Capital Region
Transportation Planning Agency
CRTPA
408 N. ADAMS STREET
TALLAHASSEE, FL 32301
www.crtpa.org

TECHNICAL ADVISORY COMMITTEE
9:00 AM, Commission Chambers
TALLAHASSEE CITY HALL
2ND FLOOR
300 S. Adams Street
Tallahassee, Fl. 32301

May 6, 2014 Agenda

1. AGENDA MODIFICATIONS

2. CONSENT

A. Minutes of the February 25, 2014 Committee Meeting

Recommended Action: *Approve the minutes.*

3. PRESENTATIONS / DISCUSSION / ACTION

A. Final Fiscal Year (FY) 2015 – FY 2016 Unified Planning Work Program

The Unified Planning Work Program (UPWP) is the bi-annual program document which details anticipated transportation planning for Fiscal Years 2015 and 2016 and which acts as the application for various funding sources. The Draft UPWP was presented to the committee and CRTPA Board at their February 2014 meetings. At this time, CRTPA Staff is seeking approval of the Final UPWP.

Recommended Action: *Approve the final UPWP.*

B. Draft Fiscal Year (FY) 2015- FY 2019 Transportation Improvement Program (TIP)

The Draft FY 2015 – FY 2019 TIP has been developed incorporating state and federally funded projects in the CRTPA region.

Recommended Action: *Approve the Draft FY 2015 – FY 2019 TIP.*

If you have a disability requiring accommodations, please contact the Capital Region Transportation Planning Agency at (850) 891-6800. The telephone number of the Florida Relay TDD Service is #711.

C. **Year 2040 Regional Mobility Plan Update Goals and Objectives**
The proposed updates to the CRTPA's Regional Mobility Plan will be discussed, including the Goals and Objectives.

Recommended Action: *Approve the Goals for the Connections 2040 Regional Mobility Plan Update.*

D. **Tallahassee-Leon County Safe Routes To School (STRS) Study**
The Tallahassee-Leon County SRTS Study identifies opportunities to implement SRTS policies, programs and projects to support Leon County Schools. The study has been completed for CRTPA Board approval.

Recommended Action: *Approve the Final Study.*

E. **US 319 Conceptual Design and Environmental Reevaluation Update**
The Florida Department of Transportation (FDOT) will provide a project update on the Conceptual design and Environmental Reevaluation for 20 miles along U.S. 319 in Wakulla and Leon Counties.

Recommended Action: *For committee information and discussion.*

F. **CRTPA Draft Public Involvement Process Plan (PIPP) Update**
CRTPA staff has updated the Public Involvement Process Plan (PIPP) for the CRTPA to reflect changes to the structure of the CRTPA committees, updates in federal legislation (MAP-21), and to satisfy requirements by the Federal Highway Administration to state that the CRTPA Public Involvement Process is used to satisfy StarMetro's Program of Project requirements of the Section 5307 Urbanized Area Formula Program Grant as administered by the Federal Transit Administration.

Recommended Action: *Approve the draft PIPP.*

4. OPEN FORUM FOR PUBLIC COMMENT

Citizens are invited to address the Committee.

5. INFORMATION

- **May 19, 2014 CRTPA Agenda**
  The May 19, 2014 CRTPA Agenda is provided for committee information.

6. ITEMS FROM COMMITTEE MEMBERS OR STAFF

Next TAC Meeting Date is Tuesday, June 3, 2014.

CRTPA

MINUTES

Technical Advisory Committee

Meeting Date & Time
February 25, 2014
9:00 am

Location
City of Tallahassee
City Commission Chambers
300 S. Adams Street
Tallahassee, Fl. 32301

Members in Attendance

Dwight Arnold
Brian Waterman
Katherine Burke
Charles Wu
Ryan Guffey
Cherie Bryant
Jill Jeglie
Luis Serna
Keith McCarron

Staff Present

Lynn Barr
Jack Kostrzewa
Greg Burke
Colleen Roland
Yulonda Mitchell
Harry Reed

I. AGENDA MODIFICATIONS

None.

II. CONSENT

A. Minutes of January 7, 2014 Committee Meeting

TAC Action: A motion was made by Mr. Dwight Arnold and seconded by Mr. Charles Wu to approve the minutes. The motion passed unanimously.

III. PRESENTATIONS & ACTION ITEMS

A. Capital City to the Sea Trails Master Plan

The consultant for the Capital City to the Sea Trails Master Plan presented the Final Master Plan and next steps regarding the Project Development and Environment phase of the project.

TAC Action: A motion was made by Mr. Dwight Arnold to accept the Final Master Plan Report and prepare to move it to PD & E Phase. A second was made by Mr. Keith McCarron and the motion passed unanimously.

