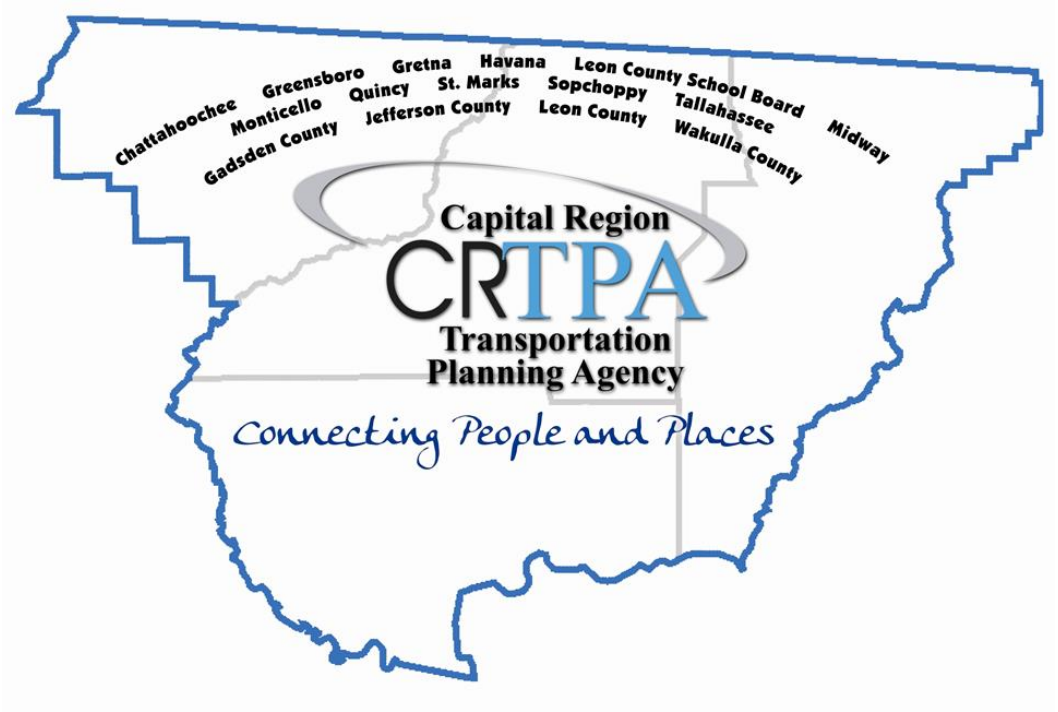


# FISCAL YEARS 2017 AND 2018
# UNIFIED PLANNING WORK PROGRAM

FAP 0220 (054)
FM 4279323-14-01(PL)
FM 4279323-1-14-02 (SU)

***FINAL May 16, 2016***

**Capital Region Transportation Planning Agency**
Box A-19
300 South Adams Street
Tallahassee, Florida 32301
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www.crtpa.org

The Capital Region Transportation Study Fiscal Years 2017 and 2018 Unified Planning Work Program was prepared and financed in part by the U.S. Department of Transportation, Federal Highway Administration, Federal Transit Administration, Florida Department of Transportation, Gadsden County, Jefferson County, Leon County, Leon County School Board, Wakulla County, and municipalities.

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Capital Region
Transportation Planning Agency
CRTPA

**Resolution 2016-5-2C**

A RESOLUTION ADOPTING THE FISCAL YEARS 2017 AND 2018 UNIFIED PLANNING WORK PROGRAM FOR THE CAPITAL REGION TRANSPORTATION PLANNING AGENCY (CRTPA); AUTHORIZING THE CHAIR TO EXECUTE THE GRANT AND RELATED ASSURANCES; AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE ALL SUBSEQUENT INVOICES AND JOINT PARTICIPATION AGREEMENTS.

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

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

WHEREAS, the CRTPA prepared and submitted a Fiscal Years 2016 and 2017 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 by the CRTPA that the CRTPA:

1. Adopts the Final Unified Planning Work Program for Fiscal Years 2017 and 2018, and
2. Authorizes the CRTPA chair to file and execute the Section 5305D Transit Planning Grant, and
3. Authorizes the CRTPA Executive Director to file and execute all related invoices and joint participation agreements to the Unified Planning Work Program and Section 5305D Transit Planning Grant.

DONE, ORDERED, AND ADOPTED THIS 16th DAY OF MAY, 2016

CAPITAL REGION TRANSPORTATION PLANNING AGENCY

Betsy Barfield, CHAIR

ATTEST:

Capital Region Transportation Planning Agency
CRTPA

Resolution 2016-6-2D

A RESOLUTION OF THE CAPITAL REGION TRANSPORTATON PLANNING AGENCY (CRTPA) DE-OBLIGATING FUNDING FROM FISCAL YEAR 2016 UNIFIED PLANNING WORK PROGRAM(UPWP) FROM THE STATE OF FLORIDA SU PROGRAM FOR IMMEDIATE USE IN THE FY 2017 FISCAL YEAR AND AMENDING FYs 2017-2018 UNIFIED PLANNING WORK PROGRAM (UPWP) TO ACCEPT THE FUNDING.

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 funding from the Florida Department of Transportation (FDOT); and

WHEREAS, the CRTPA has $15,000 in funding from the SU program in the Fiscal Years 2015 and 2016 for Task 9.1 of the Unified Planning Work Program; and

WHEREAS, none of that funding is required for services rendered prior to June 30, 2016; and

WHEREAS, the CRTPA must de-obligate $15,000 to fulfill requirements by the FDOT for immediate access in the FY 2017 fiscal year; and

WHEREAS, the CRTPA must amend the FYs 2017-2018 UPWP to accept and utilized the funds.

WHEREAS, the CRTPA must make minor changes resulting from its final review by the FDOT and Federal Highway Administration (FHWA).

NOW THEREFORE BE IT RESOLVED by the CRTPA that the CRTPA:

1. Approves the de-obligation of $15,000 of SU funding from the FYs 2015-2016 UPWP.
2. Approves the amendment of the FYs 2017-2018 UPWP to accept the de-obligated funds.
3. Approves the amendment of the FYs 2017-2018 UPWP, which reschedules $200,000 of SU funds from FY 2018 to FY 2017.
4. Approves minor changes to the UPWP resulting from the final review of the document by the FDOT and FHWA.
4. Authorizes the Chair to sign this resolution.

DONE, ORDERED, AND ADOPTED THIS 20th DAY OF JUNE, 2016

CAPITAL REGION TRANSPORTATION PLANNING AGENCY

Betsy Barfield, CHAIR

Attest: Jack Kostrzewa, Interim Executive Director

CAPITAL REGION TRANSPORTATION PLANNING AGENCY FISCAL YEARS 2017 AND 2018

# UNIFIED PLANNING WORK PROGRAM

FOR TRANSPORTATION PLANNING ACTIVITIES

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ADOPTED BY THE CAPITAL REGION TRANSPORTATION PLANNING AGENCY ON
MAY 16, 2016
BY RESOLUTION NO. 2016-5-2C
And AMENDED BY RESOLUTION NUMBER 2016-6-2D

Betsy Barfield, CRTPA Chairperson
Curtis Richardson, Vice Chairperson

Prepared by the Capital Region Transportation Planning Agency

Preparation of this report has been financed in part through grants
From the Florida Department of Transportation,
Federal Highway Administration, (CFDA No. 20.205) and
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This document has been developed pursuant to the FDOT MPO Program Management Handbook
FAIN 0220(54)
FPN# 439323-1-14-01 (PL Funds) and 439323-1-14-02(SU Funds)

**COST ANALYSIS CERTIFICATION AS REQUIRED BY SECTION 216.3475, FLORIDA STATUTES:**

I 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.

_____Suzanne K. Lex_____MPO Liaison/_Grant Manager

_____Signature _June 27, 2016_____Date

# 1. INTRODUCTION

The Fiscal Years (FYs) 2017/2018 Unified Planning Work Program (UPWP) defines the tasks and anticipated funding requirements for the Capital Region Transportation Planning Agency (CRTPA) during the fiscal period beginning July 1, 2016 and ending June 30, 2018. This document serves to inform the public, as well as all public officials and departments who contribute resources and allocate funds to the transportation planning process, of the proposed work program for each participating agency. In addition, the UPWP provides the basis for federal funding of transportation planning activities.

Development of this UPWP officially began on January 11, 2016 when the "FYs 2017/2018 UPWP Kick Off Meeting" was held between CRTPA staff, the Florida Department of Transportation (the Federal Highway Administration had been invited but was unable to attend) to discuss the document's development. Consistent with previous years, the UPWP was developed through reviewing and updating tasks contained within the preceding document in coordination with CRTPA staff and outside agencies responsible for the tasks identified within the document. Development of the FYs 2017/2018 UPWP also included a review of the CRTPA's top critical priorities as identified at its past annual retreats and development of tasks to address these priorities. In addition, staff reviewed the requirements related to development of UPWPs as contained within Chapter 3 of the Metropolitan Planning Organization Program Management Handbook.

The draft UPWP was presented to the CRTPA and its subcommittees for comment (March, 2016) and finalized by the CRTPA at its May, 2016 meeting. In addition, the UPWP is posted on the CRTPA's web page (www.crtpa.org). Throughout the year, copies of the document are provided upon request as well as available at public events attended by CRTPA staff.

Subsequent to adoption, the UPWP is reviewed throughout the year to ensure consistency between staff work efforts and tasks identified within the document as well as monitoring work progress and assess the need for possible amendment. The UPWP reflects compliance with the comprehensive Title VI Environmental Justice Procedures. Additionally, the FYs 2017/2018 UPWP was generated to address identified any annual and applicable state and federal Planning Emphasis Areas as detailed in Section II: Organization and Management. Although the CRTPA is in air quality attainment status, CRTPA staff in conjunction with the Florida Department of Transportation continues to monitor the CRTPA's air quality status as well air quality issues.

**Brief History of the CRTPA**

The UPWP guides transportation planning activities using input from governmental officials, technical experts and citizens. The CRTPA has its origins in the Tallahassee Urban Area Transportation Study (TALUATS), organized in 1965 as a joint undertaking between the City of Tallahassee, Leon County, and the State of Florida. The Tallahassee Urban Area Study Policy Committee was reorganized into the Tallahassee-Leon County Metropolitan Planning Area in 1977 and was reconstituted in 1979 in conformance with Chapter 334.215, Florida Statutes.

In October 2003, the Tallahassee-Leon County Metropolitan Planning Organization (MPO) approved expansion of its Planning Area Boundary (PAB) to include portions of Gadsden and

Wakulla counties. In May 2004, the Tallahassee-Leon County MPO approved an Apportionment Plan reorganizing into the Capital Region Transportation Planning Agency (CRTPA). The Governor approved the Apportionment Plan in August 2004 with subsequent Interlocal Agreements approved during December 2004 and January 2005. CRTPA bylaws were adopted in May 2005. Amendments were made to the Bylaws in November 2006 to reflect the institution of a Management Oversight Committee to provide executive supervision to the CRTPA director and staff. The Bylaws continued to reviewed annually by staff for necessary changes.

In 2007 the CRTPA directed staff to go forward with another expansion of the Planning Area Boundary. The proposed expansion includes the remainders of Wakulla and Gadsden Counties and all of Jefferson County. Interlocal agreements have been executed following approval of the Governor's Office.

**STATUS OF COMPREHENSIVE TRANSPORTATION PLANNING ACTIVITIES**

The following provides an overview of the status of comprehensive transportation planning activities (includes both CRTPA and transportation partner plans):

- Year 2040 Regional Mobility Plan was adopted by the CRTPA in December 2015. This plan identifies roadway, transit, bicycle and pedestrian projects within the CRTPA planning area boundary. The Leon County section of bicycle and pedestrian projects contained within this plan were identified as part of development of the Tallahassee-Leon County Year 2040 Bicycle and Pedestrian Master Plan (discussed below). Other projects will be identified from other member jurisdictions. This plan is available for review on the CRTPA's website (www.crtpa.org).

- Bicycle and Pedestrian Master Plan: The Tallahassee-Leon County Year 2025 Bicycle & Pedestrian Master Plan (BPMP) was adopted by the CRTPA on May 17, 2004. The BPMP includes nearly 70 miles of sidewalks, bike facilities and shared use paths for implementation. On September 27, 2005, the CRTPA adopted the Access to Schools to Priority List that provides a more detailed listing to assist within implementation of the BPMP. Initial development of the BPMP occurred prior to the CRTPA's expansion and, as a result, includes only projects within Tallahassee-Leon County. The next update of the BPMP was completed as part of the Regional Mobility Plan in December 2015.

- Transit Development Plan: The FY 2010-2020 Transit Development Plan (TDP) Major Update was approved by the City of Tallahassee in 2010. This document addresses major needs and suggests alternatives to meet the demand for transit services provided by the City of Tallahassee's StarMetro agency (formerly "Taltran"). Associated with development of the TDP was a broader effort by StarMetro entitled the "Tallahassee Transit Renaissance." The Tallahassee Transit Renaissance, provided a framework to meet community needs for a better transit system through focusing on the following six (6) areas: communications/image; technology; service; facilities/amenities; revenue opportunities and transit excellence. Section 7.2 (Transit Planning) provides detail regarding current and future planning efforts.

- Tallahassee International Airport Master Plan**:** The Tallahassee Regional Airport Master Plan was originally adopted in 1973 and has been updated several times. An Update to the Master Plan was developed and received by the Tallahassee City Commission in the summer of 2006. This update will cover a 20-year period. It was sent to FDOT and the Federal Aviation Administration for review. Final acceptance was in the third quarter of 2007. The Master Plan and Updates provide guidance for development of the Airport to meet the forecasted needs for facilities and infrastructure to provide commercial airline and general aviation services to the Tallahassee Region. In 2015 Tallahassee Regional Airport was designated Tallahassee International Airport.

- Leon County Transportation Disadvantaged Service Plan: This five-year plan includes a service analysis and implementation plan for transportation disadvantaged services within Leon County. The annual update to this plan was approved on April 11, 2011 and is available for review on the CRTPA's website (www.crtpa.org). The Community Transportation Coordinator, StarMetro had its contract re-approved through 2017. As a result a new plan was completed in January 2013. The CRTPA is the official planning agency of the Leon County Transportation Disadvantaged Coordinating Board (TDCB), who oversees the provision of transportation-disadvantaged services within Leon County. As with all TDSPs it is reviewed annually and amended as needed.

- Gadsden County Transportation Disadvantaged Service Plan: Originally adopted on January 16, 2008, the plan's annual update was approved in June 2013. The Apalachee Regional Planning Agency (ARPC) was the official planning agency of the Gadsden County Transportation Disadvantaged Coordinating Board (TDCB). As of July 1, 2013, the CRTPA became the designated Official Planning Agency. The TDSP is updated annually. The next major plan will be developed in 2018.

- Jefferson County Transportation Disadvantaged Service Plan Originally adopted on January 16, 2008, the plan's update was approved in June 2013. The Apalachee Regional Planning Agency (ARPC) was the official planning agency of the Jefferson County Transportation Disadvantaged Coordinating Board (TDCB). As of July 1, 2013 the CRTPA became the designated Official Planning Agency. The TDSP is updated annually and the next major update will be developed in 2018.

- Wakulla County Transportation Disadvantaged Service Plan: Originally adopted on January 16, 2007 the plan's initial adoption date was approved in June 2012. The Apalachee Regional Planning Agency (ARPC) was the official planning agency of the Wakulla County Transportation Disadvantaged Coordinating Board (TDCB). As of July 1, 2013 the CRTPA is the designated Official Planning Agency. During FY 16 the contract for the Community Transportation Coordinator (Wakulla Senior Services) with the Florida Commission for the Transportation Disadvantaged expired. Staff began and completed the recommendation process on April 8, 2016, which will result in the Florida Commission for TD issuing a contract for an additional five years to Wakulla Senior Services. A new service development

plan must be completed within 120 days of the new 5 year contract execution, which is July 1, 2016.

Local Government Comprehensive Plans: The following local government comprehensive plans are within the CRTPA's planning area boundary:

- Tallahassee-Leon County,
- Gadsden County,
- Jefferson County
- Wakulla County
- City of Chattahoochee
- Town of Havana
- City of Monticello
- City of Midway
- City of Gretna
- City of Greensboro
- City of Quincy
- City of Monticello
- City of Sopchoppy
- City of St. Marks
- City of Tallahassee

The transportation/traffic circulation elements of these local government comprehensive plans were updated as needed to reflect the CRTPA's recent adoption of the LRTP in December 2015.

**FYs 2015/2016 TRANSPORTATION PLANNING ACTIVITIES**

During FYs 2015/2016 transportation planning activities undertaken by the Capital Region Transportation Planning Agency (CRTPA) included continued implementation of the Year 2040 Long Range Transportation Plan and continued implementation of the adopted Bicycle and Pedestrian Master Plan through adoption of the Access to Schools Priority List. The following contains a summary of these and other transportation planning activities and accomplishments undertaken by the CRTPA:

- Development of findings, direction and priorities from CRTPA Retreat (October and April, when needed);

- FYs 2015 – FY 2020 Priority Project Lists adoption (September);

- FYs 2015 -FY 2020 Transportation Improvement Program adoption (June);

- Development and adoption of FYs 2013/2014 Unified Planning Work Program (November – May);

- Bicycle and Pedestrian Master Plans were adopted in:

    - Gadsden: August 21, 2012 by Gadsden County

- Wakulla: July 17, 2012 by Wakulla County
- Jefferson: January 17, 2013 by Jefferson County

Implementation and identification of projects continued through FY 16.

- Adoption of Safe Routes to Schools Priority List for Leon County (May, 2014) and with adoption of the Bicycle and Pedestrian Plans in Wakulla, Jefferson, and Gadsden Counties;

- Enhanced use of the CRTPA's webpage (www.crtpa.org) as a tool for information placement and dispersal (including meeting agendas and agenda items; staff and member contacts);

**PLANNING PRIORITIES**

Project priorities are consistent with the CRTPA Regional Mobility Plan (RMP) and FDOT's adopted Five Year Work Program in the following areas:

- Roadways Priority Project List (PPL)
- RMP PPL Bicycle and Pedestrian Projects
- Strategic Intermodal System (SIS)
- Transportation Systems Management

Other

- Transportation Alternative (through solicitation by CRTPA and ranked by a committee)
- Star Metro
- Tallahassee International Airport (Master Plan update to begin in 2017)

**PLANNING TASKS**

In FYs 2017/2018, CRTPA staff will focus on a comprehensive range of planning activities to be performed with funds under Titles 23 United States Code and Title 49 United States Code. These planning activities reflect the CRTPA's priorities and include the following:

Multimodal Planning (Task 1.1: Transportation Planning Management; Task 4.1: TIP, Task 2.1: Data Collection and Distribution, Task 7.1: Bicycle and Pedestrian Planning, Task 7.2: Transit Planning, Task 8.1: CRTPA Coordination) Consistent with the CRTPA's planning priorities, planning activities will include a focus on multimodal planning efforts. Such tasks include addressing the linkage between adopted plans and funding; development of the Project Priority Lists in a manner ensuring all modes receive funding consideration through the ranking process; active coordination with transit providers including StarMetro; and the implementation of BPMP projects. Additionally, continued education efforts will be made regarding the importance of multimodalism.

Regional Mobility Plan/Long Range Transportation Plan (Task 3.1: UPWP, Task 5.1: LRTP, Task 8.1: CRTPA Coordination). The Year 2035 Long Range Transportation Plan (LRTP) was adopted in FY 2010. In FYs 2009/10, CRTPA staff coordinated with CRTPA local governments regarding provision of Year 2035 LRTP information for incorporation in local government comprehensive plans. Additionally, projects contained within the LRTP have been added to the CRTPA's project priority list for funding consideration. The current Regional Master Plan was adopted in 2015. As with past plans, all modes of transportation are considered for a longer-range period than the LRTP – 50 years or more.

Public Involvement (Task 6.1: Public Involvement): Activities related to informing the public about the metropolitan planning process as well as the programs and plans of the CRTPA will continue within the CRTPA planning area. Such activities include participation in regional events, development of CRTPA newsletters, placement of current information on the CRTPA's website (www.crtpa.org), conducting public CRTPA meetings to receive input and the use of local media related to CRTPA meetings and programs. Public involvement will also include actively seeking input from the traditionally underserved from the region's population.

Efficient Transportation Decision Making (Task 2.1: Data Collection and Distribution; Task 6.1: CRTPA Coordination): Consistent with the adoption of the Year 2040 LRTP in FY 2015, ETDM eligible projects will continue to be entered into the ETDM Planning Screen. Additionally, CRTPA project already in the ETDM process will continue to be advanced consistent with programmed project activities. The collection of socioeconomic data will continue related to CRTPA ETDM projects.

Transportation Disadvantaged Planning (Task 7.1: Transportation Disadvantaged) Continuation of the CRTPA's role as the lead planning organization for transportation disadvantaged planning within Leon County will continue. In July of 2013 the CRTPA became the designated Official Planning Agency for all counties within the CRTPA boundary, in compliance with statutes.

Intelligent Transportation Systems (ITS)/Data Compilation (Task 2.1: Data Collection and Distribution and Task 6.1: CRTPA Coordination): ITS coordination will continue as needed and consistent with CRTPA adoption of a regional ITS Architecture including the sharing of information and projects contained within the adopted FDOT Work Program with local transportation agencies. Data compilation activities will continue related to transportation projects and potential impacts to man-made communities and the natural environment, including as related to the ETDM process.

## LEVEL OF PLANNING EFFORT

The tasks contained within this UPWP reflect the transportation needs of the CRTPA as identified in the CRTPA's plans and programs, as well as priorities explicitly identified by the CRTPA. As identified within the adopted Year 2040 LRTP, the transportation needs of the CRTPA exceed available resources for all modes of travel. This UPWP addresses these limited resources by focusing the CRTPA's planning efforts on the provision of a continuing, cooperative and comprehensive process to ensure adequate public involvement and mobility choices within the CRTPA.

# II. ORGANIZATION AND MANAGEMENT

The Capital Region Transportation Planning Agency (CRTPA) is the region's Metropolitan Planning Organization (MPO) and consists of voting representatives from:

- Leon County
- The Leon County School Board
- Gadsden County
- Jefferson County (includes voting for Monticello)
- Wakulla County
- The City of Chattahootchee
- The City of Gretna
- The City of Midway
- Town of Havana
- The City of Tallahassee

The apportionment of the membership of the CRTPA is based on population distribution among the members and is weighted as follows:

| Governmental Entity | Voting/Non-Voting | Weighted Vote | Members |
|---|---|---|---|
| Leon County | Voting | 37 | 7* |
| City of Tallahassee | Voting | 37 | 3** |
| Leon County School Board | Voting | 1 | 1 |
| Cities of Gadsden Co (Havana, Midway, Quincy) | Voting | 5 | 1 |
| Gadsden County | Voting | 9 | 1 |
| Wakulla County | Voting | 7 | 1 |
| Jefferson County | Voting | 4 | 1 |
| FL Dep't. of Transportation | Non-voting | 0 | 1 |
| Federal Highway Admin. | Non-voting | 0 | 1 |

***** The Leon County Board of County Commissioners designates the number of members from Leon County.
******The City of Tallahassee Commission designates the number of members from City of Tallahassee. In a memorandum to the CRTPA Chair dated November 29, 2005, the City of Tallahassee changed its membership on the CRTPA from five (5) members to three (3) members.

