [Yes If yes, page number: xx](#)

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

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

Enhancement

Atypical expense reference will be added to the Final Document

MPO Regional Activities Task (required if MPO is transferring funds between MPOs and/or FDOT to complete regional planning activities)

Does the MPO have distinct tables to reflect MPO funding and overall regional task funding? In the UPWP Budget Table template provided by Central Office, these tables are called MPO Regional Activities and All Regional Accounting. [No page number: Not Applicable](#)

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

- Show ALL agencies (e.g., other MPOs, FDOT) that are included in the regional activities? [Select response If yes, page number: xx](#)

- Show amounts to be transferred by the MPO to other agencies (if applicable)? [Select response](#) If yes, page number: xx
- Show amounts to be received by the MPO from other agencies (if applicable)? [Select response](#) If yes, page number: xx
- Show activities the funds are being used for? [Select response](#) If yes, page number: xx
- Do all participating MPOs use identical:
 - Descriptions of the activities to be completed [Select response](#) If yes, page number: xx
 - Task name, activity description(s) and budgeted funds [Select response](#) If yes, page number: xx

[No comment](#)

[Click here to enter comments](#)

Funding Source Budget Table

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

[Yes](#)

Total FY 2023 contract amounts:

- DRAFT UPWP:
 - PL funds, which include FDOT FY 23 FTA 5305(d) and FY 23 PL funds (refer to Chris Bratton's PL Spreadsheet ***total should not include estimated amount to be de-ob'd from FY 2021-22***)? [Yes](#) If yes, page number: p. 59
 - STBG or other federal funds (FY 2023 amount shown in FDOT Tentative Work Program)? [Yes](#)
 - Prior year active FTA contracts (PTGAs) with estimated amount? (contracts will be trued up in the fall once we have remaining balances at end of fiscal year.) [Yes](#)
- FINAL UPWP:
 - PL funds, which include FDOT FY 23 FTA 5305(d) and FY 23 PL funds (refer to Chris Bratton's UPDATED PL Spreadsheet which will include the MPO Board approved de-ob'd amount)? [Select response](#)
 - STBG funds or other federal funds (FY 2023 amount shown in FDOT Tentative Work Program) + MPO Board approved de-ob'd funds (if applicable) [Select response](#)
 - Prior year active FTA contracts (PTGAs) with estimated amount? (contracts will be true-d up in fall once we have remaining balances at end of fiscal year.) [Select response](#)
- Does Funding Source Budget Table include soft match amounts? [Yes](#)

[Editorial](#)

CRTPA allocated just under the PL amount identified by FDOT.

Total FY 2024 contract amounts:

- DRAFT UPWP:
 - PL funds, which include FDOT FY 24 FTA 5305(d) and FY 24 PL funds (refer to Chris Bratton's PL Spreadsheet)? [Yes](#) If yes, page number: p. 59
 - STBG or other federal funds (FY 2024 amount shown in FDOT Tentative Work Program)? [Yes](#)

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

[Editorial](#)

CRTPA allocated just under the PL amount identified by FDOT.

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

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

[Editorial](#)

Agreements are being prepared for MPO review/approval

Summary Budget Table

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

[Yes](#)

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

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

[No comment](#)

[Click here to enter comments](#)

General UPWP Comments

[Editorial](#)