B. **Year 2040 Regional Mobility Plan Update Kick Off**
The update to the CRTPA's Regional Mobility Plan, adopted in November 2010, was kicked off by the project's consultant team. The preliminary overview of the project schedule was presented along with the preliminary Public Involvement Plan for the project for early comment.

TAC Action: The item was informational only and no action was taken.

C. **Woodville Highway Contract and Joint Participation Agreement (JPA) Amendment**
The Woodville Highway project contract was discussed as needing an amendment to reflect the need to address comments from the Federal Highway Administration (FHWA) related to the segment between Paul Russell Road and Gaile Avenue known as "The Loop". The amendment to the contract also required an amendment to the Joint Participation Agreement (JPA).

TAC Action: Mr. Dwight Arnold made a motion to approve the item, which was seconded by Mr. Charles Wu. The motion passed unanimously.

D. **CRTPA Resurfacing Policy**
A resolution was drafted for CRTPA approval that would require the CRTPA to formally consider opportunities for the inclusion of identified pedestrian and bicycle facility projects as part of upcoming resurfacings of the region's state roadways. TAC Member, Brian Waterman requested that the policy be revised to include the provision of bus pads as well as part of upcoming resurfacings.

TAC Action: Mr. Dwight Arnold made a motion to approve the item, with the inclusion of the bus pad provision, which was seconded by Mr. Charles Wu. The motion passed unanimously.

E. **Draft Fiscal Year (FY) 2015 – FY 2016 Unified Planning Work Program**
The Draft Unified Planning Work Program (UPWP) was presented for comment and approval.

TAC Action: Mr. Dwight Arnold made a motion to approve the item, which was seconded by Mr. Charles Wu. The motion passed unanimously.

F. Interstate 10 Group 22-01 Project Development and Environment (PD&E) Reevaluation and Interchange Studies Kick Off

The Interstate 10 Group 22-01 PD&E Interchange Studies were discussed.

TAC Action: This item was informational only and no action was taken.

G. FDOT Highway Safety Grant Program Application Discussion

A brief reminder about the grant application cycle for FDOT safety funds was raised.

TAC Action: This item was informational only and no action was taken.

H. Land Development Code Considerations For The Provision Of Transportation Amenities For Differently-Abled Users

CRTPA Staff and members of the Citizen's Multimodal Advisory Committee presented an issue to the TAC for their consideration and assistance. Specifically, CMAC members were concerned about deficiencies in the built environment that prevent mobility for differently-abled users to be what it should be. The disconnect occurs in areas where different jurisdictions meet (for example, state roadway sidewalks abutting a development and/or sidewalks as part of a city project). Questions were raised on if the regulations themselves are in need of revision, or if it an enforcement issue.

TAC Action: The TAC recommended that the CMAC prepare a list of projects that demonstrate the disconnect in mobility planning across the region so that the TAC members can investigate within their own departments if the shortfall lies within policies/regulations or enforcement and compliance with existing regulations.

V. Open Forum for Public Comment

No public comment was received.

VI. Information

There were no informational items presented.

VII. ITEMS FROM COMMITTEE MEMBERS OR STAFF

None

Next CRTPA Board Meeting is May 19, 2014.

Next Committee Meeting Date is Tuesday, May 6, 2014.

May 6, 2013

Capital Region Transportation Planning Agency
CRTPA

COMMITTEE AGENDA ITEM 3 A

FINAL FISCAL YEARS 2015 AND 2016 UNIFIED PLANNING WORK PROGRAM

REQUESTED BY: CRTPA Staff	TYPE OF ITEM: Action

STATEMENT OF ISSUE

The Fiscal Years (FYs) 2015 and 2016 Unified Planning Work Program (UPWP) define the tasks and anticipated funding requirements for the Capital Region Transportation Planning Agency (CRTPA) during the fiscal period beginning July 1, 2014 and ending June 30, 2016. Development of the UPWP is one of the requirements of the metropolitan transportation planning process for the CRTPA.

Consistent with state and federal regulations, the DRAFT Fiscal Years 2015 and 2016 UPWP was developed (***Attachment 1***) and transmitted to the Florida Department of Transportation (FDOT) and the Federal Highway Administration (FHWA) for review and comment. These agencies have completed their review of the draft document and it is being returned to the CRTPA for final approval.

RECOMMENDED OPTION

Option 1: Recommend CRTPA adoption of the FINAL FY 2015 –FY 2016 UPWP.

HISTORY AND ANALYSIS

Pursuant to State and Federal requirements, the CRTPA develops a Unified Planning Work Program (UPWP) for the upcoming two state fiscal years (July 1, 2015 to June 30, 2016).