*******By virtue of an agreement between members, the City of Midway representative votes on behalf of the City of Midway, the City of Quincy, and the Town of Havana (5 votes).

The originally approved apportionment of the CRTPA is the result of actions initiated in October 13, 2003, when the Tallahassee-Leon County Metropolitan Planning Organization (MPO) approved a revised Planning Area Boundary to include portions of Wakulla and Gadsden Counties, the Cities of Midway and Quincy and the Town of Havana. Subsequently, on May 17, 2004, the MPO approved an Apportionment Plan in accordance with the revised Planning Area Boundary. On June 21, 2004, the MPO approved a resolution changing its name to the Capital Region Transportation Planning Agency (CRTPA). The Governor of Florida approved the apportionment plan on August 17, 2004. Subsequently the CRTPA moved to expand the planning area boundary to include all of Gadsden, Wakulla, and Jefferson counties. The Governor approved the new apportionment plan to include all four counties in March 2011. A map of the CRTPA's planning area boundary is located on the last page of this document.

Since the approval of the new apportionment plan, CRTPA completed the full execution of new interlocal agreements. A Staff Services Agreement between CRTPA and the City of Tallahassee was Agreement in April 2012.

Subsequent to the Governors approval of the Apportionment Plan, the CRTPA voted on November 15, 2004, to approve an updated Interlocal Agreement reflecting the new apportionment and structure of the MPO. This agreement was ultimately approved by all CRTPA member governments between December 4, 2004 and January 6, 2005. Bylaws governing the CRTPA were adopted on May 23, 2005. The following contains a listing of current CRTPA agreements:

- Interlocal Agreement: The original Interlocal Agreement establishing the Tallahassee-Leon County MPO (currently called "The Capital Region Transportation Planning Agency") was executed in 1975. The current interlocal agreement ("Interlocal Agreement For the Creation of the Capital Region Transportation Planning Agency") was established on November 15, 2004. The by-laws were amended in November of 2006 to create an Executive Director Management Oversight Committee. The latest update was adopted and executed on March 13, 2014

- Transportation Planning Funds Joint Participation Agreement: The "Transportation Planning Funds Joint Participation Agreement" between the CRTPA and the FDOT was approved by the CRTPA on July 1, 2010. This agreement relates to the preparation and adoption of the UPWP supported by PL funds.

- Intergovernmental Coordination and Review and Public Transportation Coordination Joint Project Agreement: This agreement between the FDOT, CRTPA, the Apalachee Regional

Planning Council (ARPC), City of Tallahassee TalTran (now "StarMetro"), City of Tallahassee Regional Airport and the Quincy-Gadsden Airport Authority was approved by the CRTPA on September 27, 2005. The purpose of this agreement is to provide for coordination with public transit operators, as well as to provide a process through the ARPC for intergovernmental coordination and review and identification of inconsistencies between proposed CRTPA transportation plans and local government plans. This agreement also provides a process for conflict and dispute resolution through the ARPC.

- Public Transportation Joint Participation Agreement: This agreement between the CRTPA and the FDOT to fund the Section 5305D Grant was executed on February 7, 2005 and again in FY 11. The agreement's purpose is to fund the Section 5305D grant as identified in the CRTPA's UPWP.

The CRTPA has two (2) advisory committees: the Citizens Multimodal Advisory Committee (CMAC), and the Technical Advisory Committee (TAC). The focus of each CRTPA committee differs with the CMAC being comprised of individuals in the community and includes representatives of various agencies and transportation interests. The TAC provides the CRTPA technical advice as it consists of professionals involved in transportation issues. The advisory committees meet approximately two (2) weeks prior to regularly scheduled CRTPA meetings in order to ensure that their recommendations are incorporated in CRTPA agenda items and provided to CRTPA members in a timely manner. The bylaws for the two (2) advisory committees are available for review on the CRTPA website (www.crtpa.org).

## CRTPA PARTICIPANTS IN UPWP METROPOLITAN PLANNING PROCESS

The following provides a discussion of CRTPA participants in the UPWP metropolitan area transportation planning process:

- CRTPA Member Governments and Agencies: Transit related tasks in the UPWP are closely coordinated with the City of Tallahassee's StarMetro agency (Task 7.2: Transit Planning), Airport related task are developed in coordination with the City of Tallahassee's International Airport (Task 7.3: Aviation Planning), data collection tasks related to signal timing, crash surveillance and ITS are closely coordinated with the City of Tallahassee Public Works Department and Leon County Public Works Department (Task 2.1: Data Collection and Distribution). Additionally, the CRTPA coordinates with member governments regarding other regional transportation issues as well as to receive adopted capital improvements program for inclusion within the CRTPA's TIP. CRTPA member government transportation related departments (such as public works, planning, public safety and growth management) also serve on the CRTPA's Technical Advisory Committee. As noted above, the following are the member governments and agencies of the CRTPA: Tallahassee-Leon County, Gadsden County, Wakulla County, Town of Havana, City of Midway, City of Quincy, and Leon County School Board. The addition of Jefferson County

and all of Wakulla County and their municipalities was approved with completion of the interlocal agreements and approval by the Governor's Office in 2011.

- Federal Highway Administration (FHWA): The CRTPA works closely with the FHWA on all issues of the metropolitan area planning process including program documents and funding issues. A representative from FHWA is invited to sit at the discussion table with the CRTPA in an advisory, ex-officio capacity.

- Florida Department of Transportation District 3 (FDOT D-3): The CRTPA works closely with FDOT D-3 on all issues of the metropolitan area planning process. They are an ex-officio member of the CRTPA Board.

- Florida Department of Transportation Central Office: The CRTPA receives guidance from the FDOT Central Office on issues largely related to policy, FDOT programs and the Efficient Transportation Decision Making process.

- Federal Transit Administration (FTA): The CRTPA coordinates with the FTA on issues related to transit including UPWP tasks as well as participation in the TMA certification process.

- Apalachee Regional Planning Council (ARPC): The ARPC serves on the CRTPA's Technical Advisory Committee. Until July 1, 2013 they were the designated Official Planning Agency for Jefferson, Wakulla, and Gadsden Counties.

- Commuter Services of North Florida (CSNF): CSNF has a staff member liaison on the CRTPA's Technical Advisory Committee. The CRTPA is an ex-officio member of the CSNF Board of Directors and coordinates with the CSNF on issues related to providing mobility options within the CRTPA region including the annual Commuter Choices Week event.

- Blueprint 2000 (BP 2000): BP 2000 has a liaison on the CRTPA's Technical Advisory Committee. The CRTPA coordinates with BP 2000 on regional transportation issues and projects being implemented by BP 2000. In addition, the CRTPA has staff representation on the BP 2000 Technical Advisory Committee.

•

**CRTPA CERTIFICATION STATUS (FEDERAL AND STATE)**

As a Transportation Management Area (TMA), the CRTPA is federally certified every four (4) years by the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA). This four-year cycle is based on the adoption of the Federal transportation bill (MAP-21). A TMA is an urbanized area, as defined by the U.S. Census, with a population of over 200,000. In general, the review consists of three (3) primary activities: a site visit, review of planning documents (in advance of and during the site visit), and preparation of a report summarizing the review and offering findings. The review focuses on compliance with federal regulations and the challenges, successes, and experiences of the cooperative relationship between the MPO, FDOT and transit operator (StarMetro) in the conduct of the metropolitan planning process. The CRTPA is presently certified through 2017.
In addition to TMA certification, the CRTPA is certified annually by the FDOT. The Annual State Certification of the CRTPA occurred in February with the results presented to the CRTPA. Findings of the Joint Certifications are located on the documents page of the CRTPA's website (www.crtpa.org)

**CRTPA OPERATING PROCEDURES AND BYLAWS**

CRTPA funds are administered through the City of Tallahassee's Accounting Services Division. Associated with the administration of these funds is the development of the Comprehensive Annual Financial Report (CAFR) of the City of Tallahassee. Included within the CAFR is the Single Audit Element developed by an independent auditor. Within this element is the listing of Federal Awards including funds from FTA and FDOT developed in accordance with OMB Circular A-133, as required by Section 3.8.6 (1) of the MPO Program Management Handbook. Associated with the administration of these funds is the development of an indirect cost rate that is applied to CRTPA program budgets. Local government matching funds required for Section 5305D funds received by the CRTPA are split among member governments of the CRTPA consistent with the CRTPA Interlocal agreement.

The CRTPA's adopted bylaws contain information related to the funding of the CRTPA. This information includes a discussion of member governments paying a proportional share of the operating costs of the CRTPA over and above the amount provided by state and federal sources. The bylaws provide that CRTPA staff will only perform those services required by applicable federal code and state statute. Additionally, the bylaws identify the UPWP as the "de facto" budget of the CRTPA.

A "Staff Services and Fiscal Memorandum of Agreement" between the "Tallahassee-Leon County Metropolitan Planning Organization", City of Tallahassee, and Leon County was originally executed in 1978 and updated as needed. The last update was executed in 2012. This agreement addresses staffing and fiscal administration issues.

The CRTPA does not currently lease any equipment.

## Federal Planning Factors

MAP-21 retained the eight SAFETEA-LU Planning Factors as the Scope of the Planning Process. The planning factors must be considered in the development of transportation plans and programs. Two new factors, #9 and #10 were added with the FAST Act in December of 2015.

| |
|---|
| 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, and 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. |
| 10. Enhance travel and tourism. |

| UNIFIED PLANNING WORK PROGRAM TASKS | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 1.1 Transportation Planning Administration | X | X | X | X | X | X | X | X | X | |
| 1.2 CRTPA Certification | X | X | X | X | X | X | X | X | X | |
| 1.3 Capital Outlay | X | X | X | X | X | X | X | X | X | |
| 1.4 Funding Administration | X | X | X | X | X | X | X | X | X | |
| 1.5 (intentionally blank) | | | | | | | | | | |
| 1.6 FDOT Match for 5305D Funds | X | X | X | X | X | X | X | X | X | |
| 2.1 Data Collection and Distribution | | X | X | X | X | X | X | | | |
| 3.1 Unified Planning Work Program | X | X | X | X | X | X | X | X | X | |
| 4.1 Trans. Improvement Program | X | X | X | X | X | X | X | X | X | X |
| 5.1 Year 2035 LRTP | X | X | X | X | X | X | X | X | X | X |
| 6.1 Public Involvement | | X | X | X | X | X | X | X | X | X |
| 7.1 Bicycle & Pedestrian Planning | | X | X | X | X | X | X | | X | X |
| 7.2 Transit | | X | X | X | X | X | X | X | X | |
| 7.3 Airport | X | | | X | X | X | X | X | | X |
| 7.4 Transportation Disadvantaged | | X | X | X | X | X | X | X | | |
| 7.5 Mobility Management | | X | X | X | X | X | X | X | X | X |
| 8.1 CRTPA Coordination | X | X | X | X | X | X | X | X | X | |
| 9.1 Corridor Analysis | X | X | X | X | X | X | X | X | X | X |
| 9.2 Special Trans. Planning Projects | X | X | X | X | X | X | X | X | X | X |

## Florida Department of Transportation Planning Emphasis Areas

### Advancing Multi-Modal Transportation Planning

Over the past decade, transportation planning has expanded to include more emphasis on non-automobile modes with consideration given to freight movements, bicycle and pedestrian planning, complete streets, and integration of transit use into multi-modal plans for agencies and jurisdictions. Plans may be developed to consider multi-modal planning at a jurisdictional or regional system wide level.

Many MPOs may already look at some or all of these factors when planning for future transportation improvements. MPOs are encouraged to consider the following areas in all of their modal planning for future system improvements.

### Freight Planning

Florida is the third most populous state in the United States. Florida consumes a significant amount of goods and commodities. The challenge for Florida is to keep up with the growing demand for goods. The safe and efficient movement of goods and commodities maintains and potentially expands Florida's economy. All freight transportation modes can be considered and include trucking, rail, waterborne, air, pipeline and even space play critical roles in moving goods and commodities.

The Florida Department of Transportation (FDOT) has embarked on the development and implementation of a Freight and Mobility and Trade Plan. The plan defines policies and investments that will enhance Florida's economic development efforts in the future. Consideration of this statewide plan should be given as MPOs explore and plan for future transportation investments. In addition, FHWA has many resources on their Freight Planning website.

### Transit Planning

The mission of the FDOT Transit Office is to "identify, support, advance and manage cost effective, efficient and safe transportation systems and alternatives to maximize the passenger carrying capacity of surface transportation facilities." As communities continue to grow, many planners are faced with highway facilities that can no longer accommodate expansion for a variety of reasons or choose not to accommodate through roadway expansion. As congestion increases and travel time reliability decreases, alternative modes of travel are being sought to meet the growing demand and traveling preferences of the public. MPOs and local jurisdictions are planning for transit expansion to accommodate the increasing need for alternatives to automobile travel.

Where appropriate, MPOs should consider transit-oriented development, exclusive bus lanes, bus rapid transit, transit expansion, new starts alternatives and other transit options when planning for transportation system enhancements. MPOs are encouraged to visit FDOT's Public Transit Office webpage for more information.

**Complete Streets**

The ability for Florida residents and visitors to have safe and convenient travel and access to economic hubs, shopping centers and public places is a vital part to creating a livable community. To ensure successful livable communities, transportation planning decisions must be made that encourage and consider economic development, appropriate local land uses, community culture and the natural environment.

One strategy to accomplish these goals is to implement a Complete Streets plan that integrates people and the environment in the planning, design and construction of transportation networks. Complete Streets is accomplished through contextual design in which transportation planning and road design decisions are determined by the context of the environment versus a one-size fits all planning and design approach.

FDOT has implemented a Complete Streets policy that is targeted to promote safety, quality of life and economic development in Florida. Successful implementation of this policy requires FDOT to routinely plan, design, construct, reconstruct and operate a context-sensitive transportation system. Implementation of this policy at the regional and local level may require MPOs to incorporate context-sensitive solutions and transportation system designs that consider local safety issues, land use development, community needs, and context sensitive solutions in their transportation planning process.

As MPOs work to meet the needs of their transportation users, consideration should be given, where appropriate, to complete streets policies that improve accessibility and public safety, address cultural needs, encourage economic development and promote mobility across all modes of transportation.

The following resources are available to help MPOs develop an approach to Complete Streets: FDOT Complete Streets - Workshops and Multi-Modal Corridor Planning Guidebook.

**Bicycle/Pedestrian**

Florida continues to be one of the leading states with high fatality and serious injury rates among bicyclists and pedestrians. Tackling this significant safety concern requires collaboration and support from all planning partners to develop effective bicycle and pedestrian planning strategies that reduce crashes, fatalities and injuries.

Florida is committed to working to address the challenge of improving safety for pedestrians and bicyclists. In 2010 FDOT established the Florida Bicycle and Pedestrian Council to provide a forum for stakeholders to participate and provide input into bike and pedestrian considerations. FDOT has updated several of its manuals and guidance documents, such as the Florida Greenbook, FDOT Design Standards and FDOT Plans Preparation Manual, to include guidance on incorporating innovative engineering countermeasures to improve pedestrian and bicyclist safety on Florida roadways. In 2011 FDOT implemented a Bicycle and Pedestrian Focused Initiative that targets the

reduction of fatalities and serious injuries of pedestrian and bicyclists on Florida roadways through a comprehensive approach that includes engineering, enforcement, education, and emergency response countermeasures.

In 2013 FDOT finalized its first Pedestrian and Bicycle Strategic Safety Plan and implemented Florida's Pedestrian and Bicycle Safety Coalition to assist with implementation of the plan.

To support pedestrian and bicycle safety, MPOs are encouraged to develop policies that support the integration of safe and well connected bicycle and walking networks into their overall transportation system. MPOs may also want to explore developing and implementing a Pedestrian Safety Action Plan, as suggested in the 2014 State Planning Emphasis Area bulletin. MPOs are encouraged to continue any efforts started as a result of the issuance of the 2014 State Planning Emphasis Area.

In existing MPO pedestrian safety programs, emphasis could be placed on enhancing or constructing new pedestrian and bicycling facilities, improving roadway and pedestrian lighting, and installing pedestrian safety devices such as marked crosswalks and pedestrian signals. MPOs can also reevaluate the effectiveness of their existing safety plan to determine if the program is still appropriate and producing positive results. MPOs are encouraged to use the following resources to develop your strategies: FDOT Safety Office Webpage, State of Florida Pedestrian & Bicycle trategic Safety Plan, Bicycle and Pedestrian Council, and AlertTodayFlorida.com.

**FDOT DISTRICT 3 PLANNING ACTIVITIES**

The FHWA Division Office has requested a task or section be included in each MPOs UPWP that identify the District Planning activities to be performed (with Federal or State funds) that will benefit the MPO. FDOT District 3 has listed the following information for incorporation in the UPWP:

- Planning and Corridor Studies
- System Planning and Reviews
- ETDM/Community Impact
- Analysis of Statistics
- Federal Function Classification
- Traffic Counts Program
- Modal Development Technical Assistance
- Safety Assessments and Audits.
- Review proposed local government comprehensive plan amendments, and the Evaluation and Appraisal Reports.

- Coordinate the review of Economic Development Transportation Fund applications for transportation related issues.

- Identify opportunities to add bicycle and sidewalk accommodations to resurfacing and capacity projects. Identify pedestrian needs at intersections and provide improvements as funding allows.

- Provide technical assistance to the Capital Region Transportation Planning Agency in support of the tasks associated with the FHWA PL funds.

- Florida Department of Transportation Secretary Jim Boxold has committed to reducing the number of pedestrian and bicycle crashes occurring annually within Florida. The FDOT has initiated a safety campaign focused in this area and has adopted specific policies and strategies to address this issue within the Florida Strategic Highway Safety Plan and the Florida Pedestrian and Bicycle Strategic Safety Plan. Reducing pedestrian and bicycle crashes are a state wide issue requiring commitment, cooperation and coordination with multiple partners. The planning emphasis area this year is intended to focus and strengthen the planning process between the partners regarding the safety of pedestrian and bicyclist using our state wide transportation system. The CRTPA will to the maximum extent possible integrate this emphasis area into its relevant plans.

## Matching Funds/Soft Match

### PL and SU Funding

Currently, the state provides 100 percent of the required match to secure FHWA funds, including PL and SU funds, with Toll Credits in place of local funds. For FY 2017 the soft match is estimated to be $100,744 for PL funds and $63,245 for SU funds. FY 2018 the soft match is estimated to be $100,744 for PL.

The total percentage for soft match is 18.07%.

### Federal Transit Administration

A ten percent local match is required for funding provided by the Federal Transit Administration (FTA) under the 5305D Program. The state contributes ten percent of the required match. FTA provides 80%.

### Transportation Disadvantaged Program

The State of Florida Commission for the Transportation Disadvantaged provides funding for required planning support provided by the CRTPA. No match is required. The grant is “lump sum” and payment is based upon deliverables.

# III. WORK ELEMENTS SECTION

**UPWP WORK ELEMENTS DESCRIPTION**

Tasks within the FYs 2017/2018 UPWP are organized into the following sections:

**Section 1: Program Administration (Tasks 1.1, 1.2, 1.3 1.4, 1.5, 1.6, 1.7)** - Includes those functions necessary for proper management of the transportation planning process on a continuing basis, including agenda development, travel, training, CRTPA certification, capital outlay and funding administration.

**Section 2: Data Collection and Distribution (Task 2.1)** - Includes the collection and analysis of socioeconomic, land use, and transportation related data on a continuing basis in order to provide an adequate reflection of growth of the transportation study area, and for use in efforts related to the LRTP, ETDM and the dissemination of information to transportation partners and the public.

**Section 3: Unified Planning Work Program (Task 3.1)** – Contains tasks associated with annual development of the UPWP.

**Section 4: Transportation Improvement Program (Task 4.1)** – Addresses tasks associated with annual development of the TIP including TIP amendments.

**Section 5: Long Range Transportation Plan (Task 5.1)** – Contains tasks associated with development of the LRTP.

**Section 6: Community Involvement (Task 6.1)** – Contains tasks related to the provision of public information about the CRTPA's plans and programs.

**Section 7: Systems Planning (Tasks 7.1, 7.2, 7.3, 7.4 and 7.5)** – Contains recurring planning studies/projects related to bicycle and pedestrian, transit, airport, transportation disadvantaged and mobility management issues.

**Section 8: CRTPA Coordination (Task 8.1)** – Addresses tasks related to coordination between the CRTPA and its transportation partners.

**Section 9: Other Planning Projects (Tasks 9.1 and 9.2)** – Contains tasks associated special CRTPA projects as well as specific corridor studies.