The UPWP describes the transportation planning activities to be undertaken and serves as a work plan to coordinate state and federally funded transportation planning activities. Planning activities identified within the UPWP are largely developed with the use of federal funding, including the following:

- Federal Highway Administration (FHWA): Planning (PL)
- Federal Transit Administration (FTA): Section 5305D
- Florida Commission for the Transportation Disadvantaged
- Miscellaneous funding from other sources.

As previously identified in the DRAFT FYs 2015 and 2016 UPWP, the CRTPA staff will focus on a comprehensive range of transportation planning activities, including 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 and Regional Coordination,**): Consistent with the CRTPA's retreat 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 Bicycle and Pedestrian Master Plan projects.

- Long Range Transportation Plan (**Task 3.1: UPWP, Task 5.1: Year 2040 LRTP, Task 8.1: CRTPA Coordination**). In FYs 2013, CRTPA staff continued its implementation with CRTPA local governments regarding provisions of Year 2035 LRTP. Preparation for the next update – Year 2040 - will continue in FY 2014 with adoption in FY 2016.

- 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 specific project and issue 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 supporting the intent of Title VI of the Civil Rights Act of 1964 by actively seeking input from the traditionally underserved from the region's population.

- Efficient Transportation Decision Making (ETDM) (**Task 2.1: Data Collection and Distribution; Task 6.1: CRTPA Regional Coordination**): 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 the four counties served by the CRTPA. Development of Transportation Disadvantaged Service Plans, with investigation of developing a regional planning entity will continue during this period.

CHANGES FROM LAST YEAR'S UPWP

Many of the tasks within the UPWP remain the same from year to year as they address requirements of the metropolitan transportation planning process (including development of the Transportation Improvement Program (TIP), UPWP, LRTP, program administration and public involvement including ensuring access to the transportation planning process for the public including the traditionally underserved).

Over the last few years, the CRTPA has provided excellent and succinct policy guidance. The FYs 2015 and 2016 UPWP provides a work plan to address these priorities through focusing on planning and project implementation activities related to addressing regional multimodalism as well as bicycle and pedestrian project implementation. Such activities include UPWP tasks related to the break out of the

CRTPA's annual project priority lists to ensure all adequate funding for all modes (including bike/pedestrian projects identified within Bicycle and Pedestrian Master Plan), enhanced coordination with the CRTPA's transportation partners including StarMetro, and actively pursuing funding to update the Bicycle and Pedestrian Master Plan to include all of CRTPA planning area boundary. The most notable addition to addressing these priorities is the implementation of the Regional Master Plan, (along with the 2040 Update underway) which provides a long-term assessment of all transportation needs throughout the CRTPA region.

In addition to the changes mentioned above, the format of the tasks within the FYs 2015-2016 UPWP has also been revised to more concisely reflect CRTPA work efforts as well as to break out CRTPA program documents as separate work tasks.

The UPWP, as proposed in this document, has no significant increase in grant income from the previous two years. To meet declining funding from various sources, staff has secured additional funds that are restricted to specific uses. Additional funds from the Commission for the Transportation Disadvantaged and Project Management help meet our expected financial needs.

NEXT STEPS

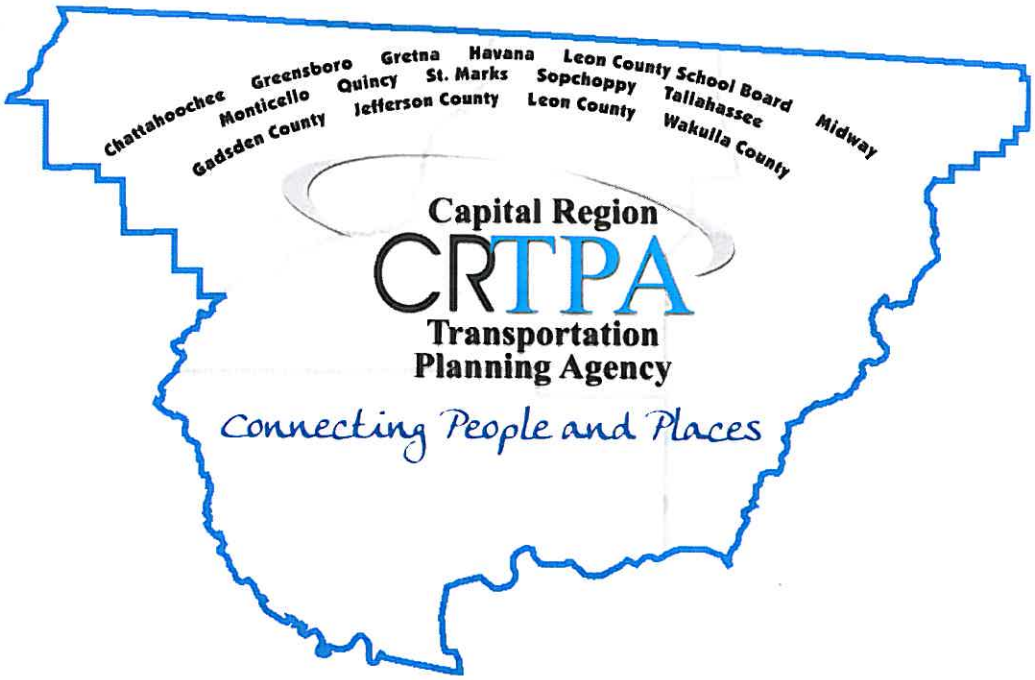
Subsequent to final approval of the Final FYs 2015 and 2016 UPWP the draft was reviewed by the FDOT and FHWA and comments were received. In general no serious discrepancies were found and the natures of the comments were mostly corrections and edits. Staff addressed these comments and revised the document as needed. No comment substantially changed the document from its original draft.