# SECTION 1

# ADMINISTRATION

| Task 1.1 PROGRAM ADMINISTRATION | |
|---|---|
| **Purpose:**<br><br>Ensure the administrative tasks of the Capital Region Transportation Study are performed in a continuing, cooperative and comprehensive manner. Included within this task are activities associated with conducting the CRTPA planning process, identification of CRTPA priorities, and activities related to CRTPA staff professional development through participation in workshops, training seminars, and conferences. | |
| **Previous Work Completed**<br>Administrative support for meeting logistics, processing of travel requests, purchasing, payroll processing and associated operating costs. Posting of CRTPA agendas on the CRTPA website. | |
| **Required Activities** | |
| FY2017<br><br>• CRTPA meeting logistics and distribution of agendas for meetings and retreats, including subcommittees<br>• Administrative Support for travel, purchasing and professional development.<br>• Administrative support for two payroll systems, including electronic timecard data entry<br>• Agreement maintenance and updating as needed.<br>• Posting CRTPA agendas and minutes may on the CRTPA's website (www.crtpa.org). | FY2018<br><br>• CRTPA meeting logistics and distribution of agendas for meetings and retreats, including subcommittees<br>• Administrative Support for travel, purchasing and professional development.<br>• Administrative support for two payroll systems, including electronic timecard data entry<br>• Agreement maintenance and updating as needed<br>• Posting CRTPA agendas and minutes on the CRTPA website (www.crtpa.org). |

| End Product | Completion Date | Responsible Agency |
|---|---|---|
| CRTPA and Advisory Committee Agendas. Retreats/Special topic meetings if needed in April and October | 2017 and 2018<br>Jan, Mar, April May, Jun, Sep Oct Nov). | CRTPA |
| Processing travel, payroll, purchasing | Monthly | CRTPA |
| Professional Development | ongoing | CRTPA |

| Estimated Budget Detail for FY 17 | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| **Budget Category** | **Budget Category Description** | **FHWA (PL)** | **FHWA (SU)** | **FTA 5303** | **FTA State Match** | **Local Funds** | **Trans. Disad.** | **Total** |
| **Personnel Services** | | | | | | | | |
| | Staff Salaries<br>Indirect Costs<br>Fringe Costs | $27,473<br>5,577<br>16,950 | - | $16,484<br>3,346<br>10,170- | $3,750 | $3,750 | - | - |
| | **Subtotal:** | **$50,000** | **-** | **$30,000** | **$3,750** | **$3,750** | **-** | **$87,500** |
| **Consultant Services** | | | | | | | | |
| | | - | - | - | - | - | - | - |
| | **Subtotal:** | **-** | **-** | **-** | **-** | **-** | **-** | **-** |
| **Travel** | | | | | | | | |
| | | $9,000 | - | - | - | - | - | $9,000 |
| | **Subtotal:** | **-** | **-** | **-** | **-** | **-** | **-** | **-** |
| **Other Direct Expenses** | | | | | | | | |
| Detail attached | | $53,525 | **-** | **-** | **-** | **-** | **-** | $53,525 |
| | **Subtotal:** | | **-** | **-** | **-** | **-** | **-** | |
| | **Total:** | **$112,525** | | **$30,000** | **$3,750** | **$3,750** | | **$150,025** |

| Task 1.1 Estimated Budget Detail for FY 18 | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| Budget Category | Budget Category Description | FHWA (PL) | FHWA (SU) | FTA 5303 | FTA State Match | Local Funds | Trans. Disad. | Total |
| **Personnel Services** | | | | | | | | |
| | Staff Salaries<br>Indirect Costs<br>Fringe Costs | $27,473<br>5,577<br>16,950 | - | $16,484<br>3,346<br>10,170- | $3,750 | $3,750 | - | - |
| | **Subtotal:** | **$50,000** | **-** | **$30,000** | **$3,750** | **$3,750** | **-** | **$87,500** |
| **Consultant Services** | | | | | | | | |
| | Click here to enter text. | - | - | - | - | - | - | - |
| | **Subtotal:** | **-** | **-** | **-** | **-** | **-** | **-** | **-** |
| **Travel** | | | | | | | | |
| | | **$9,000** | - | - | - | - | - | **$9,000** |
| | **Subtotal:** | **-** | **-** | **-** | **-** | **-** | **-** | **-** |
| **Other Direct Expenses** | | | | | | | | |
| | | **$53,525** | **-** | **-** | **-** | **-** | **-** | **$53,525** |
| | **Subtotal:** | | **-** | **-** | **-** | **-** | **-** | . |
| | **Total:** | **$112,525** | | **$30,000** | **$3,750** | **$3,750** | | **$150,025** |

## FHWA PL FUNDED UPWP TASK NO 1.1
## PROPOSED DIRECT ORGANIZATIONAL REPORT BUDGET
## FISCAL YEAR 2017

(1)

| | |
|---|---|
| Advertising | $ 4,500 |
| Reproduction | $ 8,000 |
| Equipment Repairs | $ 225 |
| Computer Software | $ 10,000 |
| Telephone | $ 1,000 |
| Postage | $ 500 |
| Office Supplies | $ 4,000 |
| (1)Unclassified Supplies | $ 2,000 |
| Travel & Training | $ 9,000 |
| Journals & Books | $ 300 |
| Rent Expense Bldg/Offc | $ 14,000 |
| **TOTAL** | $ 53,525 |

Unclassified supplies covers those purchases that are not traditional office supplies (pens, copy paper, etc). May cover the following (but not limited to):

- Display goods for public meetings,
- easels,
- promotional goods, etc.

(note) Consistent with City of Tallahassee budget line item procedures.

## FHWA PL FUNDED UPWP TASK NO 1.1
## PROPOSED DIRECT ORGANIZATIONAL REPORT BUDGET
## FISCAL
## YEAR
## 2018

| | |
|---|---|
| Advertising | $ 4,500 |
| Reproduction | $ 8,000 |
| Equipment Repairs | $ 225 |
| Computer Software | $ 10,000 |
| Telephone | $ 1,000 |
| Postage | $ 500 |
| Office Supplies | $ 4,000 |
| (1)Unclassified Supplies | $ 2,000 |
| Travel & Training | $ 9,000 |
| Journals & Books | $ 300 |
| Rent Expense Bldg/Offc | $ 14,000 |
| **TOTAL** | $ 53,525 |

(1) Unclassified supplies covers those purchases that are not traditional office supplies (pens, copy paper, etc) May cover the following (but not limited to):

- Display goods for public meetings,
- easels,
- promotional goods, etc.
- (note) Consistent with City of Tallahassee budget line item procedures.

# Allocated/Indirect Costs

The CRTPA, as part of their Staff Services Agreement with its host government – the City of Tallahassee provides allocated cost funding for the following support items:

- Accounting and Budgeting Services, which includes accounts receivable, accounts payable, accounting support, and technical expertise in the area of financial operations. It also includes a true-up process with Leon County Board of County Commissioners
- Procurement and Purchasing
- Human Resources
- Property Management

At the time the UPWP was drafted the allocated cost was 20.32 percent. Historically, while it may vary from year to year its variance has not been more than 1-4%.

The approved City of Tallahassee Cost Allocation Plan has been submitted to the Florida Department of Transportation as a separate deliverable, due to its size. It is evaluated as part of the single audit – also known as the Comprehensive Annual Financial Report (CAFR).

| Task 1.2 CERTIFICATION REVIEW | |
|---|---|
| **Purpose:**<br>Ensure Capital Region Transportation Planning Area (CRTPA) compliance with state and federal MPO certification requirements. As a Transportation Management Area (TMA), the CRTPA is federally certified every three (3) years by the FHWA and FTA. In addition to TMA certification, the CRTPA is certified annually by the FDOT. | |
| **Previous Work Completed**<br>TMA Certification, State Certification | |
| **Required Activities** | |
| FY2017<br>• TMA Certification: Begin and complete the TMA Certification process, including responses to findings.<br>• State Certification: Prepare for FDOT annual Certification; develop responses to FDOT certification questions; participate in FDOT Annual Certification; address any identified "Corrective Actions" associated with State Certification. Meet with FDOT and FHWA to discuss issues related to certification review.). | FY2018<br>• TMA Certification: Begin and complete the TMA Certification process, including responses to findings.<br>• State Certification: Prepare for FDOT annual Certification; develop responses to FDOT certification questions; participate in FDOT Annual Certification; address any identified "Corrective Actions" associated with State Certification. Meet with FDOT and FHWA to discuss issues related to certification review. |

| End Product | Completion Date | Responsible Agency |
|---|---|---|
| Federal Certification | 2017 | CRTPA |
| State Certification | Annually | CRTPA |

| Task 1.2 Estimated Budget Detail for FY 17 | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| Budget Category | Budget Category Description | FHWA (PL) | FHWA (SU) | FTA 5303 | FTA State Match | Local Funds | Trans. Disad. | Total |
| Personnel Services | | | | | | | | |
| | Salaries<br>Indirect<br>Fringe | $2,748<br>557<br>1,695 | - | - | - | | - | $2,748<br>557<br>1,695 |
| | Subtotal: | - | - | - | - | | - | - |
| Consultant Services | | | | | | | | |
| | Click here to enter text. | - | - | - | - | - | - | - |
| | Subtotal: | - | - | - | - | - | - | - |
| Travel | | | | | | | | |
| | Click here to enter text. | - | - | - | - | - | - | - |
| | Subtotal: | - | - | - | - | - | - | - |
| Other Direct Expenses | | | | | | | | |
| | Click here to enter text. | - | - | - | - | - | - | - |
| | Subtotal: | - | - | - | - | - | - | - |
| | Total: | $5,000 | - | - | - | - | - | $5,000 |

| Task 1.2 Estimated Budget Detail for FY 18 | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| Budget Category | Budget Category Description | FHWA (PL) | FHWA (SU) | FTA 5303 | FTA State Match | Local Funds | Trans. Disad. | Total |
| Personnel Services | | | | | | | | |
| | Salaries<br>Indirect<br>Fringe | $2,748<br>557<br>1,695 | - | - | - | | - | -$2,748<br>557<br>1,695- |
| | Subtotal: | - | - | - | - | $530,000 | - | - |
| Consultant Services | | | | | | | | |
| | | - | - | - | - | - | - | - |
| | Subtotal: | - | - | - | - | - | - | - |
| Travel | | | | | | | | |
| | Click here to enter text. | - | - | - | - | - | - | - |
| | Subtotal: | - | - | - | - | - | - | - |
| Other Direct Expenses | | | | | | | | |
| | Click here to enter text. | - | - | - | - | - | - | - |
| | Subtotal: | - | - | - | - | - | - | - |
| | Total: | $5,000 | - | - | - | - | - | $5,000 |

| Task 1.3 CAPITAL OUTLAY | |
|---|---|
| **Purpose:**<br>Ensure the adequate provision of capital resources to conduct the Capital Region Transportation Study in a continuing, cooperative and comprehensive manner. | |
| **Previous Work Completed** No purchases over $5000 were made during the previous fiscal year. Computer monitors (approximately $200 each) and one laptop computer (approximately $1400) was purchased. | |
| **Required Activities** | |
| FY2017<br>• Capital purchases if needed as a result of CRTPA office to City Hall and within City Hall scheduled for Fall, 2017.<br>• One time purchase of equipment not considered office supplies, with approval from FDOT/FHWA for items over $5000 | FY2018<br>• One time purchase of equipment not considered office supplies, with approval from FDOT/FHWA for items over $5000 |

| End Product | Completion Date | Responsible Agency |
|---|---|---|
| Expenses related to move within City Hall | December 31, 2016 | CRTPA |
| Other single purchases not related to office supplies with prior approval for large (>$5000) items | ongoing | CRTPA |

| Task 1.3 Estimated Budget Detail for FY 17 | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| **Budget Category** | **Budget Category Description** | **FHWA (PL)** | **FHWA (SU)** | **FTA 5303** | **FTA State Match** | **Local Funds** | **Trans. Disad.** | **Total** |
| **Personnel Services** | | | | | | | | |
| | | - | - | - | - | | - | - |
| | **Subtotal:** | **-** | **-** | **-** | **-** | | **-** | **-** |
| **Consultant Services** | | | | | | | | |
| | | - | - | - | - | - | - | - |
| | **Subtotal:** | **-** | **-** | **-** | **-** | **-** | **-** | **-** |
| **Travel** | | | | | | | | |
| | | - | - | - | - | - | - | - |
| | **Subtotal:** | **-** | **-** | **-** | **-** | **-** | **-** | **-** |
| **Other Direct Expenses** | | | | | | | | |
| Capital Purchases | | **$10,000** | **-** | **-** | **-** | **-** | **-** | **-** |
| | **Subtotal:** | **-** | **-** | **-** | **-** | **-** | **-** | **-** |
| | **Total:** | **$10,000** | **-** | **-** | **-** | **-** | **-** | **-** |

| Task 1.3 Estimated Budget Detail for FY 18 | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| Budget Category | Budget Category Description | FHWA (PL) | FHWA (SU) | FTA 5303 | FTA State Match | Local Funds | Trans. Disad. | Total |
| **Personnel Services** | | | | | | | | |
| | | - | - | - | - | | - | - |
| | **Subtotal:** | **-** | **-** | **-** | **-** | | **-** | **-** |
| **Consultant Services** | | | | | | | | |
| | | - | - | - | - | - | - | - |
| | **Subtotal:** | **-** | **-** | **-** | **-** | **-** | **-** | **-** |
| **Travel** | | | | | | | | |
| | | - | - | - | - | - | - | - |
| | **Subtotal:** | **-** | **-** | **-** | **-** | **-** | **-** | **-** |
| **Other Direct Expenses** | | | | | | | | |
| Capital Purchases | | **$10,000** | **-** | **-** | **-** | **-** | **-** | **-** |
| | **Subtotal:** | | **-** | **-** | **-** | **-** | **-** | **-** |
| | **Total:** | **$10,000** | **-** | **-** | **-** | **-** | **-** | **-** |

| Task 1.4 FUNDING ADMINISTRATION | |
|---|---|
| **Purpose:**<br>Ensure the adequate management of CRTPA grants, funds and contracts through maintaining the CRTPA's grants and contracts as well as coordinating with federal, state and local transportation partners. | |
| **Previous Work Completed**<br>Invoices, billings, assistance during Comprehensive Annual Financial Report (CAFR). Administer the Leon County TD Grant to Star Metro. | |
| **Required Activities** | |
| FY2017<br>• grant administration<br>• completion of invoices,<br>• compliance with Federal and State laws and regulations involving funding,<br>• annual operating budget development and support.<br>• Assist in annual CAFR<br>• Provide administrative assistance to Leon County Board of County Commissioners grant to Star Metro for the purchase of services for the Transportation Disadvantaged Program | FY2018<br>• grant administration<br>• completion of invoices,<br>• compliance with Federal and State laws and regulations involving funding,<br>• annual operating budget development and support.<br>• Assist in annual CAFR<br>• Provide administrative assistance to Leon County Board of County Commissioners grant to Star Metro for the purchase of services for the Transportation Disadvantaged Program |

| End Product | Completion Date | Responsible Agency |
|---|---|---|
| Invoices, budgets, grants, audit support. | continuing | CRTPA |
| Assist outside auditor with CAFR | February through May, 2017 and 2018 | CRTPA |
| Administration of Leon County TD Grant to Star Metro | Monthly | CRTPA |

| Task 1.4 Estimated Budget Detail for FY 17 | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| **Budget Category** | **Budget Category Description** | **FHWA (PL)** | **FHWA (SU)** | **FTA 5303** | **FTA State Match** | **Local Funds** | **Trans. Disad.** | **Total** |
| **Personnel Services** | | | | | | | | |
| | Salaries | $10,990 | | | | | | $10,990 |
| | Indirect | 2,230 | - | - | - | | - | 2,230 |
| | Fringe. | 6,780 | | | | | | 6,780- |
| | **Subtotal:** | **$20,000** | **-** | **-** | **-** | | **-** | **$20,000** |
| **Consultant Services** | | | | | | | | |
| | | - | - | - | - | - | - | - |
| | **Subtotal:** | **-** | **-** | **-** | **-** | **-** | **-** | **-** |
| **Travel** | | | | | | | | |
| | | - | - | - | - | - | - | - |
| | **Subtotal:** | **-** | **-** | **-** | **-** | **-** | **-** | **-** |
| **Other Direct Expenses** | | | | | | | | |
| | | **-** | **-** | **-** | **-** | **-** | **-** | **-** |
| | **Subtotal:** | **,** | **-** | **-** | **-** | **-** | **-** | |
| | **Total:** | **$20,000** | **-** | **-** | **-** | **-** | **-** | **$20,000** |

| Task 1.4 Estimated Budget Detail for FY 18 | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| **Budget Category** | **Budget Category Description** | **FHWA (PL)** | **FHWA (SU)** | **FTA 5303** | **FTA State Match** | **Local Funds** | **Trans. Disad.** | **Total** |
| **Personnel Services** | | | | | | | | |
| | Salaries | $10,990 | | | | | | $10,990 |
| | Indirect | 2,230 | - | - | - | | - | 2,230 |
| | Fringe | 6,780 | | | | | | 6,780 |
| | **Subtotal:** | **$20,000** | **-** | **-** | **-** | | **-** | **$20,000** |
| **Consultant Services** | | | | | | | | |
| | | - | - | - | - | - | - | - |
| | **Subtotal:** | **-** | **-** | **-** | **-** | **-** | **-** | **-** |
| **Travel** | | | | | | | | |
| | | - | - | - | - | - | - | - |
| | **Subtotal:** | **-** | **-** | **-** | **-** | **-** | **-** | **-** |
| **Other Direct Expenses** | | | | | | | | |
| | | **-** | **-** | **-** | **-** | **-** | **-** | **-** |
| | **Subtotal:** | | | | | | | |
| | **Total:** | **$20,000-** | **-** | **-** | **-** | **-** | **-** | **$20,000** |

| Task 1.5 FDOT ASSISTANCE FOR FHWA FUNDS<br>Soft Match PL/SU | |
|---|---|
| **Purpose:**<br>Left intentionally blank for FYs 2017 and 2018 | |
| **Previous Work Completed** | |
| **Required Activities** | |
| | |

| End Product | Completion Date | Responsible Agency |
|---|---|---|
| | | |

| Task 1.6 FDOT Match for FTA FUNDS | |
|---|---|
| **Purpose:**<br>This task addresses the provision of Florida Department of Transportation's (FDOT) matching share of Federal Transit Administration (FTA) Section 5305D funds. | |
| **Previous Work Completed**<br>Matching share for Sections 5303 (now 5305D) funds in previous Unified Planning Work Programs. | |
| **Required Activities** | |
| FY2017<br>• Provide grant match<br>• Note: represented within individual tasks | FY2018<br>• Provide grant match<br>• Note: represented in individual tasks |

| End Product | Completion Date | Responsible Agency |
|---|---|---|
| Funding | continuing | FDOT |

| Task 1.6 Estimated Budget Detail for FY 17 | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| Budget Category | Budget Category Description | FHWA (PL) | FHWA (SU) | FTA 5303 | FTA State Match | Local Funds | Trans. Disad. | Total |
| **Personnel Services** | | | | | | | | |
| | | - | - | **$16,113** | - | | - | **$16,113** |
| | **Subtotal:** | **-** | **-** | **-** | **-** | | **-** | **-** |
| **Consultant Services** | | | | | | | | |
| | | - | - | - | - | - | - | - |
| | **Subtotal:** | **-** | **-** | **-** | **-** | **-** | **-** | **-** |
| **Travel** | | | | | | | | |
| | | - | - | - | - | - | - | - |
| | **Subtotal:** | **-** | **-** | **-** | **-** | **-** | **-** | **-** |
| **Other Direct Expenses** | | | | | | | | |
| | | **-** | **-** | **-** | **-** | **-** | **-** | **-** |
| | **Subtotal:** | **-** | **-** | **-** | **-** | **-** | **-** | **-** |
| | **Total:** | **-** | **-** | **$16,113** | **-** | **-** | **-** | **$16,113** |

Note: represented in individual tasks

| Task 1.6 Estimated Budget Detail for FY 18 | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| Budget Category | Budget Category Description | FHWA (PL) | FHWA (SU) | FTA 5303 | FTA State Match | Local Funds | Trans. Disad. | Total |
| **Personnel Services** | | | | | | | | |
| | | - | - | **$16,113** | - | | - | **$16,113** |
| | **Subtotal:** | **-** | **-** | **-** | **-** | | **-** | **-** |
| **Consultant Services** | | | | | | | | |
| | | - | - | - | - | - | - | - |
| | **Subtotal:** | **-** | **-** | **-** | **-** | **-** | **-** | **-** |
| **Travel** | | | | | | | | |
| | | - | - | - | - | - | - | - |
| | **Subtotal:** | **-** | **-** | **-** | **-** | **-** | **-** | **-** |
| **Other Direct Expenses** | | | | | | | | |
| | | **-** | **-** | **-** | **-** | **-** | **-** | **-** |
| | **Subtotal:** | **-** | **-** | **-** | **-** | **-** | **-** | **-** |
| | **Total:** | **-** | **-** | **$16,113** | **-** | **-** | **-** | **$16,113** |

| Task 1.7 PROFESSIONAL SERVICES | |
|---|---|
| **Purpose:**<br>This task addresses the contracted use of legal, auditing, and facilitation services | |
| **Previous Work Completed**<br>Legal and auditing services | |
| **Required Activities** | |
| FY2017<br>• Attorney<br>▪ Meeting attendance<br>▪ Review of contracts and other legal opinions<br>• Audit Firm<br>▪ Working in conjunction with Accounting Services to develop and publish the Comprehensive Annual Financial Report (CAFR) | FY2018<br>• Attorney<br>▪ Meeting attendance<br>▪ Review of contract and other legal opinions<br>• Audit Firm<br>▪ Working in conjunction with Accounting Services to develop and publish the Comprehensive Annual Financial Report (CAFR) |

| End Product | Completion Date | Responsible Agency |
|---|---|---|
| Professional Support - legal | continuing | Consultant/CRTPA |
| Comprehensive Annual Financial Report (single audit) | May | Audit firm/CRTPA |

| Task 1.7 Estimated Budget Detail for FY 17 | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| Budget Category | Budget Category Description | FHWA (PL) | FHWA (SU) | FTA 5303 | FTA State Match | Local Funds | Trans. Disad. | Total |
| **Personnel Services** | | | | | | | | |
| | | - | - | - | - | | - | - |
| | **Subtotal:** | - | - | - | - | | - | - |
| **Consultant Services** | | | | | | | | |
| | Lawyer<br>Auditor | **$72,000** | - | - | - | - | - | **$72,000** |
| | **Subtotal:** | - | - | - | - | - | - | - |
| **Travel** | | | | | | | | |
| | | - | - | - | - | - | - | - |
| | **Subtotal:** | - | - | - | - | - | - | - |
| **Other Direct Expenses** | | | | | | | | |
| | | - | - | - | - | - | - | - |
| | **Subtotal:** | | - | - | - | - | - | |
| | **Total:** | **$72,000** | - | - | - | - | - | **$72,000** |

| Task 1.7 Estimated Budget Detail for FY 18 | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| **Budget Category** | **Budget Category Description** | **FHWA (PL)** | **FHWA (SU)** | **FTA 5303** | **FTA State Match** | **Local Funds** | **Trans. Disad.** | **Total** |
| **Personnel Services** | | | | | | | | |
| | | - | - | - | - | | - | - |
| | **Subtotal:** | **-** | **-** | **-** | **-** | | **-** | **-** |
| **Consultant Services** | | | | | | | | |
| | Lawyer<br>Auditor | $72,000 | - | - | - | - | - | $72,000 |
| | **Subtotal:** | | **-** | **-** | **-** | **-** | **-** | **-** |
| **Travel** | | | | | | | | |
| | | - | - | - | - | - | - | - |
| | **Subtotal:** | **-** | **-** | **-** | **-** | **-** | **-** | **-** |
| **Other Direct Expenses** | | | | | | | | |
| | Capital Purchases | **-** | **-** | **-** | **-** | **-** | **-** | **-** |
| | **Subtotal:** | **-** | **-** | **-** | **-** | **-** | **-** | **-** |
| | **Total:** | **$72,000** | **-** | **-** | **-** | **-** | **-** | **$72,000** |