ATTACHMENT

The Fiscal Years 2015 and 2016 UPWP is enclosed as ***attachment #1.***

OPTIONS

Option 1: Recommend CRTPA adoption of the FINAL FY 2015 –FY 2016 UPWP.
Option 2: Do not recommend final adoption of the FY 2015-FY 2016 UPWP.



FISCAL YEARS 2015 AND 2016
UNIFIED PLANNING WORK PROGRAM

FAP 0220 (052)
FM 427930-1-14-01

DRAFT April 2014
FINAL May 2015

Capital Region Transportation Planning Agency
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The Capital Region Transportation Study Fiscal Years 2015 and 2016 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 FISCAL YEARS 2015 AND 2016

UNIFIED PLANNING WORK PROGRAM

FOR TRANSPORTATION PLANNING ACTIVITIES

ADOPTED BY THE CAPITAL REGION TRANSPORTATION PLANNING AGENCY ON MAY ??, 2014
BY RESOLUTION NO. 2014-5-##

Randy Merritt, CRTPA 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
Federal Transit Administration, (CFDA No 20.505).

This document has been developed pursuant to the FDOT MPO Program Management Handbook
FAP 0220(052)
FM# 427930-1-14-01

I. INTRODUCTION

The Fiscal Year (FY) 2015/2016 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, 2014 and ending June 30, 2016. 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 December 12, 2013 when the "FYs 2015/2016 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 FY 2015/2016 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, 2014) and finalized by the CRTPA at its May, 2014 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 FY 2015/2016 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.

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.

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 2035 Long Range Transportation Plan (Regional Master Plan) was adopted by the CRTPA in December 2010. 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 2025 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 2010.

- 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 Regional 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.

- 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 is the designated Official Planning Agency.

- Jefferson 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 Jefferson County Transportation Disadvantaged Coordinating Board (TDCB). As of July 1, 2013 the CRTPA is the designated Official Planning Agency.

- Wakulla County Transportation Disadvantaged Service Plan: Originally adopted on January 16, 2007 the plan's annual update was approved in June 2013. 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.

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 2010.

FY 2013/2014 TRANSPORTATION PLANNING ACTIVITIES

During FY 2013/2014 transportation planning activities undertaken by the Capital Region Transportation Planning Agency (CRTPA) included continued implementation of the Year 2035 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);

- FY 2013 – FY 2018 Priority Project Lists adoption (September);

- FY 2013 -FY 2018 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 14.

- 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;

- Developed CRTPA Newsletters for Capital City to the Sea Project, Regional Master Plan, and other timely notifications for various projects and issues.

- 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);
- Coordinated with Blueprint 2000 on PD&E, corridor studies, and public involvement;
- Adopted update to the Mobility Management Process (MMP) (June 2012),
- Developed and adopted update of the Public Involvement Plan (PIP) to address corrective action noted in TMA Certification. (May 2011).

PLANNING PRIORITIES

The CRTPA reserves time for retreats. Retreat objectives were developed reviewed and amended as necessary: adopt mission and vision statements, clarify and refine the process for prioritizing/weighting projects; consider tasks to provide information for decisions; suggest how to coordinate CRTPA and other planning efforts; shape strategic approaches to critical CRTPA priorities, identify ways to enhance CRTPA effectiveness, and provide guidance on development of the Long Range Transportation Plan.

October and April of each year are set aside for retreats instead of regular meetings. Retreats are held as needed. As a result there may not be retreats in both months.

PLANNING TASKS

In FYs 2015/2016, 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 next update of the LRTP began in 2013. 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. An updated Public Involvement Plan was adopted in FY10.

Efficient Transportation Decision Making (Task 2.1: Data Collection and Distribution; Task 6.1: CRTPA Coordination): Consistent with the adoption of the Year 2035 LRTP in FY 2010, 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 2035 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 (includes Havana and Quincy in voting)
- The City of Quincy
- 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***	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. During the past 3 years 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.

- 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 Regional 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.

MOVING AHEAD FOR PROGRESS IN THE 21ST CENTURY ACT (MAP-21)

The MAP-21 program requires an MPO to consider eleven planning factors as transportation plans are developed:

1. Support the economic vitality of the urbanized area, especially by enabling global competitiveness, productivity and efficiency;
2. Increase the safety of the transportation system;
3. Increase security of the transportation system;
4. Increase the accessibility and mobility options available to people and freight;
5. Protect and enhance the environment, promote energy conservation, improve the 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, and
8. Emphasize preservation of the existing transportation system.
9. Transition to Performance Based Planning and Programming.
10. Promote cooperation and coordination across MPO boundaries and across State boundaries where appropriate to ensure a regional approach to transportation planning.
11. Access to essential services – as part of the transportation planning process, identify transportation connectivity gaps in access to essential services.

UNIFIED PLANNING WORK PROGRAM TASKS	MAP-21 PLANNING FACTORS										
	1	2	3	4	5	6	7	8	9	10	11
1.1 Transportation Planning Administration	X	X	X	X	X	X	X	X	X	X	X
1.2 CRTPA Certification	X	X	X	X	X	X	X	X	X	X	X
1.3 Capital Outlay	X	X	X	X	X	X	X	X	X	X	X
1.4 Funding Administration	X	X	X	X	X	X	X	X	X	X	X
1.5 FDOT Assistance for PL Funds	X	X	X	X	X	X	X	X	X	X	X
1.6 FDOT Match for 5305D Funds	X	X	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	X	X
4.1 Trans. Improvement Program	X	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	X
6.1 Public Involvement		X	X	X	X	X	X	X	X	X	X
7.1 Bicycle & Pedestrian Planning		X	X	X	X	X	X		X	X	X
7.2 Transit		X	X	X	X	X	X	X	X	X	X
7.3 Airport	X			X	X	X	X	X			
7.4 Transportation Disadvantaged		X	X	X	X	X	X	X	X	X	X

7.5 Mobility Management		X	X	X	X	X	X	X	X	X	X
8.1 CRTPA Coordination	X	X	X	X	X	X	X	X	X	X	X
9.1 Corridor Analysis	X	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	X

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:

- Through the Urban Liaisons, FDOT provides policy direction, technical assistance and administrative support to District Three MPOs, MPO Boards, MPO Advisory Committees, local governments and communities. Assist MPOs in conducting effective, on-going transportation planning programs and processes to develop, implement and maintain plans and programs that are consistent and meet the state and federal requirements.

- Review EDTM Environmental Screening Tool in developing and reviewing projects at the Planning Screen Phase.

- Provide support to MPOs to assure Title VI compliance in the planning process (UPWP, TIP, model validation, air quality conformity activities, etc.).

- Provide supporting information and documentation to support MPO planning.

- Provide supporting information and documentation for long range planning to form a linking process through technical and policy assistance for the Project Development and Environment process (PD&E).

- Functionally classify roads, including the designation of federal aid eligibility and develop, analyze, and assign an integrated statewide network of federal, local and state systems.

- Perform administrative tasks related to project management of task specific work orders for collection of general roadway data for State Highway System ramps and for

the collection of survey information to properly locate and set permanent site markers at the county lines located on the State Highway System.

- Support the Pavement Management System by providing technical pavement information and results of field observations to aid in the identification of roadway sections in need of resurfacing and/or reconstruction.

- Provide data for the collection and processing of traffic data in support of systems planning, project traffic, and statewide reporting needs in accordance with FDOT Procedure 525-020-305c.

- Collect traffic data for determining AADTs and existing highway and arterial operating speeds during peak hours.

- Conduct interchange improvement and capacity studies to determine if the proposed design of highways, bridges and intersections are commensurate with forecasted traffic demand.

- Monitor and coordinate the Access Classification System and standards in accordance with Florida Rule Chapter 14-97 for each segment of State roadways that were classified according to the appropriate access management standards.

- Apply access management concerning all portions of the State Highway System. Assist other departments and local governments in the access management program.

- Assist in validation of models.

- Review applications for proposed DRIs to determine if proposed development causes significant and adverse impacts to regional roads in the DRI study area.

- Review Intergovernmental Coordination and Review Documents (ICARS)

- Review Enhancement applications to determine eligibility.

- 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 Ananth Prasad 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.