# SECTION 2

# DATA COLLECTION

| Task 2.1 DATA COLLECTION | |
|---|---|
| **Purpose:**<br>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 concern and issues. | |
| **Previous Work Completed:**<br>Coordination with the City of Tallahassee, FDOT District 3 Traffic Operations (for Gadsden, Wakulla and Jefferson Counties) relative to Intelligent Transportation Systems (ITS), gathering of socio-economic data for 2040 Long Range Plan, ETDM Projects, maps, bicycle and pedestrian, and non-motorized transportation crashes | |
| **Required Activities** | |
| FY2017<br>• Data Coordination/ Gathering/Exchanging<br>  ○ Gather socio-economic data<br>  ○ ETDM Project Data Coordination<br>  ○ Bicycle and Pedestrian crash data<br>  ○ Non-motorized transportation crashes<br>• Partnership with Tallahassee/Leon County Geographic Information System (GIS) | FY2018<br>• Data Coordination/ Gathering/Exchanging<br>  ○ Gather socio-economic data<br>  ○ ETDM Project Data Coordination<br>  ○ Bicycle and Pedestrian crash data<br>  ○ Non-motorized transportation crashes<br>• Partnership with Tallahassee/Leon County Geographic Information System (GIS) |

| End Product | Completion Date | Responsible Agency |
|---|---|---|
| Data Coordination and Exchange | ongoing | CRTPA/FDOT/City of Tallahassee |
| Geographic Information System | ongoing | CRTPA/FDOT/City of Tallahassee |

| Task 2.1 Estimated Budget Detail for FY 17 | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| **Budget Category** | **Budget Category Description** | **FHWA (PL)** | **FHWA (SU)** | **FTA 5303** | **FTA State Match** | **Local Funds** | **Trans. Disad.** | **Total** |
| **Personnel Services** | | | | | | | | |
| | **Subtotal:** | **-** | **-** | **-** | **-** | Click here to enter text. | **-** | **-** |
| **Consultant Services** | | | | | | | | |
| | | - | - | - | - | - | - | - |
| | **Subtotal:** | **-** | **-** | **-** | **-** | **-** | **-** | **-** |
| **Travel** | | | | | | | | |
| | | - | - | - | - | - | - | - |
| | **Subtotal:** | **-** | **-** | **-** | **-** | **-** | **-** | **-** |
| **Other Direct Expenses** | | | | | | | | |
| | Tallahassee/Leon County GIS | **$10,000** | **-** | **-** | **-** | **-** | **-** | **$10,000** |
| | **Subtotal:** | | **-** | **-** | **-** | **-** | **-** | |
| | **Total:** | **$10,000 -** | **-** | **-** | **-** | **-** | **-** | **$10,000** |

| Task 2.1 Estimated Budget Detail for FY 18 | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| **Budget Category** | **Budget Category Description** | **FHWA (PL)** | **FHWA (SU)** | **FTA 5303** | **FTA State Match** | **Local Funds** | **Trans. Disad.** | **Total** |
| **Personnel Services** | | | | | | | | |
| | | - | - | - | - | | | - |
| | **Subtotal:** | **-** | **-** | **-** | **-** | | **-** | **-** |
| **Consultant Services** | | | | | | | | |
| | | - | - | - | - | - | - | - |
| | **Subtotal:** | **-** | **-** | **-** | **-** | **-** | **-** | **-** |
| **Travel** | | | | | | | | |
| | | - | - | - | - | - | - | - |
| | **Subtotal:** | **-** | **-** | **-** | **-** | **-** | **-** | **-** |
| **Other Direct Expenses** | | | | | | | | |
| - | Tallahassee Leon County GIS | **$10,000** | **-** | **-** | **-** | **-** | **-** | **$10,000** |
| | **Subtotal:** | | | | | | | |
| | **Total:** | **$10,000 -** | **-** | **-** | **-** | **-** | **-** | **$10,000** |

# SECTION 3

# Unified Planning Work Program (UPWP)

| Task 3.1 Unified Planning Work Program (UPWP) | |
|---|---|
| **Purpose:**<br>Ensure development of the CRTPA's transportation work program in a manner addressing the region's needs as well as federal and state requirements. Development of biennial UPWP.. | |
| **Previous Work Completed:**<br>Coordinated with transportation planning partners to identify UPWP tasks (December, January); drafting, and review of FY 2015 and FY 2016 UPWP for possible amendment and for use as a management tool ($1^{st}$ – $4^{th}$ Quarter). Submitted amendments to reviewing agencies by scheduled deadlines. Begin development of the biennial FYs 2017/2018 UPWP. Execution of PL Agreement. | |
| **Required Activities** | |
| FY2017<br>• Work with District and FHWA for pre-Final Adoption revisions<br>• Execution of PL Agreement<br>• Fiscal monitoring of elements<br>• Execution of PL Agreement | FY2018<br>• Review UPWP for mid-cycle amendments<br>• Amend UPWP as needed<br>• Prepare Amendments for Subcommittees and CRTPA<br>• Final adoption of amendments<br>• Begin development of 2019/2020 UPWP<br>• Execution of PL Agreement |

| End Product | Completion Date | Responsible Agency |
|---|---|---|
| Execution of PL Agreement | July, 2018 | CRTPA/FDOT |
| Development of UPWP Amendments | Jan-Mar, 2017 | CRTPA |
| Development/Adoption of 2019/2020 UPWP | December 2017 to June 30, 2018 | CRTPA |
| | | |

| Task 3.1 Estimated Budget Detail for FY 17 | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| **Budget Category** | **Budget Category Description** | **FHWA (PL)** | **FHWA (SU)** | **FTA 5303** | **FTA State Match** | **Local Funds** | **Trans. Disad.** | **Total** |
| **Personnel Services** | | | | | | | | |
| | Staff Salaries | $9,890 | | $13,736 | | | | $23,626 |
| | Indirect Costs | 2,008 | - | 2,788 | | | - | 4,796 |
| | Fringe Costs | 6,102 | | 8,476 | | | | 14,578 |
| | **Subtotal:** | **$18,000** | **-** | **$25,000** | **-** | | **-** | **$43,000** |
| **Consultant Services** | | | | | | | | |
| | | - | - | - | - | - | - | - |
| | **Subtotal:** | **-** | **-** | **-** | **-** | **-** | **-** | **-** |
| **Travel** | | | | | | | | |
| | | - | - | - | - | - | - | - |
| | **Subtotal:** | **-** | **-** | **-** | **-** | **-** | **-** | **-** |
| **Other Direct Expenses** | | | | | | | | |
| | | | **-** | **-** | **-** | **-** | **-** | |
| | **Subtotal:** | | **-** | | | | **-** | |
| | **Total:** | **$18,000** | **-** | **$25,000** | | | **-** | **$43,000** |

| Task 3.1 Estimated Budget Detail for FY 18 | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| **Budget Category** | **Budget Category Description** | **FHWA (PL)** | **FHWA (SU)** | **FTA 5303** | **FTA State Match** | **Local Funds** | **Trans. Disad.** | **Total** |
| **Personnel Services** | | | | | | | | |
| | Staff Salaries | $$9,890 | | $13,736 | | | | |
| | Indirect Costs | 2,008 | - | 2,788 | | | | |
| | Fringe Costs | 6,102 | | 8,476 | | | | |
| | **Subtotal:** | **$18,000** | **-** | **$25,000** | | | **-** | **$43,000** |
| **Consultant Services** | | | | | | | | |
| | | - | - | - | - | - | - | - |
| | **Subtotal:** | **-** | **-** | **-** | **-** | **-** | **-** | **-** |
| **Travel** | | | | | | | | |
| | | - | - | - | - | - | - | - |
| | **Subtotal:** | **-** | **-** | **-** | **-** | **-** | **-** | **-** |
| **Other Direct Expenses** | | | | | | | | |
| | **Subtotal:** | | | | | | | |
| | **Total:** | **$18,000** | **-** | **$25,000** | | | **-** | **$43,000** |

# SECTION 4

# Transportation Improvement Program (TIP)

| Task 4.1: Transportation Improvement Program (TIP) | |
|---|---|
| **Purpose**: Implement projects identified within the CRTPA's Regional Mobility Plan, Bicycle and Pedestrian Master Plan and other CRTPA plans/programs through coordination with the CRTPA's transportation partners in the development of the CRTPA Transportation Improvement Program (TIP) and project priority lists (PPLs). | |
| **Previous Work Completed**<br>Development and adoption of the FY 2017 – FY 2021 Transportation Improvement Program (TIP) (adopted June); development of FY 2018 – FY 2022 CRTPA Priority Project List (Roadway, Bicycle and Pedestrian, SIS, TSM, Transportation Alternatives, StarMetro and Tallahassee International Airport PPLs). Amendment of FY 2015 – FY 2019 and FY 2016 – FY 2020 Transportation Improvement Program. | |
| **Required Activities** | |
| Implement CRTPA priorities through development of priority project lists for the Regional Mobility Plan (consisting of roadway, bicycle, pedestrian, and transit projects) transportation systems management, aviation and transit projects, SIS and TA projects. Coordinate with FDOT D-3 regarding identification of Work Program projects for TIP inclusion as well as projects requiring TIP amendment. Coordinate with CRTPA member governments to identify local Capital Improvement Program transportation projects. Include Annual Listing of Federally Obligated Projects within TIP. Develop draft and final TIP including TIP narrative and listing of federal, state and CRTPA member government projects, as well as public involvement/education opportunities. Monitor and amend adopted TIP as required. Develop and maintain on-line Interactive TIP site. Develop maps for TIP projects | |
| FY 2017<br>• Development and adoption of the FY 2018 – FY 2022 Transportation Improvement Program (TIP) (adopt June);<br>• Development of FY 2019 – FY 2023 CRTPA Priority Project List (Roadway, Bicycle and Pedestrian, SIS, TSM, Transportation Alternatives, StarMetro and Tallahassee International Airport PPLs).<br>• Amendment of FY 2017 – FY 2021 and FY 2018 – FY 2022 Transportation Improvement Program | FY 2018<br>• Development and adoption of the FY 2019 – FY 2023 Transportation Improvement Program (TIP) (adopt June);<br>• Development of FY 2020 – FY 2024 CRTPA Priority Project List (Roadway, Bicycle and Pedestrian, SIS, TSM, Transportation Alternatives, StarMetro and Tallahassee International Airport PPLs).<br>• Amendment of FY 2018 – FY 2022 and FY 2019 – FY 2023 Transportation Improvement Program |

| End Product | Completion Date | Responsible Agency |
|---|---|---|
| FY 2018 – FY 2022 TIP | June 2017 | CRTPA |
| FY 2019 – FY 2023 TIP | June 2018 | CRTPA |
| FY 2019 – FY 2023 PPLs | September 2017 | CRTPA |
| FY 2020 – FY 2024 PPLs | September 2018 | CRTPA |

| Task 4.1 Estimated Budget Detail for FY 17 | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| Budget Category | Budget Category Description | FHWA (PL) | FHWA (SU) | FTA 5303 | FTA State Match | Local Funds | Trans. Disad. | Total |
| **Personnel Services** | | | | | | | | |
| | Staff Salaries<br>Indirect Costs<br>Fringe Costs | $21,980<br>4,460<br>13,560 | - | $10,304<br>2, 091<br>6.355 | | | - | $58,750 |
| | **Subtotal:** | **$40,000** | | **$18750** | | | **-** | **$58,750** |
| **Consultant Services** | | | | | | | | |
| | | - | - | - | - | - | - | - |
| | **Subtotal:** | **-** | **-** | **-** | **-** | **-** | **-** | **-** |
| **Travel** | | | | | | | | |
| | | - | - | - | - | - | - | - |
| | **Subtotal:** | **-** | **-** | **-** | **-** | **-** | **-** | **-** |
| **Other Direct Expenses** | | | | | | | | |
| | | | - | - | - | - | - | |
| | **Subtotal:** | | **-** | **-** | **-** | **-** | **-** | |
| | **Total:** | **$40,000** | | **$18,750** | **$5,000** | **$5,000** | | **$58,750** |

| Task 4.1 Estimated Budget Detail for FY 18 | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| Budget Category | Budget Category Description | FHWA (PL) | FHWA (SU) | FTA 5303 | FTA State Match | Local Funds | Trans. Disad. | Total |
| **Personnel Services** | | | | | | | | |
| | Staff Salaries<br>Indirect Costs<br>Fringe Costs | $21,980<br>4,460<br>13,560 | - | $10,304<br>2, 091<br>6.355 | | | - | $58,750 |
| | **Subtotal:** | **$40,000** | **-** | **$18,750** | | | **-** | **$58,750** |
| **Consultant Services** | | | | | | | | |
| | Click here to enter text. | - | - | - | - | - | - | - |
| | **Subtotal:** | **-** | **-** | **-** | **-** | **-** | **-** | **-** |
| **Travel** | | | | | | | | |
| | Click here to enter text. | - | - | - | - | - | - | - |
| | **Subtotal:** | **-** | **-** | **-** | **-** | **-** | **-** | **-** |
| **Other Direct Expenses** | | | | | | | | |
| | | | - | - | - | - | - | |
| | **Subtotal:** | | **-** | **-** | **-** | **-** | **-** | |
| | **Total:** | **$40,000** | **-** | **$18,750** | | | **-** | **$58,750** |

# SECTION 5

# Long Range Transportation Plan (LRTP)

**Task 5.1: Long Range Transportation Plan**
**Connections 2040 Regional Mobility Plan (RMP)**

**Purpose:**

Maintain and disseminate the CRTPA's Long Range Transportation Plan (LRTP), known as the Connections 2040 Regional Mobility Plan (RMP). Assist local governments and transportation partners in the region through provision of information related to the LRTP for use in ensuring consistency between CRTPA plans and local government comprehensive plans. Additionally, the CRTPA will be monitoring the adopted RMP for potential modification or amendment.

**Previous Work Completed:**

In 2015 the tasks completed for the RMP include the development and approval of the Evaluation Criteria, Opportunity Plan, Needs Plan, Cost Feasible Plan. Additional tasks that were completed in the process include the Transit Development Plan (TDP) in conjunction with staff from StarMetro and an Air Quality Analysis. Ultimately, a public hearing was held in October 2015 with adoption of the RMP by the CRTPA Board On November 16, 2015.

**Required Activities:**

FY 2017

- Monitoring, implementing, modifying, and amending the RMP as necessary in conjunction with collaboration efforts with transportation partners in the region, the Florida Department of Transportation (FDOT), the Federal Transit Administration (FTA) and the Federal Highway Administration (FHWA).
- Distribute RMP to transportation partners and citizens.
- Assist local governments with adopting the RMP into local government comprehensive plans.
- Initiate the development of the scope of services (SOS) for the update to the 2045 Long Range Transportation Plan.

FY 2018

- Monitoring, implementing, modifying, and amending the RMP as necessary in conjunction with collaboration efforts with transportation partners in the region, the Florida Department of Transportation (FDOT), the Federal Transit Administration (FTA) and the Federal Highway Administration (FHWA).
- Distribute RMP to transportation partners and citizens.
- Develop and released Request for Proposals, short-list firms and select final consultant to perform work.
- Development of Goals and Objectives, Existing Conditions, Plan Development, GIS, and Public Involvement.

| End Product | Completion Date | Responsible Agency |
|---|---|---|
| Monitor and Implement adopted plan | ongoing | CRTPA |
| Distribution of plan | Ongoing | CRTPA |
| Technical Assistance to Member Governments | Ongoing | CRTPA |
| 2045 Scope Development | June 2017 | CRTPA |
| Advertise RFP | September 2017 | CRTPA/COT Procurement |
| | | |

| Task 5.1 Estimated Budget Detail for FY 17 | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| **Budget Category** | **Budget Category Description** | **FHWA (PL)** | **FHWA (SU)** | **FTA 5303** | **FTA State Match** | **Local Funds** | **Trans. Disad.** | **Total** |
| **Personnel Services** | | | | | | | | |
| | Staff Salaries<br>Indirect Costs<br>Fringe Costs | $16,635<br>3,370<br>9,995 | - | $10,713<br>2,175<br>6,612 | $2,438 | $2,438 | - | $54,375 |
| | **Subtotal** | $30,000 | | $19,500 | $2,438 | $2,438 | | $54,375 |
| **Consultant Services** | | | | | | | | |
| | | - | - | - | - | - | - | - |
| | **Subtotal:** | **-** | **-** | **-** | **-** | **-** | **-** | **-** |
| **Travel** | | | | | | | | |
| | | - | - | - | - | - | - | - |
| | **Subtotal:** | **-** | **-** | **-** | **-** | **-** | **-** | **-** |
| **Other Direct Expenses** | | | | | | | | |
| | | | - | - | - | - | - | |
| | **Subtotal:** | | | | | | | |
| | **Total:** | **$30,000** | | **$19,500** | **$2,438** | **$2,438** | | **$54,375** |

| Task 5.1 Estimated Budget Detail for FY 18 | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| **Budget Category** | **Budget Category Description** | **FHWA (PL)** | **FHWA (SU)** | **FTA 5303** | **FTA State Match** | **Local Funds** | **Trans. Disad.** | **Total** |
| **Personnel Services** | | | | | | | | |
| | Staff Salaries<br>Indirect Costs<br>Fringe Costs | $16,635<br>3,370<br>9,995 | - | $10,713<br>2, 175<br>6,612 | $2,438 | $2,438 | - | $54,375 |
| | **Subtotal:** | $30,000 | | $19,500 | $2,438 | $2,438 | | $54,375 |
| **Consultant Services** | | | | | | | | |
| | | - | - | - | - | - | - | - |
| | **Subtotal:** | **-** | **-** | **-** | **-** | **-** | **-** | **-** |
| **Travel** | | | | | | | | |
| | | - | - | - | - | - | - | - |
| | **Subtotal:** | **-** | **-** | **-** | **-** | **-** | **-** | **-** |
| **Other Direct Expenses** | | | | | | | | |
| | | | | | | | | |
| | **Subtotal:** | | | | | | | |
| | **Total:** | **$30,000** | | **$19,500** | **$2,438** | **$2,438** | | **$54,375** |

# SECTION 6

# Public Involvement

| Task 6.1: Public Involvement | |
|---|---|
| **Purpose**: Conduct the public involvement process in a manner that increases the public's knowledge and participation in the regional transportation planning process. | |
| **Previous Work Completed**<br>Public Involvement Plan and Assessment: Held monthly internal meetings to assess implementation of Public Involvement Plan and discuss upcoming public involvement opportunities throughout the CRTPA area. Developed update to the PIPP as part of the development of the Public Involvement Plan for the Long Range Transportation Plan (Connections 2040 Regional Mobility Plan).<br><br>Title VI: Developed/adopted Title VI Procedures as part of the Public Involvement Process Plan and attended training and outreach events related to Title VI best practices.<br><br>Public Outreach: Conducted public outreach seeking comments on the CRTPA's plans and programs (including TIP, UPWP, Project Priority Lists, Regional Mobility Plan) within the CRTPA region; provided generalized CRTPA information at public events; provided information regarding transportation planning process and CRTPA plans and programs to various news media; made continuing updates/upgrades to CRTPA webpage to improve public access to CRTPA information and resources including the posting of information regarding CRTPA members, the planning process, CRTPA plans and programs, and upcoming meetings/public involvement opportunities (1st – 4th Quarter); analyzed public comment received regarding the CRTPA's plans and programs; increased efforts to seek input from the region's traditionally underserved population through targeted locations in public events. | |
| **Required Activities** | |
| FY 2017<br>• Public Involvement Process Plan and Assessment: Monitor and update the PIPP as needed; conduct public involvement assessment meetings consistent with adopted PIPP.<br>• Title VI: Continue to monitor and update Title VI document as may be required.<br>• Update the Limited English Proficiency Plan for the CRTPA area<br>• Public Outreach: 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;<br>• provide CRTPA information and public involvement items at public events (including Community Festivals) and institutions of education,<br>• provide information regarding | FY2018<br>• Public Involvement Process Plan and Assessment: Monitor and update the PIPP as needed; conduct public involvement assessment meetings consistent with adopted PIPP.<br>• Title VI: Continue to monitor and update Title VI document as may be required.<br>• Update the Limited English Proficiency Plan for the CRTPA area<br>• Public Outreach: 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;<br>• provide CRTPA information and public involvement items at public events (including Community Festivals) and institutions of education,<br>• provide information regarding |

| | |
|---|---|
| transportation planning process and CRTPA plans and programs to various news media;<br>• maintain a CRTPA webpage;<br>• develop CRTPA program/project updates for public distribution;<br>• disseminate transportation planning information to citizens, public agencies and others as requested;<br>• continue efforts related to increasing input from the region's traditionally underserved population;<br>• perform safety programs at public schools, as requested, in Gadsden, Leon, Jefferson, and Wakulla counties.<br>• Attend local festivals and events as available in all counties.<br>• Continue televising CRTPA meetings on WCOT and provide access to video tapes of CRTPA Board meetings.<br>• Revamp and update the CRTPA website as needed. | transportation planning process and CRTPA plans and programs to various news media;<br>• maintain a CRTPA webpage;<br>• develop CRTPA program/project updates for public distribution;<br>• disseminate transportation planning information to citizens, public agencies and others as requested;<br>• continue efforts related to increasing input from the region's traditionally underserved population;<br>• perform safety programs at public schools, as requested, in Gadsden, Leon, Jefferson, and Wakulla counties.<br>• Attend local festivals and events as available in all counties.<br>• Continue televising CRTPA meetings on WCOT and provide access to video tapes of CRTPA Board meetings.<br>• Revamp and update the CRTPA website as needed. |

| End Product | Completion Date | Responsible Agency |
|---|---|---|
| Web Page | ongoing | CRTPA |
| Increased Public Input | ongoing | CRTPA |
| Increased Outreach | ongoing | CRTPA |

| Task 6.1 Estimated Budget Detail for FY 17 | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| **Budget Category** | **Budget Category Description** | **FHWA (PL)** | **FHWA (SU)** | **FTA 5303** | **FTA State Match** | **Local Funds** | **Trans. Disad.** | **Total** |
| **Personnel Services** | | | | | | | | |
| | Staff Salaries<br>Indirect Costs<br>Fringe Costs | $27,000<br>4, 460<br>13,540 | - | $6,594<br>1,338<br>4,068 | $1,500 | $1,500 | - | - |
| | **Subtotal:** | **$45,000** | **-** | **$12,000** | **$1,500** | **$1,500** | **-** | **$60,000** |
| **Consultant Services** | | | | | | | | |
| | | - | - | - | - | - | - | - |
| | **Subtotal:** | **-** | **-** | **-** | **-** | **-** | **-** | **-** |
| **Travel** | | | | | | | | |
| | | - | - | - | - | - | - | - |
| | **Subtotal:** | **-** | **-** | **-** | **-** | **-** | **-** | **-** |
| **Other Direct Expenses** | | | | | | | | |
| | | | - | - | - | - | - | |
| | **Subtotal:** | | | | | | | |
| | **Total:** | **$45,000** | **-** | **$12,000** | **$1,500** | **$1,500** | **-** | **$60,000** |

| Task 6.1 Estimated Budget Detail for FY 18 | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| **Budget Category** | **Budget Category Description** | **FHWA (PL)** | **FHWA (SU)** | **FTA 5303** | **FTA State Match** | **Local Funds** | **Trans. Disad.** | **Total** |
| **Personnel Services** | | | | | | | | |
| | Staff Salaries<br>Indirect Costs<br>Fringe Costs | $27,000<br>4, 460<br>13,540 | - | $6,594<br>1,338<br>4,068 | $1,500 | $1,500 | - | $60,000 |
| | **Subtotal:** | **$45,000** | **-** | **$12,000** | **$1,500** | **$1,500** | **-** | **$60,000** |
| **Consultant Services** | | | | | | | | |
| | | - | - | - | - | - | - | - |
| | **Subtotal:** | **-** | **-** | **-** | **-** | **-** | **-** | **-** |
| **Travel** | | | | | | | | |
| | | - | - | - | - | - | - | - |
| | **Subtotal:** | **-** | **-** | **-** | **-** | **-** | **-** | **-** |
| **Other Direct Expenses** | | | | | | | | |
| | | | **-** | **-** | **-** | **-** | **-** | |
| | **Subtotal:** | | **-** | | | | **-** | |
| | **Total:** | **$45,000** | **-** | **$12,000** | **$1,500** | **$1,500** | **-** | **$60,000** |

# SECTION 7

# Systems Planning

| Task 7.1: Bicycle and Pedestrian Planning |
|---|
| **Purpose**: Implement projects identified within the CRTPA's Regional Mobility Plan, Bicycle and Pedestrian Master Plans and other CRTPA plans/programs through coordination with the CRTPA's transportation partners in the development of the CRTPA Transportation Improvement Program (TIP) and project priority lists (PPLs). Identify and participate in programs to promote coordination, awareness, safety, and opportunities for increased mobility for cyclists, pedestrians, and other non-automotive travelers within the region. |
| **Previous Work Completed:**<br>Development and adoption of the Connections 2040 Regional Mobility Plan and associated priority Project Lists (FY 2018 – FY 2022 CRTPA Priority Project Lists for Bicycle and Pedestrian and Transportation Alternatives). Coordination with Bicycle Work Group in Leon County, Leon County Schools, Community Traffic Safety Team Members locally and with District 3 FDOT, and with other agencies to develop programs and outreach opportunities to promote safety and mobility options for all within the region. Coordination with Florida DEP and FDOT for the Capital to the Sea Trails programming through CRTPA and SunTrails. Support of regional trail systems from the Bicycle and Pedestrian Master Plans such as the Florida Arts Trail and Ochlocknee Bay Trail. |
| **Required Activities** |
| • Continue working with state and local government staff and other appropriate agencies to develop and fund recommended programs, policies and projects within entire CRTPA area; work with other jurisdictions to identify and begin programs, policies, and projects that are applicable to implementation of the Regional Mobility Plan and other CRTPA efforts; continue representing the CRTPA in various local efforts related to transportation and bicycle and pedestrian issues in the CRTPA area; work with CRTPA local government agencies to coordinate development of data on bicycle & pedestrian facilities within their jurisdictions; continue development of Citizen's Multimodal Advisory Committee.<br><br>• Comprehensive Programs (EDUCATION Activities): Coordinate with CRTPA member local governments and other agencies on opportunities and needs related to improving bicycle and pedestrian mobility and safety; distribute safety education material by request to the public and through the Community Traffic Safety Teams and other ongoing efforts; assist with development of bicycle & pedestrian safety education programs for adults and children, such as bicycle safety rodeos and walking school bus groups with the Safe Ways to School Program; provide engineering and design standards to professionals involved in project development.<br><br>• (ENGINEERING Activities): Continue identification of opportunities for CRTPA staff to provide input into local planning efforts that would affect bicycle and pedestrian transportation, and work with local government staff to provide input into those efforts; participate in review of transportation project designs and provide assistance with development of bicycle and pedestrian facilities and inclusion of such considerations in ongoing projects; coordinate with transit agencies to ensure and improve access to transit facilities/system; provide suggestions for code changes to enhance provision of bicycle & pedestrian facilities. (ENFORCEMENT Activities): Coordinate with law enforcement agencies, universities, and CTST to identify priorities for enforcement related to pedestrians and bicyclists. (ENCOURAGEMENT Activities): Distribute maps and other information on bicycling and walking in the CRTPA area; assist with |

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|---|---|
| planning, promotion and implementation of events that encourage bicycling and walking, including Safety Fairs, Active Living/Healthy Living Fairs, and activities aimed at students; continue work on development and distribution of an updated bicycle map for the City/County/Region and to help local governments achieve Bicycle Friendly Community Status. | |
| FY 2017<br>• Development and adoption of the FY 2019 – FY 2023 CRTPA Priority Project Lists for Bicycle and Pedestrian projects.<br>• Monthly participation in the Leon County Bike Work Group<br>• Coordination with the CRTPA's CMAC to identify and program key bicycle and pedestrian projects and programs for the region.<br>• 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.<br>• Coordinate with the CTST's to promote responsible transportation behavior for all users of the network<br>• Coordinate with technical and citizen's groups to identify roadway design improvements as opportunities arise to improve the system. | FY 2018<br>• Monthly participation in the Leon County Bike Work Group<br>• Coordination with the CRTPA's CMAC to identify and program key bicycle and pedestrian projects and programs for the region.<br>• 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.<br>• Coordinate with the CTST's to promote responsible transportation behavior for all users of the network<br>• Coordinate with technical and citizen's groups to identify roadway design improvements as opportunities arise to improve the system.<br>• Development and adoption of the FY 2020 – FY 2024 CRTPA Priority Project Lists for Bicycle and Pedestrian projects.<br>• Development of Tallahassee/Leon County Bicycle and Pedestrian Plan. |
| | |

***BICYCLE/PEDESTRAIN MASTER PLAN UPDATE***

*The current CRTPA Bicycle/Pedestrian Master Plan was last updated in 2004. The update will include a review of existing plans from local agencies as well as the SunTrails program being advanced by FDOT. In general, the activities anticipated to be undertaken include:*

- *Review of existing conditions and plans*
- *Identification of potential communities/neighborhood for connection improvement*
- *Identification of gaps in the current bicycle/pedestrian network and regional trails*
- *Potential linkages to parks and other public spaces*
- *Extensive public involvement with local agencies, user groups and the general public*
- *Review of existing and potential revenue sources*
- *Short- and long term implementation plans*

*The update is anticipated to be completed in June 2018.*

| End Product | Completion Date | Responsible Agency |
|---|---|---|
| Comprehensive Programs | ongoing | CRTPA |
| Public Education | ongoing | CRTPA |
| CMAC Coordination | ongoing | CRTPA |
| 2019-2024 Priority Project Lists for Bicycles and Pedestrians | June | CRTPA |
| Community Traffic Safety Team Support and Coordination | ongoing | CRTPA |
| 2020-2025 Priority Project Lists for Bicycles and Pedestrians | June | CRTPA |
| Tallahassee/Leon County Bicycle and Pedestrian Plan Update | July 1 2017 to June 30 2018 | CRTPA/Consultant |

| | **Task 7.1 Estimated Budget Detail for FY 17** | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| **Budget Category** | **Budget Category Description** | **FHWA (PL)** | **FHWA (SU)** | **FHWA (OTHER)** | **FTA 5303** | **FTA State Match** | **Local Funds** | **Trans. Disad.** | **Total** |
| | **Personnel Services** | | | | | | | | |
| | Staff Salaries<br>Indirect Costs<br>Fringe Costs | $27,000<br>4,460<br>13,560 | | | | | | | $27,000<br>4,460<br>13,560 |
| | **Subtotal:** | **$45,000** | **-** | | **-** | **-** | | **-** | **$45,000** |
| | **Consultant Services** | | | | | | | | |
| | | - | - | $562,500 | - | - | - | - | $562,500 |
| | **Subtotal:** | **-** | **-** | | **-** | **-** | **-** | **-** | **$562,500** |
| | **Travel** | | | | | | | | |
| | | - | - | | - | - | - | - | - |
| | **Subtotal:** | **-** | **-** | | **-** | **-** | **-** | **-** | **-** |
| | **Other Direct Expenses** | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | **Total:** | **$45,000** | | **$562,500** | | | | | **$607,500** |

| | Task 7.1 Estimated Budget Detail for FY 18 | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| **Budget Category** | **Budget Category Description** | **FHWA (PL)** | **FHWA (SU)** | **FHWA (OTHER)** | **FTA 5303** | **FTA State Match** | **Local Funds** | **Trans. Disad.** | **Total** |
| | **Personnel Services** | | | | | | | | |
| | Salary<br>Indirect<br>Fringe | $27,000<br>4,460<br>13,560 | | | | | | | $27,000<br>4,460<br>13,560 |
| | **Subtotal:** | **$45,000** | **-** | | **-** | **-** | | **-** | **$45,000** |
| | **Consultant Services** | | | | | | | | |
| | | - | - | $562,500 | - | - | - | - | - |
| | **Subtotal:** | **-** | **-** | **$562,500** | **-** | **-** | **-** | **-** | **$562,500** |
| | **Travel** | | | | | | | | |
| | | - | - | | - | - | - | - | - |
| | **Subtotal:** | **-** | **-** | | **-** | **-** | **-** | **-** | **-** |
| | **Other Direct Expenses** | | | | | | | | |
| | | | - | | - | - | - | - | |
| | **Subtotal:** | | **-** | | **-** | **-** | **-** | **-** | |
| | **Total:** | **$45,000** | | **$562,500** | | | | | **$607,500** |

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| Task 7.2 Transit Planning | |
|---|---|
| Purpose:<br>To consistently provide and continually improve effective, safe, and reliable public transit services to the residents of and visitors to the Capital Region. | |
| Previous Work Completed<br>Real-time bus location; Amenity installation; Purchasing replacement buses; Employing Electric buses; Continuing University Partnerships; Completed Alternatives Analysis | |
| **Required Activities** | |
| FY2017<br>• Compressed Natural Gas Fueling Facility<br>• University Partnerships<br>• Additional amenities installed<br>• Intelligent Transit System infrastructure<br>• Mobile Fare Implementation<br>• Regional Service | FY2018<br>• Remote Transfer Facility<br>• University Partnerships<br>• Additional amenities installed<br>• C.K. Steele Plaza Upgrades<br>• Regional Service |

| End Product | Completion Date | Responsible Agency |
|---|---|---|
| Mobile Fare Application | 1st Quarter FY17 | FDOT/StarMetro |
| CNG Fueling Facility | 3rd Quarter FY17 | City of Tallahassee |
| Information Kiosks at C.K. Steele Plaza | 1st Quarter FY18 | City of Tallahassee |
| University Partnership | Continuing | City of Tallahassee<br>Florida State University<br>Florida AM University<br>Tallahassee Community College |
| Amenity Installations | Ongoing | StarMetro |

| Task 7.2 Estimated Budget Detail for FY 17 | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| Budget Category | Budget Category Description | FHWA (PL) | FHWA (SU) | FTA 5303 | FTA State Match | Local Funds | Trans. Disad. | Total |
| **Personnel Services** | | | | | | | | |
| | | - | - | - | - | $530,000 | - | - |
| | **Subtotal:** | **-** | **-** | **-** | **-** | **$530,000** | **-** | **-** |
| **Consultant Services** | | | | | | | | |
| | | - | - | - | - | - | - | - |
| | **Subtotal:** | **-** | **-** | **-** | **-** | **-** | **-** | **-** |
| **Travel** | | | | | | | | |
| | | - | - | - | - | - | - | - |
| | **Subtotal:** | **-** | **-** | **-** | **-** | **-** | **-** | **-** |
| **Other Direct Expenses** | | | | | | | | |
| | | **-** | **-** | **-** | **-** | **-** | **-** | **-** |
| | **Subtotal:** | **-** | **-** | **-** | **-** | **-** | **-** | **-** |
| | **Total:** | **-** | **-** | **-** | **-** | **$530,000** | **-** | **-** |

Note to reviewers: No funding from the Federal Transit Administration is used for planning/personnel services.

| Task 7.2 Estimated Budget Detail for FY 18 | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| Budget Category | Budget Category Description | FHWA (PL) | FHWA (SU) | FTA 5303 | FTA State Match | Local Funds | Trans. Disad. | Total |
| **Personnel Services** | | | | | | | | |
| | | - | - | - | - | $530,000 | - | - |
| | **Subtotal:** | **-** | **-** | **-** | **-** | **$530,000** | **-** | **-** |
| **Consultant Services** | | | | | | | | |
| | | - | - | - | - | - | - | - |
| | **Subtotal:** | **-** | **-** | **-** | **-** | **-** | **-** | **-** |
| **Travel** | | | | | | | | |
| | | - | - | - | - | - | - | - |
| | **Subtotal:** | **-** | **-** | **-** | **-** | **-** | **-** | **-** |
| **Other Direct Expenses** | | | | | | | | |
| | | **-** | **-** | **-** | **-** | **-** | **-** | **-** |
| | **Subtotal:** | **-** | **-** | **-** | **-** | **-** | **-** | **-** |
| | **Total:** | **-** | **-** | **-** | **-** | **$530,000** | **-** | **-** |

Note to reviewers: No funding from the Federal Transit Administration is used for planning/personnel services.

| Task 7.3 Aviation Planning | |
|---|---|
| **Purpose** Perform the Aviation Planning tasks for the Tallahassee International Airport (TLH) in a continued, coordinated and cooperative manner. Included within this task are activities associated with the Airport Master Plan and the Airport's Capital Improvement Program. The Airport's planning process includes identification of planning priorities and activities in coordinating with tenants, citizens, regulators, airlines, and federal, state, and local governmental agencies. This task defines aviation activities performed by the City of Tallahassee's Department of Aviation. | |
| **Previous Work Completed** Updated the Capital Improvement and the Strategic Terminal Master Plan. Provided an updated Capital Improvement Plan to the Federal Aviation Administration and the Florida Department of Transportation associated with the agencies Joint Aviation Capital Improvement Program (JACIP); maintained the Airport Layout Plan reflecting existing and future development as identified in the Airport Master Plan, Development of Regional Impact, and various capital improvement plans as required by the Federal Aviation Administration. Continued to serve as a member on the CRTPA Technical Advisory Committee and continued to meet with the FDOT Aviation Office to ensure that Florida's air transportation system remains intact through the Continuing Florida Aviation Systems Planning Process (CFASPP). | |
| **Required Activities** | |
| FY 2017<br>• Maintain /amend Airport Master Plan to incorporate planning strategies associated with becoming an approved International Port of Entry.<br>• Continue with terminal modernizations, landside road improvements, consolidated rental car facility design and airport internal roadway access improvements as needed.<br>• Update and submit a projected 5-year JACIP to the FAA and the FDOT; continue to maintain and update the Airport Layout Plan, as needed; and<br>• continue participation in MPO, FAA System Plan, and CFASPP Process Committee. | FY 2018<br>• Maintain /amend Airport Master Plan to incorporate planning strategies associated with becoming an approved International Port of Entry.<br>• Continue with terminal modernizations, landside road improvements, consolidated rental car facility design and airport internal roadway access improvements as needed.<br>• Update and submit a projected 5-year JACIP to the FAA and the FDOT; continue to maintain and update the Airport Layout Plan, as needed; and<br>• continue participation in MPO, FAA System Plan, and CFASPP Process Committee. |

| End Product | Completion Date | Responsible Agency |
|---|---|---|
| Airport Master Plan Update | Continuous/ongoing | TLH |
| Airport Capital Improvement Program | Continuous/ongoing | TLH |
| Strategic Terminal Master Plan | Continuous/ongoing | TLH |
| Commercial Economic Development Master Plan | Continuous/ongoing | TLH |
| Joint Aviation Capital Improvement Program (JACIP) | Continuous/ongoing | TLH |

| Task 7.3 Estimated Budget Detail for FY 17 | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| Budget Category | Budget Category Description | FHWA (PL) | FAA | FTA 5303 | FTA State Match | Local Funds | Trans. Disad. | Total |
| **Personnel Services** | | | | | | | | |
| | | - | - | - | - | . | - | - |
| | **Subtotal:** | **-** | **$30,000** | **-** | **-** | . | **-** | **$30,000** |
| **Consultant Services** | | | | | | | | |
| | | - | - | - | - | - | - | - |
| | **Subtotal:** | **-** | **-** | **-** | **-** | **-** | **-** | **-** |
| **Travel** | | | | | | | | |
| | t. | - | - | - | - | - | - | - |
| | **Subtotal:** | **-** | **-** | **-** | **-** | **-** | **-** | **-** |
| **Other Direct Expenses** | | | | | | | | |
| | | | **-** | **-** | **-** | **-** | **-** | |
| | **Subtotal:** | | **-** | **-** | **-** | **-** | **-** | |
| | **Total:** | | **$30,000** | | | | | **$30,000** |

| Task 7.3 Estimated Budget Detail for FY 18 | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| **Budget Category** | **Budget Category Description** | **FHWA (PL)** | **FAA** | **FTA 5303** | **FTA State Match** | **Local Funds** | **Trans. Disad.** | **Total** |
| **Personnel Services** | | | | | | | | |
| | Staff Salaries<br>Indirect Costs<br>Fringe Costs | - | - | - | - | | - | - |
| | **Subtotal:** | **-** | **$30,000** | **-** | **-** | | **-** | **$30,000** |
| **Consultant Services** | | | | | | | | |
| | | - | - | - | - | - | - | - |
| | **Subtotal:** | **-** | **-** | **-** | **-** | **-** | **-** | **-** |
| **Travel** | | | | | | | | |
| | here to enter text. | - | - | - | - | - | - | - |
| | **Subtotal:** | **-** | **-** | **-** | **-** | **-** | **-** | **-** |
| **Other Direct Expenses** | | | | | | | | |
| | | | - | - | - | - | - | |
| | **Subtotal:** | | | **-** | **-** | **-** | **-** | |
| | **Total:** | | **$30,000** | | | | | **$30,000** |

| Task 7.4 Transportation Disadvantaged Program | |
|---|---|
| **Purpose** Perform planning tasks associated with monitoring the transportation needs of the region's transportation disadvantaged consistent with Chapter 427, Florida Statues ("Special Transportation and Communication Services"), Rule 41-2, Florida Administrative Rule ("Commission for The Transportation Disadvantaged"). | |
| **Previous Work Completed**<br>Provided support to the Gadsden, Jefferson, Leon, and Wakulla Counties Transportation Disadvantaged Coordinating Boards (TDCB) which included agenda development, meeting logistics and the monitoring and updating the Transportation Disadvantaged Service Plans and assisted in annual Community Transportation Coordinator evaluation. | |
| **Required Activities** | |
| FY 2017<br>(Gadsden, Jefferson, Leon and Wakulla County Boards)<br>• Meeting logistics, including agenda development and distribution<br>• Development of application for State TD Planning Grant.<br>• CTC Evaluations<br>• Transportation Disadvantaged Service Plan Annual Update<br>• Annual review and update of Bylaws and Grievances.<br>• Development of billings and invoices<br>• Maintenance of statute prescribed board membership<br>• Development of new TDSP for Wakulla County<br>• Begin process for Leon County Community Transportation Coordinator with state.<br>• Hold Annual Public Hearing for each board. | FY 2018<br>(Gadsden, Jefferson, Leon and Wakulla County Boards)<br>• Meeting logistics, including agenda development and distribution<br>• Development of application for State TD Planning Grant.<br>• CTC Evaluations<br>• Transportation Disadvantaged Service Plan Annual Update<br>• Annual review and update of Bylaws and Grievances.<br>• Development of billings and invoices<br>• Maintenance of statute prescribed board membership<br>• Development of new TDSP for Leon County<br>• Hold Annual Public Hearing for each board. |

| End Product | Completion Date | Responsible Agency |
|---|---|---|
| 2017 Quarterly Meetings (16 annually) | January, February, April, June, July, September October, November | CRTPA |
| 2018 Quarterly Meetings (16 annually) | January, February, April, June, July, September October, November | CRTPA |
| 2017 Annual Public Hearings (4) | October, June | CRTPA |
| 2018 Annual Public Hearings (4) | October, June | CRTPA |
| 2017 and 2018 State Planning Grant | May | CRTPA |
| 2017 New 5 Year Service Plan (Wakulla) | November, 2017 | CRTPA |
| 2018 New 5 Year Service Plan (Leon) | October 2018 | CRTPA |
| Other document reviews and updates as needed | ongoing | CRTPA |
| | | |

| Task 7.4 Estimated Budget Detail for FY 17 | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| **Budget Category** | **Budget Category Description** | **FHWA (PL)** | **FHWA (SU)** | **FTA 5303** | **FTA State Match** | **Local Funds** | **Trans. Disad.** | **Total** |
| **Personnel Services** | | | | | | | | |
| | Staff Salaries<br>Indirect Costs<br>Fringe Costs | | - | $2,000 | -<br>$250 | $250 | $47,253<br>$ 9,592<br>$29,115<br>- | $88,452 |
| | **Subtotal:** | | **-** | **$2,000** | **-** | | **86000** | **$88,500** |
| **Consultant Services** | | | | | | | | |
| | | - | - | - | - | - | - | - |
| | **Subtotal:** | **-** | **-** | **-** | **-** | **-** | **-** | **-** |
| **Travel** | | | | | | | | |
| | | - | - | - | - | - | - | - |
| | **Subtotal:** | **-** | **-** | **-** | **-** | **-** | **-** | **-** |
| **Other Direct Expenses** | | | | | | | | |
| | | | **-** | **-** | **-** | **-** | **-** | |
| | **Subtotal:** | | **-** | **-** | **-** | **-** | **-** | |
| | **Total:** | | | **$2,000** | **$250** | **$250** | | **$ 88,500** |

| Task 7.4 Estimated Budget Detail for FY 18 | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| **Budget Category** | **Budget Category Description** | **FHWA (PL)** | **FHWA (SU)** | **FTA 5303** | **FTA State Match** | **Local Funds** | **Trans. Disad.** | **Total** |
| **Personnel Services** | | | | | | | | |
| | Staff Salaries<br>Indirect Costs<br>Fringe Costs | | - | $2,000 | $300 | $300 | $47,253<br>$ 9,592<br>$29,115<br>- | $88,500 |
| | **Subtotal:** | | **-** | **$2,000** | **$300** | $**300** | **86,000** | **$88,500** |
| **Consultant Services** | | | | | | | | |
| | | - | - | - | - | - | - | - |
| | **Subtotal:** | **-** | **-** | **-** | **-** | **-** | **-** | **-** |
| **Travel** | | | | | | | | |
| | | - | - | - | - | - | - | - |
| | **Subtotal:** | **-** | **-** | **-** | **-** | **-** | **-** | **-** |
| **Other Direct Expenses** | | | | | | | | |
| | | | **-** | **-** | **-** | **-** | **-** | |
| | **Subtotal:** | | | **-** | **-** | **-** | **-** | |
| | **Total:** | | | **$3,000** | **$300** | **$300** | **86,000** | **$88,500** |

| Task 7.5: Mobility Management | |
|---|---|
| **Purpose**: Ensure optimization of the existing transportation system through agency participation, coordination and identification of system strategies and programs. | |
| **Previous Work Completed**<br>Community Traffic Safety Teams (CTSTs): Maintained regional CTST dialogue and served as chairperson for the Leon County CTST..<br>Commuter Services of North Florida (CSNF): Coordination with CSNF through ongoing discussions and participation in CTST and other outreach community events.<br>Love To Ride: Partnered with CSNF, City of Tallahassee and Leon County to initiate a data gathering program called, "Love To Ride" to identify the willingness and obstacles to cycling in Leon County.<br>Congestion Management Plan: Consider congestion management strategies to improve safety, health, and the efficiency of the existing transportation network for the CRTPA users. Utilized the Congestion Management Plan in the development of the Long Range Transportation Plan. | |
| **Required Activities** | |
| Mobility Management/TSM: Continue using the CRTPA Mobility Management Plan (MMP); monitor/review MMP for potential project implementation including addition to TSM priority project list inclusion; coordinate with CRTPA member governments and FDOT regarding TSM candidate project list process and potential project additions. Ensure CRTPA familiarity with TSM process and purpose.<br>Community Traffic Safety Teams (CTSTs): Coordinate with Gadsden County, Leon County and Wakulla County CTST's; work towards increasing CRTPA presence at area CTSTs; encourage a regional approach towards addressing safety issues; encourage CTST familiarity with CRTPA coordinative role in regional transportation issues.<br>Commuter Services of North Florida (CSNF): Coordinate with CSNF to identify opportunities to encourage carpooling, transit, vanpooling, bicycling, telecommuting and flexible work hours to maximize the region's transportation system; continue to attend and participate at CSNF quarterly meetings, participate in Commuter Choices Week events and other public events.<br>Congestion Management Plan: Consider congestion management strategies to improve safety, health, and the efficiency of the existing transportation network for the CRTPA users. Utilize the Congestion Management Plan in the development of the Long Range Transportation Plan and routinely as a guide for future improvements to the transportation system, referring to data on level of service, traffic counts (and pedestrian and bicycling counts as available), and crash rates. | |
| FY 2017<br>• Development of the TSM, Transportation Alternatives, and StarMetro Priority Project Lists (PPL's).<br>• Attend and coordinate CTST gatherings to promote safe alternatives to automotive transportation.<br>• Update the Congestion Management Process Plan | FY 2018<br>• Development of the TSM, Transportation Alternatives, and StarMetro Priority Project Lists (PPL's).<br>• Attend and coordinate CTST gatherings to promote safe alternatives to automotive transportation.<br>• Coordinate implementation of the Congestion Management Process Plan with CRTPA partners |