III. WORK ELEMENTS SECTION

UPWP WORK ELEMENTS DESCRIPTION

Tasks within the FYs 2015/2016 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

SECTION 1: Administration

UPWP Task Title: Transportation Planning Management	UPWP Task Number: 1.1	
Agency Responsible: CRTPA	FY 2015 Funding Source: FHWA PL: $122,000 FTA Section 5305D: $20,000 FDOT 5305D Match: $2,500 Local 5305D Match: $2,500	FY 2016 Funding Source: FHWA PL: $110,000 FTA Section 5305D: $20,000 FDOT 5305D Match: $2,500 Local 5305D Match: $2,500

TASK SCHEDULE

JUL AUG SEP OCT NOV DEC JAN FEB MAR APR MAY JUN

TASK PURPOSE

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 (FY 2013/2014)

Agenda preparation of CRTPA and CRTPA committee (Multi-Modal/Bicycle Pedestrian Advisory Committee, Citizens Advisory Committee and Technical Advisory Committee) meetings (1st – 4th Quarter); generated meeting minutes (1st – 4th Quarter); Attended and participated in conferences, training and workshops related (including ETDM, public involvement, transportation modeling, webpage design, bicycle/pedestrian/transit planning); attended MPOAC meetings; attended FDOT D-3 Quarterly meetings (1st – 4th Quarter). Participated in CRTPA annual retreat (April and October). All travel was completed by staff and/or officials.

METHODOLOGY (FY 2015)

Administrative activities related to CRTPA and CRTPA committee meetings preparation (agenda development, minutes, committee membership maintenance); CRTPA member and CRTPA committee member orientation; work with CRTPA committees to update mission statements, as appropriate. Timesheet development; travel forms; purchase orders; maintenance of CRTPA supplies; maintenance of CRTPA files/records. Maintain technical knowledge through attendance and participation in conferences, training and workshops related (including ETDM, public involvement, transportation modeling, webpage design, bicycle/pedestrian/transit planning); maintain administrative knowledge through attendance in City of Tallahassee sponsored processes

and procedures training opportunities. Attend MPOAC and FDOT D-3 Quarterly meetings including required travel. Coordinate CRTPA annual retreat with consultant assistance to identify CRTPA planning priorities (see Task 1.7 Facilitator Services). Develop annual legal services agreement; maintain updated CRTPA agreements in consultation with CRTPA legal consultant (see task 1.7).

METHODOLOGY (FY 2016)

Administrative activities related to CRTPA and CRTPA committee meetings preparation (agenda development, minutes, committee membership maintenance); CRTPA member and CRTPA committee member orientation. Timesheet development; travel forms; purchase orders; maintenance of CRTPA supplies; maintenance of CRTPA files/records. Maintain technical knowledge through attendance and participation in conferences, training and workshops related (including ETDM, public involvement, transportation modeling, webpage design, bicycle/pedestrian/transit planning); maintain administrative knowledge through attendance in City of Tallahassee sponsored processes and procedures training opportunities. Attend MPOAC and FDOT D-3 Quarterly meetings including required travel. Coordinate CRTPA retreats to identify CRTPA planning priorities (see task 1.7 facilitator services). Develop annual legal services agreement; maintain updated CRTPA agreements in consultation with CRTPA legal consultant (see task 1.7).

END PRODUCTS/COMPLETION DATES/MILESTONES (FYs 2015/2016)

- CRTPA and advisory committee agenda packages and meetings records (Jan, Mar, May, Jun, Sep).
- CRTPA and advisory committee member familiarity with MPO process through orientation (Nov, Apr).
- Maintain/Update CRTPA agreements (Mar).
- Identification of CRTPA Critical Priorities (CRTPA Retreat) (October or April, as needed).
- Annual Legal Services Agreement (Mar).
- CRTPA staff professional development (ongoing).

OTHER INFORMATION

CRTPA agendas and minutes may be viewed on the CRTPA's website (www.crtpa.org).

SECTION 1: Administration

UPWP Task Title: CRTPA Certification Review	UPWP Task Number: 1.2	
Agency Responsible: CRTPA	FY 2015 Funding Source: FHWA PL: $5,000	FY 2016 Funding Source: FHWA PL: $5,000

TASK SCHEDULE

JUL AUG SEP OCT NOV DEC JAN FEB MAR APR MAY JUN

TASK PURPOSE

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 (FY 2013/2014)

TMA Certification: Maintained adequate records of CRTPA plans and programs in preparation of next certification in 2012.
State Certification: Prepared for FDOT annual Certification; developed responses to FDOT certification questions; participated in FDOT Annual Certification; addressed identified "Corrective Actions" associated with State Certification. Meet with FDOT and FHWA to discuss issues related to certification review.

METHODOLOGY (FY 2015)

TMA Certification: Begin and complete the TMA Certification process, including responses to findings.
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.

METHODOLOGY (FY 2016)

TMA Certification: Maintained adequate records of CRTPA plans and programs in preparation for next certification.
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 PRODUCTS/COMPLETION DATES/MILESTONES (FYs 2015/2016)

- CRTPA compliance with federal and state certification requirements (ongoing).
- State Certification (Jan)
- Updated records of CRTPA plans and programs (ongoing).

SECTION 1: Administration

UPWP Task Title: Capital Outlay	UPWP Task Number: 1.3	
Agency Responsible: CRTPA	FY 2015 Funding Source: FHWA PL: $10,000	FY 2016 Funding Source: FHWA PL: $10,000

TASK SCHEDULE

JUL AUG SEP OCT NOV DEC JAN FEB MAR APR MAY JUN

TASK PURPOSE

Ensure the adequate provision of capital resources to conduct the Capital Region Transportation Study in a continuing, cooperative and comprehensive manner.

PREVIOUS WORK (FY 2013/2014)

With prior approval from FDOT District 3 and the CRTPA, a Smart Board was purchased and installed in April 2012. No major capital purchases were made in FY 2013/2014

METHODOLOGY (FY 2015)

Capital purchases will be made including computer hardware and software, maintenance and updating of automated Transportation Improvement Program, GIS system software, a map plotter and office furniture as needed to assist staff in the metropolitan transportation planning process.

METHODOLOGY (FY 2016)

Capital purchases will be made including computer hardware and software, maintenance and updating of automated Transportation Improvement Program, GIS system software, a map plotter and office furniture as required to assist staff in the metropolitan transportation planning process.

END PRODUCTS/COMPLETION DATES/MILESTONES (FYs 2015/2016)

- Purchase and maintenance of computer hardware and software; office equipment (ongoing as required)

SECTION 1: Administration

UPWP Task Title: Funding and Grant Administration	UPWP Task Number: 1.4	
Agency Responsible: CRTPA	FY 2015 Funding Source: FHWA PL: $20,000	FY 2016 Funding Source: FHWA PL: $20,000

TASK SCHEDULE

JUL AUG SEP OCT NOV DEC JAN FEB MAR APR MAY JUN

TASK PURPOSE

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 (FY 2013/2014)

Submitted quarterly invoices (PL and Section 5305D funds); developed monthly status reports; coordinated with City of Tallahassee Accounting Services and CRTPA member governments regarding PL funds, Section 5305D funds and CRTPA member government funds. Submitted Annual Audit information to FDOT Public Transit Office and District 3 (June). Begin development of 2015/2016 UPWP.

METHODOLOGY (FY 2015)

Perform funding administration tasks as required to support the transportation planning process. This includes grant administration, completion of invoices, compliance with Federal and State laws and regulations involving funding, annual operating budget development and support.

METHODOLOGY (FY 2016)

Perform funding administration tasks as required to support the transportation planning process. This includes grant administration, completion of invoices, compliance with Federal and State laws and regulations involving funding, annual operating budget development and support.

END PRODUCTS/COMPLETION DATES/MILESTONES (FYs 2015/2016)

- Quarterly invoices (PL and Section 5305D) (Jul, Nov, Feb, May)
- Other grant invoicing as needed
- Annual Audit provision to FDOT (March)
- Monthly status reports

SECTION 1: Administration

UPWP Task Title: FDOT Assistance for FHWA Funds	UPWP Task Number: 1.5	
Agency Responsible: FDOT	FY 2015 Funding Source: HP (Fed Hwy Plng) $145,719	FY 2016 Funding Source: HP (Fed Hwy Plng) $145,719

TASK SCHEDULE

JUL AUG SEP OCT NOV DEC JAN FEB MAR APR MAY JUN

PURPOSE

This task addresses the provision of Florida Department of Transportation (FDOT) technical assistance to the Capital Region Transportation Planning Agency (CRTPA) in support of the tasks associated with the Federal Highway Administration (FHWA) Planning (PL) funds.

PREVIOUS WORK (2013/2014)

Provision of technical assistance to the CRTPA associated with the tasks identified in Previous Work of this document.

METHODOLOGY (FY 2015)

The FDOT will provide services including policy direction, technical assistance and administrative support to the CRTPA and its Advisory Committees. This assistance includes support in conducting effective, on-going transportation planning programs and processes to develop, implement and maintain plans and programs that are consistent and meet the state and federal requirements.

METHODOLOGY (FY 2016)

The FDOT will provide services including policy direction, technical assistance and administrative support to the CRTPA and its Advisory Committees. This assistance includes support in conducting effective, on-going transportation planning programs and processes to develop, implement and maintain plans and programs that are consistent and meet the state and federal requirements.