*Congestion Management Plan (CMP) Update*

*The current CMP was last updated in 2013. Primarily a policy document, the CMP determined the levels-of-service (LOS) for various roadways based on existing traffic counts and provided options to reduce overall delay through land development regulations and TDM strategies. The update will focus on specific projects to reduce delay at congested intersections and improve safety. This is expected to be a multi-phase project that will include the following elements:*

- *Identification of highly congested intersections and bottlenecks*
- *Identification of high-crash intersections and road segments*
- *Applicability of Intelligent Transportation System (ITS) deployments*
- *Identification of potential improvements and countermeasures*
- *Engineering review of potential improvements and countermeasures*
- *Potential prioritization criteria*
- *Existing and potential funding sources*

*Initial phase expected to be completed by June 2018.*

| End Product | Completion Date | Responsible Agency |
|---|---|---|
| Safety Fair participation | April 2016, 2017 | CRTPA as a partner |
| CTST participation | monthly | CRTPA as a partner |
| Congestion Management Process Plan Update | June 2018 | CRTPA |

| | Task 7.5 Estimated Budget Detail for FY 17 | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| Budget Category | Budget Category Description | FHWA (PL) | FHWA (SU) | FHWA (OTHER) | FTA 5303 | FTA State Match | Local Funds | Trans. Disad. | Total |
| A. | B. Personnel Services | | | | | | | | |
| | Staff Salaries<br>Indirect Costs<br>Fringe Costs | $5,465<br>1,115<br>3,390 | - | | $5,717<br>1,161<br>3,527 | $1,300 | $1,301 | - | |
| | **Subtotal:** | **$10,000** | **-** | | **$10,405** | **$1,300** | **$1,301** | **-** | **$23,006** |
| C. | D. Consultant Services | | | | | | | | |
| | | - | - | $125,000 | - | - | - | - | - |
| | **Subtotal:** | **-** | **-** | **$125,000** | **-** | **-** | **-** | **-** | **$125,000** |
| E. | F. Travel | | | | | | | | |
| | | - | - | | - | - | - | - | - |
| | **Subtotal:** | **-** | **-** | | **-** | **-** | **-** | **-** | **-** |
| G. | H. Other Direct Expenses | | | | | | | | |
| | | | - | | - | - | - | - | |
| | **Subtotal:** | | **-** | | **-** | **-** | **-** | **-** | |
| | **Total:** | **$10,000** | | **$125,000** | **$10,405** | **$1,300** | **$1,301** | | **$148,006** |

| | Task 7.5 Estimated Budget Detail for FY 18 | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| **Budget Category** | **Budget Category Description** | **FHWA (PL)** | **FHWA (SU)** | **FHWA (OTHER)** | **FTA 5303** | **FTA State Match** | **Local Funds** | **Trans. Disad.** | **Total** |
| **I.** | **J. Personnel Services** | | | | | | | | |
| | Staff Salaries<br>Indirect Costs<br>Fringe Costs | $5,465<br>1,115<br>3,390 | - | | $5,717<br>1,161<br>3,527 | $1,300 | $1,301 | - | |
| | **Subtotal:** | **$10,000** | **-** | | **$10,405** | **$1,300** | **$1,301** | **-** | **$23,006** |
| **K.** | **L. Consultant Services** | | | | | | | | |
| | | - | - | $322,000 | - | - | - | - | - |
| | **Subtotal:** | **-** | **-** | $322,000 | **-** | **-** | **-** | **-** | $322,000 |
| **M.** | **N. Travel** | | | | | | | | |
| | | - | - | | - | - | - | - | - |
| | **Subtotal:** | **-** | **-** | | **-** | **-** | **-** | **-** | **-** |
| **O.** | **P. Other Direct Expenses** | | | | | | | | |
| | | | - | | - | - | - | - | |
| | **Subtotal:** | | **-** | | **-** | **-** | **-** | **-** | |
| | **Total:** | **$10,000** | | $322,000 | **$10,405** | **$1,300** | **$1,301** | | **$345,006** |

# SECTION 8

# Regional Planning and CRTPA Coordination

| Task 8.1: Regional Planning and Coordination | |
|---|---|
| **Purpose**: Ensure a coordinated approach to the region's transportation planning issues through ongoing local, regional, state and federal agency coordination. | |
| **Previous Work Completed:**<br>Interagency Coordination: Coordinated with local, regional, state and federal agencies related to transportation issues including: Blueprint 2000, Jefferson, Leon, Gadsden, and Wakulla counties, and the municipalities in the region, Florida Department of Transportation, Florida Department of Economic Opportunity, Federal Highway Administration, Federal Transit Administration, Commuter Services of North Florida, StarMetro, Tallahassee Regional Airport, School Boards, Apalachee Regional Planning Council, Northwest Florida Transportation Corridor Authority, the region's Economic Development Councils Florida State University, Florida A&M University, and Tallahassee Community College. Such efforts have included plan, project and policy review, legislative program review, participation on committees/boards/workgroups, transportation grant funding coordination, multimodal planning and other activities related to inter-jurisdictional transportation issues related to the metropolitan planning process and requirements (1st – 4th Quarter). Drafted Interlocal Agreement for the addition of Jefferson County, the remainder of Gadsden County, the remainder of Wakulla County, and any of their municipalities.<br>Efficient Transportation Decision Making (ETDM): Monitored FDOT ETDM release of RMP projects (ongoing); reviewed comments received from Environmental Technical Advisory Team (ETAT) as needed. | |
| **Required Activities** | |
| FY 2017<br>• Interagency Coordination: Increase interagency coordination with local, regional, state and federal agencies and actively engage them in transportation issues including: Blueprint 2000, Jefferson, Leon, Gadsden, and Wakulla County, and the municipalities in the region, Florida Department of Transportation, Florida Department of Community Affairs, Federal Highway Administration, Federal Transit Administration, Commuter Services of North Florida, StarMetro, Tallahassee Regional Airport, School Boards, Apalachee Regional Planning Council, Northwest Florida Transportation Corridor Authority, the region's Economic Development Councils Florida State University, Florida A&M University, and Tallahassee Community College.<br>• Attended City/County Commission meetings of all member governments, efforts will include plan, project and policy | FY 2018<br>• Interagency Coordination: Increase interagency coordination with local, regional, state and federal agencies and actively engage them in transportation issues including: Blueprint 2000, Jefferson, Leon, Gadsden, and Wakulla County, and the municipalities in the region, Florida Department of Transportation, Florida Department of Community Affairs, Federal Highway Administration, Federal Transit Administration, Commuter Services of North Florida, StarMetro, Tallahassee Regional Airport, School Boards, Apalachee Regional Planning Council, Northwest Florida Transportation Corridor Authority, the region's Economic Development Councils Florida State University, Florida A&M University, and Tallahassee Community College.<br>• Attended City/County Commission meetings of all member governments, efforts will include plan, project and policy |

| | |
|---|---|
| review, participation on committees/boards/workgroups, legislative program review to ensure CRTPA compliance with state and federal requirements (including recent MAP-21 requirements related to the LRTP, RMP, TIP, TMA certification and other issues), transportation grant funding coordination and other activities related to inter-jurisdictional transportation issues.<br>• Focus on multimodal issues to address regional mobility will continue.<br>• Efficient Transportation Decision Making (ETDM): CRTPA ETDM projects will continue to be monitored and advanced; ETDM eligible projects will continue to be input (purpose and needs statements); ongoing coordination efforts with FDOT and ETDM review agencies will continue; identified ETDM project comments will be monitored and coordinated with FDOT<br>• Monitoring Air Quality: the CRTPA will continue to monitor air quality information as it becomes available should non-attainment status be reached in the region. | review, participation on committees/boards/workgroups, legislative program review to ensure CRTPA compliance with state and federal requirements (including recent MAP-21 requirements related to the LRTP, RMP, TIP, TMA certification and other issues), transportation grant funding coordination and other activities related to inter-jurisdictional transportation issues.<br>• Focus on multimodal issues to address regional mobility will continue.<br>• Efficient Transportation Decision Making (ETDM): CRTPA ETDM projects will continue to be monitored and advanced; ETDM eligible projects will continue to be input (purpose and needs statements); ongoing coordination efforts with FDOT and ETDM review agencies will continue; identified ETDM project comments will be monitored and coordinated with FDOT<br>• Monitoring Air Quality: the CRTPA will continue to monitor air quality information as it becomes available should non-attainment status be reached in the region. |

| End Product | Completion Date | Responsible Agency |
|---|---|---|
| Provision of a coordinated regional transportation perspective (ongoing). | ongoing | CRTPA |
| CRTPA review and comments on legislative proposals as related to transportation issues (Mar, Jun). | ongoing | CRTPA |
| CRTPA compliance with ETDM requirements (as needed). | ongoing | CRTPA/FDOT |
| Monitoring of air quality attainment issues. | ongoing | CRTPA/FDOT/FHWA |
| Stronger relationship with StarMetro and other providers of public transportation. | ongoing | CRTPA/STARMETRO/BIG BEND TRANSIT/WAKULLA SENIOR SERVICES |
| Increased outreach to member governments and coordination with their local issues. | ongoing | CRTPA |

| | | |
|---|---|---|
| Increased involvement with local transportation issues affecting system roads and transportation network. | ongoing | CRTPA |
| Stronger relationship with regional economic development councils | ongoing | CRTPA |
| Provide technical assistance and coordination with local governments in development of a cohesive regional transportation system. provider. (ongoing) | ongoing | CRTPA |

| Task 8.1 Estimated Budget Detail for FY 17 | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| **Budget Category** | **Budget Category Description** | **FHWA (PL)** | **FHWA (SU)** | **FTA 5303** | **FTA State Match** | **Local Funds** | **Trans. Disad.** | **Total** |
| **Personnel Services** | | | | | | | | |
| | Staff Salaries | $60,440 | | $10,980 | | | | $71,420 |
| | Indirect Costs | 12,270 | - | 2,231 | 2,500 | 2,500 | - | 19,501 |
| | Fringe Costs | 37,290 | | 6,789 | | | | 44,079 |
| | | | | - | | | | |
| | **Subtotal:** | **$110,000** | **-** | **$20,000** | **$2,500** | **$2,500** | **-** | **$135,000** |
| **Consultant Services** | | | | | | | | |
| | | - | - | - | - | - | - | - |
| | **Subtotal:** | **-** | **-** | **-** | **-** | **-** | **-** | **-** |
| **Travel** | | | | | | | | |
| | | - | - | - | - | - | - | - |
| | **Subtotal:** | **-** | **-** | **-** | **-** | **-** | **-** | **-** |
| **Other Direct Expenses** | | | | | | | | |
| | | | - | - | - | - | - | |
| | **Subtotal:** | | | | **-** | | **-** | |
| | **Total:** | **$110,000** | **-** | **$20,000** | **$2,500** | **$2,500** | **-** | **$135,000** |

| Task 8.1 Estimated Budget Detail for FY 18 | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| **Budget Category** | **Budget Category Description** | **FHWA (PL)** | **FHWA (SU)** | **FTA 5303** | **FTA State Match** | **Local Funds** | **Trans. Disad.** | **Total** |
| **Personnel Services** | | | | | | | | |
| | Staff Salaries<br>Indirect Costs<br>Fringe Costs | $60,440<br>12,270<br>37,290 | - | $10,980<br>2,231<br>6,789<br>- | 2,500 | 2,500 | - | $71,420<br>19,501<br>44,079 |
| | **Subtotal:** | **$110,000** | **-** | **$20,000** | **$2,500** | **$2,500** | **-** | **$135,000** |
| **Consultant Services** | | | | | | | | |
| | | - | - | - | - | - | - | - |
| | **Subtotal:** | **-** | **-** | **-** | **-** | **-** | **-** | **-** |
| **Travel** | | | | | | | | |
| | | - | - | - | - | - | - | - |
| | **Subtotal:** | **-** | **-** | **-** | **-** | **-** | **-** | **-** |
| **Other Direct Expenses** | | | | | | | | |
| | | | - | - | - | - | - | |
| | **Subtotal:** | | | | | | | |
| | **Total:** | **$110,000** | **-** | **$20,000** | **$2,500** | **$2,500** | **-** | **$135,000** |

# SECTION 9

# Other Planning Projects

| Task 9.1 Corridor Analysis/Other Transportation Projects | |
|---|---|
| **Purpose:** Participate in corridor studies through coordinative and management efforts as may be required by the MPO process. | |
| **Previous Work (examples, not complete list)**<br>• SR 12 (Gadsden County) Shoulder Widening<br>• US 319 Trail Extension into Sopchoppy<br>• Funding Cascades Trail Pedestrian Bridge<br>• Funding Magnolia Drive Shared-Use Path<br>• Crawfordville Road Project Development and Environment Study Update | |
| **Required Activities** | |
| FY 2017<br>• CRTPA will continue coordination efforts with FDOT, BP2000, consultants and CRTPA member governments related to corridor studies within the CRTPA region.<br>• Coordination efforts include participation in public meetings, agency working groups, consultant selection, provision of information to CRTPA and other activities as required by the MPO process.<br>• The CRTPA will continue to participate in the region's corridor studies during FY 17<br>• Orange Avenue/Lake Bradford Road/Springhill Road Corridor Study | FY 2018<br>• CRTPA will continue coordination efforts with FDOT, BP2000, consultants and CRTPA member governments related to corridor studies within the CRTPA region.<br>• Coordination efforts include participation in public meetings, agency working groups, consultant selection, provision of information to CRTPA and other activities as required by the MPO process.<br>• The CRTPA will continue to participate in the region's corridor studies during FY 18<br>• Orange Avenue/Lake Bradford Road/Springhill Road Corridor Study<br>• Wakulla Environmental Institute Trail Plan development |

*Midtown Area Transportation Study*

*The Midtown Area Transportation Study will take a multi-modal approach to improving the transportation network in the area. The study will review of the operating characteristics of several roadways including Thomasville Road, Monroe Street, North Meridian Road, North Calhoun and Gadsden Streets and East 6th and 7th Avenues. Building on the recently completed Thomasville Road Safety Study, the Midtown Study will also identify opportunities to improve the bicycle and pedestrian network as well as potential transit improvements. The study is anticipated to include several additional aspects including:*

- *Development of alternative traffic flow patterns*
- *Identification of operations-level improvements*
- *Review of crash histories and potential countermeasures*
- *Development of short- and long-term improvements*
- *Review of potential ITS deployments*

| End Product | Completion Date | Responsible Agency |
|---|---|---|
| Coordination with partner governments | ongoing | CRTPA |
| Orange Avenue/Lake Bradford Road/Springhill Road Corridor Study<br>• Development of the Scope-of-Services, Request for Proposal (RFP), and a preliminary list of stakeholders in the corridor. | September 30, 2016 | |
| Orange Avenue/Lake Bradford Road/Springhill Road Corridor Study<br>• Continue and complete Efficient Transportation Decision Making Process,<br>• Roadway corridor design alternatives, presentations to CRTPA Board, Blueprint IA, preliminary drainage analysis and pond siting, access management,<br>• Multi-modal accommodations, preliminary cost estimates, preliminary physical and environmental analysis, class of action determination<br>• initiate environmental reports, comparative analysis of corridor alternatives, and<br>• comparative analysis and corridor evaluation matrix. | September 30, 2017 | CRTPA |
| Orange Avenue/Lake Bradford Road/Springhill Road Corridor Study<br>• Release of RFP, Receive Proposals, Shortlisting of consultants, interviews, selection and negotiate contract. | December 31, 2017 | CRTPA |
| Orange Avenue/Lake Bradford Road/Springhill Road Corridor Study<br>• Develop project schedule, project kick-off, initiate Public Involvement Plan, begin stakeholder interviews, purpose and need statement, presentations to CRTPA Board, Blueprint IA, data collection including: | March 31, 2018 | CRTPA |

| | | |
|---|---|---|
| Orange Avenue/Lake Bradford Road/Springhill Road Corridor Study<br>• Initiate Efficient Transportation Decision Making Process, Advance Notification, presentations to CRTPA Board, Blueprint IA, additional stakeholder interviews, and Typical Sections and Analysis. | June 30, 2018 | CRTPA |
| Orange Avenue/Lake Bradford Road/Springhill Road Corridor Study<br>• Continue and complete Efficient Transportation Decision Making Process, Roadway corridor design alternatives,<br>• presentations to CRTPA Board, Blueprint IA, preliminary drainage analysis and pond siting, access management,<br>• Multi-modal accommodations, preliminary cost estimates, preliminary physical and environmental analysis,<br>• class of action determination, initiate environmental reports, comparative analysis of corridor alternatives, and<br>• Comparative analysis and corridor evaluation matrix. | September 30, 2018 | CRTPA |
| Orange Avenue/Lake Bradford Road/Springhill Road Corridor Study<br>• Presentations to CRTPA Board, Blueprint IA, Finalize right-of-way estimates, and identify construction segments and costs. | December 31, 2018 | CRTPA |
| Wakulla Environmental Institute Trail Plan | July 1 2017 to June 30, 2018 | CRTPA/Consultant |
| Thomasville Road Operations Plan | June 2018 | CRTPA/Consultant |

| Task 9.1 Estimated Budget Detail for FY 17 | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| **Budget Category** | **Budget Category Description** | **FHWA (PL)** | **FHWA (SU)** | **FTA 5303** | **FTA State Match** | **Local Funds** | **Trans. Disad.** | **Total** |
| **Personnel Services** | | | | | | | | |
| | Staff Salaries | $10,990 | | | | | | $10,990 |
| | Indirect Costs | 2,230 | - | - | - | | - | 2,230 |
| | Fringe Costs | 6,780 | | | | | | 6,780 |
| | **Subtotal:** | **$20,000** | **-** | **-** | **-** | | **-** | **$20,000** |
| **Consultant Services** | | | | | | | | |
| | Thomasville Rd Op Plan | - | $225,000 | - | - | - | - | $225,000 |
| | WEI Trail Study | | $62,500 | | | | | $62,500 |
| | SW Plan/Orange Ave | | **$**150,000 | | | | | **$**150,000 |
| | **Subtotal:** | **-** | **$437,500** | **-** | **-** | **-** | **-** | **$437,500** |
| **Travel** | | | | | | | | |
| | | - | - | - | - | - | - | - |
| | **Subtotal:** | **-** | **-** | **-** | **-** | **-** | **-** | **-** |
| **Other Direct Expenses** | | | | | | | | |
| | | | - | - | - | - | - | |
| | **Subtotal:** | | **-** | **-** | **-** | **-** | **-** | |
| | **Total:** | **$20,000** | **$437,000** | | | | | **$457,000** |

| | Task 9.1 Estimated Budget Detail for FY 18 | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| **Budget Detail** | **Budget Category Description** | **FHWA (PL)** | **FHWA (SU)** | **FHWA (OTHER)** | **FTA 5303** | **FTA State Match** | **Local Funds** | **Trans. Disad.** | **Total** |
| | **Personnel Services** | | | | | | | | |
| | Staff Salaries | $10,990 | | | | | | | $10,990 |
| | Indirect Costs | 2,230 | - | | - | - | | - | 2,230 |
| | Fringe Costs | 6,780 | | | | | | | 6,780 |
| | **Subtotal:** | **$20,000** | **-** | | **-** | **-** | | **-** | **$20,000** |
| | **Consultant Services** | | | | | | | | |
| | Thomasville Rd Op Plan | - | | $225,000 | - | - | - | - | $225,000 |
| | | | | $62,500 | | | | | $62,500 |
| | | | | $150,000 | | | | | $150,000 |
| | **Subtotal:** | **-** | | **$387,500** | **-** | **-** | **-** | **-** | **$387,500** |
| | **Travel** | | | | | | | | |
| | | - | - | | - | - | - | - | - |
| | **Subtotal:** | **-** | **-** | | **-** | **-** | **-** | **-** | **-** |
| | **Other Direct Expenses** | | | | | | | | |
| | | | - | | - | - | - | - | |
| | **Subtotal:** | | | | - | - | - | - | |
| | **Total:** | **$20,000** | | **$387,500** | | | | | **$387,500** |

| Task 9.2 Other Transportation Projects | |
|---|---|
| **Purpose** Identify and participate in special transportation planning studies and projects. | |
| **Previous Work Completed (examples, not complete list)**<br>• 6th Avenue (Tallahassee) Pedestrian Improvements<br>• Lafayette Street Pedestrian Improvements<br>• Lake Ella Pedestrian Improvements<br>• Capital City to the Sea Trails<br>• Coastal Trail Project Development and Environment Study<br>• North Trout Pond Trail Environmental assessment<br>• Florida Arts Trail Project Development and Environment Study<br>• SR 12 (Gadsden County) Shoulder Widening | |
| **Required Activities** | |
| FY 2017<br>• CRTPA Member Government Corridor Management/Tallahassee-Leon County Corridor Management Program: Coordinate and provide technical assistance to CRTPA member governments regarding issues related to corridor management including access management and future right-of-way preservation.<br>• Development and Support of Additional Studies: Develop additional studies as may be identified in coordination with FDOT, FHWA and FTA. | FY 2018<br>• CRTPA Member Government Corridor Management/Tallahassee-Leon County Corridor Management Program: Coordinate and provide technical assistance to CRTPA member governments regarding issues related to corridor management including access management and future right-of-way preservation.<br>• Development and Support of Additional Studies: Develop additional studies as may be identified in coordination with FDOT, FHWA and FTA. |

*Wakulla Environmental Institute (WEI) Trail Feasibility Study*

*THE WEI Trail Feasibility Study will investigate potential alignments for linking the WEI facility to the Coastal Highway Trail.*

| End Product | Completion Date | Responsible Agency |
|---|---|---|
| Corridor Management | ongoing | CRTPA |
| Development and Support of Additional Studies | ongoing | CRTPA |

| Task 9.2 Estimated Budget Detail for FY 17 | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| **Budget Category** | **Budget Category Description** | **FHWA (PL)** | **FHWA (SU)** | **FTA 5303** | **FTA State Match** | **Local Funds** | **Trans. Disad.** | **Total** |
| **Personnel Services** | | | | | | | | |
| | Staff Salaries | $5,465 | | | | | | $5,465 |
| | Indirect Costs | 1,115 | - | - | - | | - | 1,115 |
| | Fringe Costs | 3,390 | | | | | | 3,390 |
| | **Subtotal:** | **$10,000** | **-** | **-** | **-** | | **-** | **$10,000** |
| **Consultant Services** | | | | | | | | |
| | | - | - | - | - | - | - | - |
| | **Subtotal:** | **-** | **-** | **-** | **-** | **-** | **-** | **-** |
| **Travel** | | | | | | | | |
| | | - | - | - | - | - | - | - |
| | **Subtotal:** | **-** | **-** | **-** | **-** | **-** | **-** | **-** |
| **Other Direct Expenses** | | | | | | | | |
| | | | **-** | **-** | **-** | **-** | **-** | |
| | **Subtotal:** | | **-** | **-** | **-** | **-** | **-** | |
| | **Total:** | **$10,000** | | | | | | **$10,000** |

| Task 9.2 Estimated Budget Detail for FY 18 | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| **Budget Category** | **Budget Category Description** | **FHWA (PL)** | **FHWA (SU)** | **FTA 5303** | **FTA State Match** | **Local Funds** | **Trans. Disad.** | **Total** |
| **Personnel Services** | | | | | | | | |
| | Staff Salaries | $5,465 | | | | | | $5,465 |
| | Indirect Costs | 1,115 | - | - | - | | - | 1,115 |
| | Fringe Costs | 3,390 | | | | | | 3,390 |
| | **Subtotal:** | **$10,000** | **-** | **-** | **-** | | **-** | **$10,000** |
| **Consultant Services** | | | | | | | | |
| | | - | - | - | - | - | - | - |
| | **Subtotal:** | **-** | **-** | **-** | **-** | **-** | **-** | **-** |
| **Travel** | | | | | | | | |
| | | - | - | - | - | - | - | - |
| | **Subtotal:** | **-** | **-** | **-** | **-** | **-** | **-** | **-** |
| **Other Direct Expenses** | | | | | | | | |
| | | | - | - | - | - | - | |
| | **Subtotal:** | | | - | - | - | - | |
| | **Total:** | **$10,000** | **-** | **-** | **-** | | **-** | **$10,000** |

# IV.

# UPWP AGENCY PARTICIPATION AND PROPOSED FUNDING SOURCES FOR FISCAL YEARS 2017/2018

**Table 1.1 FY 2017 Proposed Funding**
**Table 1.2 FY 2018 Proposed Funding**

Table 1.1 Proposed Agency Participation FY 2017

| TASK NUMBER/TITLE | CRTPA FHWA/FDOT COST | Local Funding STARMETRO COST | FAA TALLAHASSEE AVIATION COST | Soft Match FDOT | TOTAL PROGRAM COST |
|---|---|---|---|---|---|
| **1 ADMINISTRATION** | | | | | |
| **1.1** Transportation Planning Mgmt. | $150,025 | | | | **$150,025** |
| **1.2** CRTPA Certfication | $5,000 | | | | **$5,000** |
| **1.3** Capital Outlay | $10,000 | | | | **$10,000** |
| **1.4** Funding Administration | $20,000 | | | | **$20,000** |
| **1.5 FDOT** | | | | $100,745 | *** |
| **1.7** Professional Services | $72,000 | | | | **$72,000** |
| **2. DATA COLLECTION AND DISTRIBUTION** | | | | | |
| **2.1** Data Collection and Distribution | $10,000 | | | | **$10,000** |
| **3. UNIFIED PLANNING WORK PROGRAM (UPWP)** | | | | | |
| **3.1** UPWP Development | $43,000 | | | | **$43,000** |
| **4. TRANSPORTATION IMPROVEMENT PROGRAM (TIP)** | | | | | |
| **4.1** TIP Development | $58,750 | | | | **$58,750** |
| **5. LONG RANGE TRANSPORTATION PLAN (LRTP)** | | | | | |
| **5.1** LRTP Development | $54,375 | | | | **$54,375** |
| **6. PUBLIC INVOLVEMENT** | | | | | |
| **6.1** Public Involvement | $60,000 | | | | **$60,000** |
| **7. SYSTEMS PLANNING** | | | | | |
| **7.1** Bicycle and Pedestrian Planning | $45,000 | | | | **$45,000** |
| **7.2** Transit Planning | | $530,000 | | | **$530,000** |
| **7.3** Aviation Planning | | | $30,000 | | **$30,000** |
| **7.4** Transportation Disadvantaged | $88,500 | | | | **$88,500** |
| **7.5** Mobility Management | $23,006 | | | | **$23,006** |
| **8. CRTPA COORDINATION** | | | | | |
| **8.1** CRTPA Coordination | $135,000 | | | | **$135,000** |
| **9. OTHER PLANNING PROJECTS** | | | | | |
| **9.1** Corridor Analysis | $370,000 | | | | **$370,000** |
| **9.2** Special Transportation Planning | $10,000 | | | | **$10,000** |
| **TOTALS** | **$1,154,656** | **$530,000** | **$30,000** | *** | **$1,714,656** |

*** not included in total

Table 1.2 Proposed Agency Participation FY 2018

| TASK NUMBER/TITLE | CAPITAL REGION TRANSPORTATION PLANNING AGENCY COST | STARMETRO COST | CITY OF TALLAHASSEE AVIATION COST | Soft Match FDOT *** | TOTAL PROGRAM COST |
|---|---|---|---|---|---|
| **1 ADMINISTRATION** | | | | | |
| **1.1** Transportation Planning Mgmt. | $150,025 | | | | **$150,025** |
| **1.2** CRTPA Certfication | $5,000 | | | | **$5,000** |
| **1.3** Capital Outlay | $10,000 | | | | **$10,000** |
| **1.4** Funding Administration | $20,000 | | | | **$20,000** |
| **1.5** FDOT Assitance /Soft Match*** | | | | $100,745 | *** |
| **1.7** Professional Services | $72,000 | | | | **$72,000** |
| **2. DATA COLLECTION AND DISTRIBUTION** | | | | | |
| **2.1** Data Collection and Distribution | $10,000 | | | | **$10,000** |
| **3. UNIFIED PLANNING WORK PROGRAM (UPWP)** | | | | | |
| **3.1** UPWP Development | $43,000 | | | | **$43,000** |
| **4. TRANSPORTATION IMPROVEMENT PROGRAM (TIP)** | | | | | |
| **4.1** TIP Development | $58,750 | | | | **$58,750** |
| **5. LONG RANGE TRANSPORTATION PLAN (LRTP)** | | | | | |
| **5.1** LRTP Development | $54,375 | | | | **$54,375** |
| **6. PUBLIC INVOLVEMENT** | | | | | |
| **6.1** Public Involvement | $60,000 | | | | **$60,000** |
| **7. SYSTEMS PLANNING** | | | | | |
| **7.1** Bicycle and Pedestrian Planning | $45,000 | | | | **$45,000** |
| **7.2** Transit Planning | | $530,000 | | | **$530,000** |
| **7.3** Aviation Planning | | | $30,000 | | **$30,000** |
| **7.4** Transportation Disadvantaged | $88,500 | | | | **$88,500** |
| **7.5** Mobility Management | $23,006 | | | | **$23,006** |
| **8. CRTPA COORDINATION** | | | | | |
| **8.1** CRTPA Coordination | $135,000 | | | | **$135,000** |
| **9. OTHER PLANNING PROJECTS** | | | | | |
| **9.1** Corridor Analysis | $20,000 | | | | **$20,000** |
| **9.2** Special Transportation Planning | $10,000 | | | | **$10,000** |
| **TOTALS** | **$804,656** | **$530,000** | **$30,000** | **$100,745** | **$1,364,656** |

included in Totals

## TABLE 2.1: FY 17 Proposed Funding Capital Region Transportation Study

| TASK NUMBER/ PROJECT TITLE | AGENCY | FHWA SEC. 112 (PL) (2) | FTA SEC. 5303 80% | SOFT MATCH 10% | STATE MATCH FDOT 10% | TOTAL FTA SEC 5305D | PL or SU SOFT MATCH *** | TD TRUST FUND 100% | TOTAL FEDERAL (FHWA, FTA) | TOTAL STATE | TLH Star Metro TOTAL LOCAL | GRAND TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **1. ADMINISTRATION** | | | | | | | | | | | | |
| **1.1** Transportation Planning Manageme | CRTPA | $112,525 | $30,000 | $3,750 | $3,750 | $ 37,500 | $ 20,333 | | **$112,525** | $3,750 | | **$166,125** |
| **1.2** CRTPA Certification | CRTPA | $5,000 | | | | | $ 904 | | | | | **$5,000** |
| **1.3** Capital Outlay | CRTPA | $10,000 | | | | | $ 1,807 | | | | | **$10,000** |
| **1.4** Funding Administration | CRTPA | $20,000 | | | | | $ 3,614 | | | | | **$20,000** |
| **1.5** FDOT Assistance for PL funds (1) | FDOT | | | | | | | | | | | **$0** |
| **1.6** FDOT Match for 530 funds | FDOT | | | | | | | | | | | **$0** |
| **1.7** Professional Services | CRTPA | $72,000 | | | | | $ 13,010 | | | | | **$72,000** |
| **TOTAL** Administration | | **$219,525** | $30,000 | $3,750 | $3,750 | **$37,500** | | | **$112,525** | **$3,750** | **$3,750** | **$257,025** |
| 2. DATA COLLECTION AND DISTRIBUTION | | | | | | | | | | | | |
| **2.1** Data Collection and Distribution | CRTPA | $10,000 | | | | | $ 1,807 | | **$10,000** | | | **$10,000** |
| **TOTAL** Data Collection and Distribution | | **$10,000** | | | | | | | **$10,000** | | **$0** | **$10,000** |
| **3. UNIFIED PLANNING WORK PROGRAM (UPWP)** | | | | | | | | | | | | |
| **3.1** UPWP Development | CRTPA | **$18,000** | $20,000 | $2,500 | $2,500 | **$25,000** | $ 3,253 | | **$25,000** | **$2,500** | **$3,253** | **$43,000** |
| **4. TRANSPORTATION IMPROVEMENT PROGRAM (TIP)** | | | | | | | | | | | | |
| **4.1** TIP Development | CRTPA | **$40,000** | $15,000 | $1,875 | $1,875 | **$18,750** | $ 7,228 | | **$58,750** | **$1,875** | **$7,228** | **$58,750** |
| **5. YEAR 2030 LONG RANGE TRANSPORTATION PLAN (LRTP)** | | | | | | | | | | | | |
| **5.1** LRTP Development | CRTPA | **$30,000** | $19,500 | $2,438 | $2,438 | **$24,375** | $ 5,421 | | **$54,375** | **$2,438** | **$5,421** | **$54,375** |
| see also Task 1.5 | FDOT | | | | | | | | | | | **$0** |
| **6. PUBLIC INVOLVEMENT** | | | | | | | | | | | | |
| **6.1** Public Involvement | CRTPA | **$45,000** | $12,000 | $1,500 | $1,500 | **$15,000** | $ 8,132 | | **$60,000** | **$25,000** | **$8,132** | **$60,000** |
| **7. SYSTEMS PLANNING** | | | | | | | | | | | | |
| **7.1** Bicycle / Pedestrian Planning | CRTPA | $45,000 | | | | | $ 8,132 | | | | | **$45,000** |
| **7.2** Transit Planning | COT-SM | | | | | | | | | | **$530,000** | **$530,000** |
| **7.3** Aviation Planning | COT-AD | | | | | | | | | | 30000 | **$30,000** |
| **7.4** Transportation Disadvantaged | CRTPA | | $2,000 | $250 | $250 | **$2,500** | | **$86,000** | | | | **$88,500** |
| **7.5** Mobility Management | CRTPA | **$10,000** | $10,405 | $1,301 | $1,301 | **$13,006** | $ 1,807 | | | | | **$23,006** |
| **TOTAL** Systems Planning | | **$55,000** | $12,405 | $1,551 | $1,551 | **$15,506** | **$9,939** | **$86,000** | | **$87,551** | **$530,000** | **$716,506** |
| **8. CRTPA COORDINATION** | | | | | | | | | | | | |
| **8.1** CRTPA Coordination | CRTPA | **$110,000** | $20,000 | $2,500 | $2,500 | **$25,000** | $ 19,877 | $11,000 | **$110,000** | **$25,000** | **$19,877** | **$135,000** |
| **9. OTHER PLANNING PROJECTS** | | | | | | | | | | | | |
| **9.1** Corridor Analysis | CRTPA | $20,000 | | | | | $ 3,614 | $2,000 | **$350,000** | | | **$370,000** |
| **9.2** Special Transportation Projects | CRTPA | $10,000 | | | | | $ 1,807 | $1,000 | | | | **$10,000** |
| **TOTAL** Other Planning Projects | | **$30,000** | | | | | **$5,421** | | | | | **$380,000** |
| **GRAND TOTAL** | | $557,525 | **$128,905** | **$16,113** | **$16,113** | **$161,131** | **$5,421** | **$97,000** | **$430,650** | **$151,863** | **$577,660** | **$1,714,656** |

**Notes**
(1) HP funds
(2) FDOT soft match included

CRTPA = Capital Region Transportation Planning Agency
*** not included in totals
COT-AD = City of Tallahassee Aviation Department

FHWA = Federal Highway TD = Commission for the Transportation Disadvantaged
FTA = Federal Transit Adı LC-PW = Leon County Public Works
COT-SM = City of Tallahassee StarMetro

## TABLE 2.2: FY 18 Proposed Funding Capital Region Transportation Study

| TASK NUMBER/ PROJECT TITLE | AGENCY | FHWA SEC. 112 (PL) (2) | FTA SEC. 5303 80% | SOFT MATCH 10% | STATE MATCH FDOT 10% | TOTAL FTA SEC 5305D | *** PL SOFT MATCH 18% | TD TRUST FUND 100% | TOTAL FEDERAL (FHWA, FTA) | TOTAL STATE | TOTAL LOCAL | GRAND TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **1. ADMINISTRATION** | | | | | | | | | | | | |
| **1.1** Transportation Planning Manageme | CRTPA | $112,525 | $30,000 | $3,750 | $3,750 | $ 37,500 | $ 20,333 | | | | | **$150,025** |
| **1.2** CRTPA Certification | CRTPA | $5,000 | | | | | $ 904 | | | | | **$5,000** |
| **1.3** Capital Outlay | CRTPA | $10,000 | | | | | $ 1,807 | | | | | **$10,000** |
| **1.4** Funding Administration | CRTPA | $20,000 | | | | | $ 3,614 | | | | | **$20,000** |
| **1.5** FDOT Assistance for PL funds (1) | FDOT | | | | | | | | | | | **$0** |
| **1.6** FDOT Match for 530 funds | FDOT | | | | | | | | | | | **$0** |
| **1.7** Professional Services | CRTPA | $72,000 | | | | | $ 13,010 | | | | | **$72,000** |
| **TOTAL** Administration | | $219,525 | $30,000 | $3,750 | $3,750 | **$37,500** | | | **$37,500** | | **$3,750** | **$257,025** |
| 2. DATA COLLECTION AND DISTRIBUTION | | | | | | | | | | | | |
| **2.1** Data Collection and Distribution | CRTPA | $10,000 | | | | | $ 1,807 | | **$10,000** | | | **$10,000** |
| **TOTAL** Data Collection and Distribution | | **$10,000** | | | | | | | **$10,000** | | **$0** | **$10,000** |
| **3. UNIFIED PLANNING WORK PROGRAM (UPWP)** | | | | | | | | | | | | |
| **3.1** UPWP Development | CRTPA | **$18,000** | $20,000 | $2,500 | $2,500 | **$25,000** | $ 3,253 | | **$25,000** | **$2,500** | **$3,253** | **$43,000** |
| **4. TRANSPORTATION IMPROVEMENT PROGRAM (TIP)** | | | | | | | | | | | | |
| **4.1** TIP Development | CRTPA | **$40,000** | $15,000 | $1,875 | $1,875 | **$18,750** | $ 7,228 | | **$18,750** | **$1,875** | **$7,228** | **$58,750** |
| **5. YEAR 2030 LONG RANGE TRANSPORTATION PLAN (LRTP)** | | | | | | | | | | | | |
| **5.1** LRTP Development | CRTPA | **$30,000** | $19,500 | $2,438 | $2,438 | **$24,375** | $ 5,421 | | **$24,375** | **$2,438** | **$5,421** | **$54,375** |
| see also Task 1.5 | FDOT | | | | | | | | | | | **$0** |
| **6. PUBLIC INVOLVEMENT** | | | | | | | | | | | | |
| **6.1** Public Involvement | CRTPA | **$45,000** | $12,000 | $1,500 | $1,500 | **$15,000** | $ 8,132 | | **$45,000** | **$15,000** | **$8,132** | **$60,000** |
| **53** | | | | | | | | | | | | |
| **7.1** Bicycle / Pedestrian Planning | CRTPA | $45,000 | | | | | $ 8,132 | | | | | **$45,000** |
| **7.2** Transit Planning | COT-SM | | | | | | | | | | **$530,000** | **$530,000** |
| **7.3** Aviation Planning | COT-AD | | | | | | | $ 30,000 | | | | **$30,000** |
| **7.4** Transportation Disadvantaged | CRTPA | | $2,000 | $250 | $250 | $2,500 | | $86,000 | | | | **$88,500** |
| **7.5** Mobility Management | CRTPA | $10,000 | $10,405 | $1,301 | $1,301 | $13,006 | $ 1,807 | | | | | **$23,006** |
| **TOTAL** Systems Planning | | **$55,000** | $12,405 | $1,551 | $1,551 | **$15,506** | | **$116,000** | | **$186,506** | **$530,000** | **$716,506** |
| **8. CRTPA COORDINATION** | | | | | | | | | | | | |
| **8.1** CRTPA Coordination | CRTPA | **$110,000** | $20,000 | $2,500 | $2,500 | **$25,000** | $ 19,877 | | **$25,000** | **$2,500** | | **$135,000** |
| **9. OTHER PLANNING PROJECTS** | | | | | | | | | | | | |
| **9.1** Corridor Analysis | CRTPA | $20,000 | | | | | $ 3,614 | | | | | **$20,000** |
| **9.2** Special Transportation Projects | CRTPA | $10,000 | | | | | $ 1,807 | | | | | **$10,000** |
| **TOTAL** Other Planning Projects | | **$30,000** | | | | | | | | | | **$30,000** |
| **GRAND TOTAL** | | $557,525 | **$128,905** | **$16,113** | **$16,113** | **$161,131** | *** | **$116,000** | **$185,625** | **$210,819** | **$557,783** | **$1,364,656** |

Key to abbreviations: CRTPA = Capital Region Transportation Planning Agency FHWA = Federal Highway TD = Commission for the Transportation Disadvantaged
***provided for information only, not included in total FTA = Federal Transit Administration
(2) FDOT soft match included COT-AD = City of Tallahassee Aviation Department COT-SM = City of Tallahassee StarMetro

# APPENDIX

Non-Discrimination Title VI Policy Statement

Lobbying Certification

Debarment and Suspension Certification

Application for Federal Assistance and Assurances

Responses to Review Comments

5305D Application for
Federal Transit Administration Grant

Joint Certification Statement

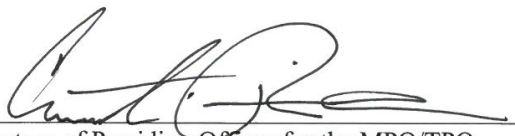
# FFY16 Title VI / Non-Discrimination Policy Statement

The Capital Region Trans Planning Agency assures the Florida Department of Transportation that no person shall on the basis of race, color, national origin, sex, age, disability, family or religious status, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 and the Florida Civil Rights Act of 1992 be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any program or activity.

The Capital Region Trans Planning Agency further agrees to the following responsibilities with respect to its programs and activities:

1 Designate a Title VI Liaison that has a responsible position within the organization and access to the subrecipient'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 subrecipient's organization and to the general public. Such information shall be published where appropriate in languages other than English.
3 Insert the clauses of Appendix A of this agreement in every contract subject to the Acts and Regulations.
4 Develop a complaint process and attempt to resolve complaints of discrimination against subrecipients. Complaints against the Florida Department of Transportation (FDOT) shall immediately be forward 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 the United States Department of Transportation, 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 the subrecipient'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 subrecipient.



5/16/16

Signature of Presiding Officer for the MPO/TPO — Date of Signature

Capital Region Transportation Planning Agency

## FTA FISCAL YEAR 2016 CERTIFICATIONS AND ASSURANCES

### FEDERAL FISCAL YEAR 2016 CERTIFICATIONS AND ASSURANCES FOR FEDERAL TRANSIT ADMINISTRATION ASSISTANCE PROGRAMS

(Signature pages alternative to providing Certifications and Assurances in TrAMS)

**Name of Applicant:** Capital Region Transportation Planning Agency

**The Applicant agrees to comply with applicable provisions of Categories 01 – 23.** X

**OR**

**The Applicant agrees to comply with applicable provisions of the Categories it has selected:**

| Category | Description | |
|---|---|---|
| 01. | Required Certifications and Assurances for Each Applicant. | |
| 02. | Lobbying. | |
| 03. | Procurement and Procurement Systems. | |
| 04. | Private Sector Protections. | |
| 05. | Rolling Stock Reviews and Bus Testing. | |
| 06. | Demand Responsive Service. | |
| 07. | Intelligent Transportation Systems. | |
| 08. | Interest and Financing Costs and Acquisition of Capital Assets by Lease. | |
| 09. | Transit Asset Management Plan and Public Transportation Agency Safety Plan. | |
| 10. | Alcohol and Controlled Substances Testing. | |
| 11. | Fixed Guideway Capital Investment Grants Program (New Starts, Small Starts, and Core Capacity Improvement). | |
| 12. | State of Good Repair Program. | |
| 13. | Grants for Buses and Bus Facilities and Low or No Emission Vehicle Deployment Grant Programs. | |
| 14. | Urbanized Area Formula Grants Programs and Passenger Ferry Grant Program. | |
| 15. | Seniors and Individuals with Disabilities Programs. | |
| 16. | Rural Areas and Appalachian Development Programs. | |
| 17. | Tribal Transit Programs (Public Transportation on Indian Reservations Programs). | |
| 18. | State Safety Oversight Grant Program. | |
| 19. | Public Transportation Emergency Relief Program. | |
| 20. | Expedited Project Delivery Pilot Program. | |
| 21. | Infrastructure Finance Programs. | |
| 22. | Paul S. Sarbanes Transit in Parks Program. | |
| 23. | Hiring Preferences | |

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## FTA FISCAL YEAR 2016 CERTIFICATIONS AND ASSURANCES

**FEDERAL FISCAL YEAR 2016 FTA CERTIFICATIONS AND ASSURANCES SIGNATURE PAGE**
(Required of all Applicants for federal assistance to be awarded by FTA and all FTA Grantees with an active Capital or Formula Award)

**AFFIRMATION OF APPLICANT**

Name of the Applicant: Capital Region Transportation Planning Agency

Name and Relationship of the Authorized Representative: Executive Director

BY SIGNING BELOW, on behalf of the Applicant, I declare that it has duly authorized me to make these Certifications and Assurances and bind its compliance. Thus, it agrees to comply with all federal laws, regulations, and requirements, follow applicable federal guidance, and comply with the Certifications and Assurances as indicated on the foregoing page applicable to each application its Authorized Representative makes to the Federal Transit Administration (FTA) in federal fiscal year 2016, irrespective of whether the individual that acted on his or her Applicant's behalf continues to represent it.

FTA intends that the Certifications and Assurances the Applicant selects on the other side of this document should apply to each Award for which it now seeks, or may later seek federal assistance to be awarded by FTA during federal fiscal year 2016.

The Applicant affirms the truthfulness and accuracy of the Certifications and Assurances it has selected in the statements submitted with this document and any other submission made to FTA, and acknowledges that the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. § 3801 *et seq.*, and implementing U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR part 31, apply to any certification, assurance or submission made to FTA. The criminal provisions of 18 U.S.C. § 1001 apply to any certification, assurance, or submission made in connection with a federal public transportation program authorized by 49 U.S.C. chapter 53 or any other statute.

In signing this document, I declare under penalties of perjury that the foregoing Certifications and Assurances, and any other statements made by me on behalf of the Applicant are true and accurate.

Signature _____ Date: 6-27-16

Name Jack Costrzewa
Authorized Representative of Applicant

AFFIRMATION OF APPLICANT'S ATTORNEY

For (Name of Applicant): Capital Region Transportation Planning Agency

As the undersigned Attorney for the above named Applicant, I hereby affirm to the Applicant that it has authority under state, local, or tribal government law, as applicable, to make and comply with the Certifications and Assurances as indicated on the foregoing pages. I further affirm that, in my opinion, the Certifications and Assurances have been legally made and constitute legal and binding obligations on it.

I further affirm that, to the best of my knowledge, there is no legislation or litigation pending or imminent that might adversely affect the validity of these Certifications and Assurances, or of the performance of its FTA assisted Award.

Signature _____ Date: 6-27-16

Name Thornton Williams
Attorney for Applicant

*Each Applicant for federal assistance to be awarded by FTA and each FTA Recipient with an active Capital or Formula Project or Award must provide an Affirmation of Applicant's Attorney pertaining to the Applicant's legal capacity. The Applicant may enter its electronic signature in lieu of the Attorney's signature within FTA's electronic award and management system, provided the Applicant has on file and uploaded to FTA's electronic award and management system this hard-copy Affirmation, signed by the attorney and dated this federal fiscal year.*

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## FEDERAL FFY16 DEBARMENT AND SUSPENSION CERTIFICATION

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

(1) The Metropolitan Planning Organization hereby certifies to the best of its knowledge and belief, that it and its principles:

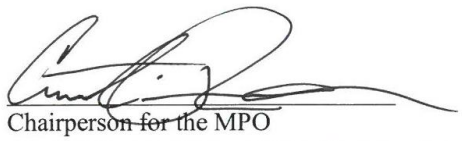
(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;

(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 Metropolitan Planning Organization 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. DOT.



Chairperson for the MPO
Capital Region Transportation Planning Agency

5-16-16
Date

## FEDERAL FFY16 CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

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

(1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress in connection with the awarding of any Federal Contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress, in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000.00 and not more that $100,000.00 for each such failure.

5-16-16
Date

Chairperson for the MPO
Capital Region Transportation Planning Agency

## Application for Federal Assistance SF-424

**16. Congressional Districts Of:**

* a. Applicant: 2 * b. Program/Project: 2

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment | Delete Attachment | View Attachment

**17. Proposed Project:**

* a. Start Date: 07/01/2016 * b. End Date: 06/30/2017

**18. Estimated Funding ($):**

| | |
|---|---|
| * a. Federal | 128,905.00 |
| * b. Applicant | 16,113.00 |
| * c. State | 16,113.00 |
| * d. Local | 0.00 |
| * e. Other | 0.00 |
| * f. Program Income | 0.00 |
| * g. TOTAL | 161,131.00 |

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

☐ a. This application was made available to the State under the Executive Order 12372 Process for review on

☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.

☒ c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

☐ Yes ☒ No

If "Yes", provide explanation and attach

Add Attachment | Delete Attachment | View Attachment

**21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

☒ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix: Mr. * First Name: Jack

Middle Name:

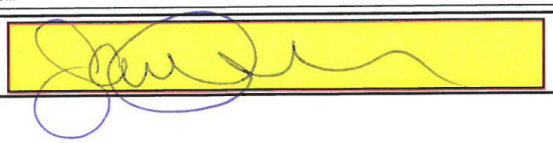
* Last Name: Kostrzewa

Suffix:

* Title: Interim Executive Director

* Telephone Number: 8508918625 Fax Number:

* Email: john.kostrzewa@talgov.com

* Signature of Authorized Representative:  * Date Signed: May 23 16

OMB Number: 4040-0004
Expiration Date: 8/31/2016

## Application for Federal Assistance SF-424

| | | |
|---|---|---|
| * 1. Type of Submission: | * 2. Type of Application: | * If Revision, select appropriate letter(s): |
| ☐ Preapplication | ☒ New | |
| ☒ Application | ☐ Continuation | * Other (Specify): |
| ☐ Changed/Corrected Application | ☐ Revision | |

| | |
|---|---|
| * 3. Date Received: 05/16/2016 | 4. Applicant Identifier: Not Applicable |
| 5a. Federal Entity Identifier: Not Applicable | 5b. Federal Award Identifier: |

**State Use Only:**

| | |
|---|---|
| 6. Date Received by State: | 7. State Application Identifier: 1001 |

**8. APPLICANT INFORMATION:**

| | |
|---|---|
| * a. Legal Name: | Capital Region Transportation Planning Agency |
| * b. Employer/Taxpayer Identification Number (EIN/TIN): 596000435 | * c. Organizational DUNS: 8310256011721 |

**d. Address:**

| | |
|---|---|
| * Street1: | 300 South Adams Street |
| Street2: | Box A19 |
| * City: | Tallahassee |
| County/Parish: | Leon |
| * State: | FL: Florida |
| Province: | |
| * Country: | USA: UNITED STATES |
| * Zip / Postal Code: | 32301 |

**e. Organizational Unit:**

| | |
|---|---|
| Department Name: | Division Name: |

**f. Name and contact information of person to be contacted on matters involving this application:**

| | | | |
|---|---|---|---|
| Prefix: | Ms. | * First Name: | Colleen |
| Middle Name: | | | |
| * Last Name: | Roland | | |
| Suffix: | | | |

Title: Transportation Planner

Organizational Affiliation: Capital Region Transportation Planning Agency

| | |
|---|---|
| * Telephone Number: 8508918629 | Fax Number: |
| * Email: colleen.roland@talgov.com | |

**Application for Federal Assistance SF-424**

*** 9. Type of Applicant 1: Select Applicant Type:**

E: Regional Organization

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

Federal Transit Administration

**11. Catalog of Federal Domestic Assistance Number:**

20.505

CFDA Title:

Section 5303(d)

*** 12. Funding Opportunity Number:**

20.505

* Title:

Metropolitan Transportation Planning

**13. Competition Identification Number:**

Not Applicable

Title:

Not Applicable

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

Add Attachment | Delete Attachment | View Attachment

*** 15. Descriptive Title of Applicant's Project:**

In support of the Unified Planning Work Program for Gadsden, Jefferson, Leon and Wakulla Counties, Florida

Attach supporting documents as specified in agency instructions.

Add Attachments | Delete Attachments | View Attachments

**Section 5305(d)**
**GMIS Planning Line Item Codes – FFY16**
(FTA Funds Only)

Technical Classifications:

| | | |
|---|---|---|
| 44.21.00 | Program Support and Administration | $ 30,000 |
| 44.22.00 | General Development and Comprehensive Planning | 20,000 |
| 44.23.01 | Long Range Transportation Planning: System Level | 19,500 |
| 44.23.02 | Long Range Transportation Planning: Project Level | |
| 44.24.00 | Short Range Transportation Planning | |
| 44.25.00 | Transportation Improvement Program | 15,000 |
| 44.26.12 | Coordination of Non-Emergency Human Service Transportation | 2,500 |
| 44.26.13 | Participation of Transit Operators in Metropolitan Planning | |
| 44.26.14 | Planning for Transit Systems Management/Operations to Increase Ridership | |
| 44.26.15 | Support Transit Capital Investment Decisions through Effective Systems Planning | |
| 44.26.16 | Incorporating Safety & Security in Transportation Planning | 10,405 |
| 44.27.00 | Other Activities | 32,000 |
| | Total Net Project Cost | $ 128,905 |

Accounting Classifications

| | | |
|---|---|---|
| 44.30.01 | Personnel | $ 70,827 |
| 44.30.02 | Fringe Benefits | 43,700 |
| 44.30.03 | Travel | |
| 44.30.04 | Equipment | |
| 44.30.05 | Supplies | |
| 44.30.06 | Contractual | |
| 44.30.07 | Other | |
| 44.30.08 | Indirect Charges | 14,378 |
| | Total Net Project Cost | $ 128,905 |

Fund Allocations

| | | |
|---|---|---|
| 44.40.01 | MPO Activities | $ 128,905 |
| 44.40.02 | Transit Operator Activities | |
| 44.40.03 | State and or Local Agency Activities | |
| | Total Net Project Cost | $ 128,905 |

**Section 5305(d)**
**Approved Project Budget for FFY16**
(total dollars)

Technical Classifications:

| | | |
|---|---|---|
| 44.21.00 | Program Support and Administration | $ 37,500 |
| 44.22.00 | General Development and Comprehensive Planning | 25,000 |
| 44.23.01 | Long Range Transportation Planning: System Level | 24,375 |
| 44.23.02 | Long Range Transportation Planning: Project Level | |
| 44.24.00 | Short Range Transportation Planning | |
| 44.25.00 | Transportation Improvement Program | 18,750 |
| 44.26.12 | Coordination of Non-Emergency Human Service Transportation | 2,500 |
| 44.26.13 | Participation of Transit Operators in Metropolitan Planning | |
| 44.26.14 | Planning for Transit Systems Management/Operations to Increase Ridership | |
| 44.26.15 | Support Transit Capital Investment Decisions through Effective Systems Planning | |
| 44.26.16 | Incorporating Safety & Security in Transportation Planning | 13,006 |
| 44.27.00 | Other Activities | 40,000 |
| | Total Net Project Cost | $161,131 |

Accounting Classifications

| | | |
|---|---|---|
| 44.30.01 | Personnel | $ 88,524 |
| 44.30.02 | Fringe Benefits | 54,625 |
| 44.30.03 | Travel | |
| 44.30.04 | Equipment | |
| 44.30.05 | Supplies | |
| 44.30.06 | Contractual | |
| 44.30.07 | Other | |
| 44.30.08 | Indirect Charges | 17,972 |
| | Total Net Project Cost | $ 161,131 |

Fund Allocations

| | | |
|---|---|---|
| 44.40.01 | MPO Activities | $ 161,131 |
| 44.40.02 | Transit Operator Activities | |
| 44.40.03 | State and/or Local Agency Activities | |
| | Total Net Project Cost | $ 161,131 |
| | Federal Share (80%) | $ 128,905 |
| | Local Share (20%) | $ 32,226 |

| Accounting Classification | FPC | Description | Amount |
|---|---|---|---|
| 91.37.08.8P-2 | 02 | Technical Studies - Planning | $ 161,131 |

U.S. Department of Transportation
**Federal Highway Administration**

Florida Division

3500 Financial Plaza, Suite 400
Tallahassee, Florida 32312

Phone: (850) 553-2220
Fax: (850) 942-9691 / 942-8308

www.fhwa.dot.gov/fldiv

April 26, 2016

In Reply Refer To:
HPR-FL

Ms. Suzanne Lex
District 3 Urban Liaison
Florida Department of Transportation
17 Commerce Blvd.
Midway, FL 32343

Responses are in red and boxed.

Dear Ms. Lex:

The following is in response to your staff's email which transmitted the Capital Region Transportation Planning Agency's (CRTPA) 2016-17-2017/18 Draft Unified Planning Work Program (UPWP) for our review. The following comments are provided by the Federal Highway Administration (FHWA) and the Federal transit Agency (FTA) for the TPO's consideration in developing the Final UPWP:

Critical:

- **Cover Page and page v**– Please ensure in the final UPWP to identify the new Federal Aid Project (FAP) and State Financial Management (FM) numbers.
- **Introduction** – Please include a discussion of the planning priorities for the CRTPA. A discussion of the activities but not priorities for the CRTPA is included.
- **Introduction** - Please update to reflect planning activities to include the development and adoption of the 2040 Long Range Transportation Plan (LRTP).
- **Introduction and Organization and Management Section** –Good background information provided overall.
- **Introduction and Organization and Management Section:**
  - Please include a discussion on the use of the soft match policy for the Federal funds. This should also identify the total amount of the soft match and percentages of the match.
  - Are the execution dates for the CRTPA's agreements correct? Please revise, if needed, to ensure the current agreements are identified.
  - Please update references for the OMB Circular. The correct reference should be to 2 CFR 200.
  - Please revise this section for discussion related to The Fixing America's Surface Transportation Act (FAST) which includes many of the provisions the section

All comments on this page reviewed, addressed, and revisions made when applicable.

already highlighted for the MAP-21. There should be work activities included in a task for the CRTPA's preparing for the requirements to be implemented including performance based planning.

- Please revise this section and matrix to accurately identify the ten planning factors from the FAST that are considered in the CRTPA's planning process. Currently as written, it misidentifies the planning factors and also mixes in state and Federal Planning Emphasis Areas (PEAs) as planning factors. This section should include narrative on how the PEAs are being considered as well.

- **General Comment on Tasks in the UPWP** – Please use Task 4.1 and 5.1 as a template or model for the amount of narrative needed (at the minimum) for providing: previous work completed, required activities and end products. The majority of the tasks in the UPWP lack required details of prior and anticipa identifying milestones and end product dates. The Required should also identify in which year of the UPWP the work will b activities that are ongoing, please identify them as such. This information is essential for the federal agencies to provide the approval of the Final UPWP.

Tasks were reviewed and revised when applicable

- **General Comment** – Tasks that involve consultant participation should provide enough detail (such as project scope, work to be accomplished for each project, anticipated completion dates, and project costs) about what the consultant responsibilities are concerning the activities to be undertaken using federal-aid funds. If that is not possible at this time, prior to the CRTPA's use of federal funds for these types planning projects or activities, the District should forward a copy of the scope of services, the anticipated cost, and completion date to the FHWA for review. responsibility of the District and CRTPA to ensure that a of these tasks are eligible and are allowable costs.

Response: Tasks reviewed and revised when applicable

- **General Comment-** All Agreements or Certifications including Debarment and Suspension, Contracts, Grants, and Cooperative Agreements, Title VI Nondiscrimination Policy Statement and Disadvantaged Business Enterprise (DBE) statements should be signed and dated, and included in

Submitted with final

- **Indirect Cost** – The language on page 16 indicates that the CRTPA is using an indirect cost rate with the City of Tallahassee. Please provide a copy approval for the rate in the final UPWP.

Added - see page 21

- **Task 1.2** – Please update the statement in the Purpose Section regarding Federal Certifications. These occur on a quadrennial basis rather than every three years.

Revised

- **Task 1.3** – What purchases/work was completed in the prior UPWP? The FY 2015-2016 had $10,000 PL funds identified in each year, was this money used? Additionally, please note that any equipment purchases equal to or greater than $5,000 must have prior review and approval fr detailed information for this review.

1.3 reviewed and revised as needed

- **Task 1.5** – It appears that this task is related to the Florida Department of Transportation's (FDOT) planning activities summarized on page 18. If so, please reference that page number. Additionally, FDOT does not use PL funds but the task budget table identifies the funds being used as PL; please update to reflect the correct funds (perhaps SPR funds?).

1.5 Revised

- **Task 1.6** - Should funding be programmed in the FTA State match column in the Estimated Budget Detail? Funding amount in Estimated Budget Detail Table does not

1.6: Included in tables

match the Funding Tables by Task. Correct FTA funding source in Funding Tables by Task.

- **Task 2.1** Are all the agencies listed charging to PL Funds or are there state and local funds being used as well? Please see above comment regarding FDOT's use of PL funds. 2.1: See below
- **Task 7.4** – The Estimated Budget Detail is missing State/Local match for FTA funds. 7.4 Revised
- **Task 8.1** - Task 8.1 - Estimated Budge Detail is missing State/Local match for FTA funds 8.1 Revised
- **Budget Tables** – Please ensure that the total match amount for FHWA funds is clearly identified in the tables and is footnoted as being soft-matched. Revised

Thank you for the opportunity to properly review and comment on the draft UPWP for the CRTPA. We request that the final UPWP be available to us by **May 31, 2016**, so that we may have sufficient time to authorize our portion of the program by **June 30, 2016.** To assist in our joint coordination efforts with the Federal Transit Administration (FTA), please provide a copy of the Final UPWP directly to the FTA Regional Office for their joint review.

If you have any questions, please do not hesitate to contact Ms. Stacie E. Blizzard, at (850) 553-2223 or email stacie.blizzard@dot.gov or Ms. Parris Orr at (404) 865-5617 or Elizabeth.Orr@dot.gov.

Sincerely,

Stacie E Blizzard

FOR: James Christian
Division Administrator

Electronic cc: Mr. Jack Kostrzewa CRTPA
Ms. Parris Orr, FTA (Region 4)
Mr. Sean Santalla, FDOT (MS-28)
Ms. LeeAnn Jacobs, FHWA

**ATTACHMENT 4**

*Florida Department of Transportation*

RICK SCOTT
GOVERNOR

1074 Highway 90
Chipley, Florida 32428

JIM BOXOLD
SECRETARY

April 14, 2016

Mr. Jack Kostrzewa, Interim Executive Director
Capital Region Transportation Planning Agency
300 S. Adams Street, A-19
Tallahassee, FL 32301

RE: Capital Region Transportation Planning Agency
Annual Certification Review

Dear Mr. Kostrzewa:

The Capital Region Transportation Planning Agency (CRTPA) is the transportation planning agency tasked with the Metropolitan Transportation Planning process in the Tallahassee Urbanized Area (UZA)/Capital, Region Metropolitan Planning Area. Annually the Florida Department of Transportation, in conjunction with the CRTPA, conducts a certification review of the planning process. This review is to certify that the CRTPA is in compliance with state and federal planning requirements.

The Department has completed the joint certification of the CRTPA and attached is a summary of the discussions and review from the March 8, 2016 meeting with staff. Enclosed is the 2016 State Certification Review Package for the CRTPA and the joint certification statement to be executed by the CRTPA Board and the District Three Secretary.

Thank you for CRTPA's active involvement in regional transportation planning and ongoing commitment to the practice of inclusive transportation planning. We look forward to working with the CRTPA's in the upcoming year and your initiatives to further enhance the transportation planning process.

If you have any questions, please feel free to contact me at (850) 245-7936 or via email at suzanne.lex@dot.state.fl.us, or Starsky Harrell at (850) 330-1540 or via email at starsky.harrell@dot.state.fl.us.

Sincerely,

Suzanne K. Lex

Suzanne K. Lex, AICP
FDOT Urban Liaison

Enclosures: 3

cc: Starsky Harrell, FDOT Planning Specialist
Sean Santalla, FDOT Metropolitan Planning Organization Coordinator
Stacie Blizzard, FHWA Transportation Planning Specialist

www.dot.state.fl.us

**City of Tallahassee UZA/Capital Region Metropolitan Planning Area**
**2016 Joint State-MPO/TPO Modified Certification Review**

**Capital Region Transportation Planning Agency**
**Findings, Recommendations and Noteworthy Practices**

The Florida Department of Transportation (Department) District Three has conducted, for 2016, a "Modified" State Certification review of the CRTPA. In the 2015 Certification letter, the Department encouraged the CRTPA staff to remain diligent in their efforts to consistently submit invoices and status reports on a monthly basis. The CRTPA continues to make a concerted effort to submit timely monthly invoices and status reports and this is duly recognized. Please note that the final invoices and progress reports for [State] Fiscal Year 2016, ending June 30th, need to be submitted to the Department within **60** days.

The CRTPA is commended for their active involvement in regional transportation planning demonstrated by ongoing coordination with local governments as well as with the Department, the Apalachee Regional Planning Council, the Office of Greenways and Trails, and Blueprint 2000. These partnerships result in the successful implementation of trail, enhancement, safety and capacity projects throughout the region. The use of the State Infrastructure Bank to accelerate project delivery and reduce project costs is notable. These noteworthy practices exemplify the CRTPA's commitment to an inclusive transportation planning process promoting regional approaches and multi-modal solutions to the area's transportation needs.

This report assesses the written and verbal answers to the Certification questions presented to the CRTPA staff. Department staff determine the specific areas for which certain questions were asked based on information from the previous modified certification, observation of and coordination with the CRTPA, and attendance at CRTPA Board and committee meetings. There are no corrective actions identified and the Department staff recommends the CRTPA continue their diligence with invoicing and reporting.

**Summary of Key Activities in Support of the Transportation Planning Process**

The MPO has successfully completed the annual and/or required coordination and reporting efforts on schedule as follows:

- ✓ Signed 2015 Certification Package
- ✓ Signed 2015 DBE Verification
- ✓ Updated and Approved Interlocal Agreement for the Creation of the CRTPA
- ✓ Intergovernmental Coordination and Review Agreement reviewed and reaffirmed
- ✓ Developed and transmitted priority list of unfunded projects
- ✓ Adopted 2040 Regional Master Plan (Long-Range Transportation Plan)
- ✓ Adopted Fiscal Year 2015-2016 Transportation Improvement Plan
- ✓ Reviewed and Updated Transportation Alternative Project Criteria
- ✓ Solicited Transportation Alternative Project Applications for FY 2017 – FY 2018
- ✓ Responded to Certification Review Questions
- ✓ Conducted Certification
- ✓ Participation in Quarterly FDOT/FHWA/FTA Meetings

## JOINT CERTIFICATION STATEMENT ON THE METROPOLITAN TRANSPORTATION PLANNING PROCESS

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 Transportation Planning Agency** 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 **March 8, 2016**.

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

District Secretary (or designee) — Date: June 20, 2016

MPO Chairman (or designee) — Date: June 2016

Chattahoochee
90
10
Gretna
Quincy
Havana
27
Greensboro
Gadsden
Midway
Leon
319
19
Jefferson
Monticello
90
90
10
Tallahassee
10
20
263
319
27
375
Wakulla
319
363
98
98
St. Marks
Sopchoppy
CRTPA Planning Area