END PRODUCT (FYs 2015/2016)

FDOT technical assistance to the CRTPA.

SECTION 1: Administration

UPWP Task Title: FDOT Match for FTA Funds	UPWP Task Number: 1.6	
Agency Responsible: FDOT	FY 2015 Funding Source: FDOT/Sec 5305D: $23,286	FY 2016 Funding Source: FDOT/Sec 5305D: $22,036

TASK SCHEDULE

JUL AUG SEP OCT NOV DEC JAN FEB MAR APR MAY JUN

PURPOSE

This task addresses the provision of Florida Department of Transportation's (FDOT) matching share of Federal Transit Administration (FTA) Section 5305D funds.

PREVIOUS WORK (FY 2013/2014)

Matching share for Sections 5303 (now 5305D) funds in previous Unified Planning Work Programs.

METHODOLOGY (FY 2015)

The FDOT will provide a 10% cash-matching share for FTA Section 5305D funds utilized by the CRTPA in carrying out the functions of the transportation planning process. In addition to the cash match, the FDOT will provide services that include policy direction, technical assistance and administrative support to District 3 MPOs, MPO Boards, MPO Advisory Committees, local governments and communities. Additionally, the District will assist the CRTPA in conducting effective, on-going transportation planning programs and processes to develop, implement and maintain plans and programs that are consistent and meet the state and federal requirements. A "soft" match will not be used for funding of third-party contracts or equipment purchases.

METHODOLOGY (FY 2016)

The FDOT will provide a 10% cash-matching share for FTA Section 5305D funds utilized by the CRTPA in carrying out the functions of the transportation planning process. In addition to the cash match, the FDOT will provide services that include policy direction, technical assistance and administrative support to District 3 MPOs, MPO Boards, MPO Advisory Committees, local governments and communities. Additionally, the District will assist the CRTPA in conducting effective, on-going transportation planning programs and processes to develop, implement and maintain plans and programs that are consistent and meet the state and federal requirements. A "soft" match will not be used for funding of third-party contracts or equipment purchases.

END PRODUCT

FDOT cash matching share for FTA Section 5305D funds.

OTHER INFORMATION

FDOT cash match for FTA funds also shown in respective work elements.

SECTION 1: Administration

UPWP Task Title: Professional Services	UPWP Task Number: 1.7	
Agency Responsible: CRTPA	FY 2015 Funding Source: FHWA PL: $72,000	FY 2016 Funding Source: FHWA PL: $72,000

TASK SCHEDULE

JUL AUG SEP OCT NOV DEC JAN FEB MAR APR MAY JUN

PURPOSE

This task addresses the contracted use of legal, auditing, and facilitation services,

PREVIOUS WORK (FY 2013/2014)

Payment for professional services to retreat facilitators, legal counsel, and auditors.

METHODOLOGY (FY 2015)

The CRTPA requires the use of legal counsel for meetings, agreements, and other legal matters. It also requires the use of an auditing firm to develop the Comprehensive Annual Finance Report (single audit) needed by the CRTPA and its granting partners. Annually the CRTPA has determined the necessity to hold a retreat for issues of goal setting and policy development. A professional facilitator has been used for this event.

The expected legal services costs are $30,000. A contingency fund of $10,000 is considered for unexpected issues that might require their services. The cost of the single audit should not exceed $25,000. The cost of a facilitator is estimated not to exceed $3,500 and $3,500 for the recording of meetings by WCOT-TV. (See also Task 6.1 Public Involvement)

General consultant funding, as needed, will be provided by the XU funds provided by FHWA. Tasks may be modified as necessary to detail future use.

METHODOLOGY (FY 2016)

The CRTPA requires the use of legal counsel for meetings, agreements, and other legal matters. It also requires the use of an auditing firm to develop the Comprehensive Annual Finance Report (single audit) needed by the CRTPA and its granting partners. Annually the CRTPA has determined the necessity to hold a retreat for issues of goal setting and policy development. A professional facilitator has been used for this event.

The expected legal services costs are $30,000. A contingency fund of $10,000 is considered for unexpected issues that might require their services. The cost of the single audit should not exceed

$25,000. The cost of a facilitator is estimated not to exceed $3,500 and $3,500 for the recording of meetings by WCOT-TV. (See also task 6.1 Public Involvement)

END PRODUCT (FYs 2015/2016)

Legal services (ongoing), the annual single audit (February) and facilitation for retreats. (April and/or October.)

SECTION 2

DATA COLLECTION

SECTION 2: Data Collection

UPWP Task Title: Data Collection and Distribution	UPWP Task Number: 2.1	
Agency Responsible: CRTPA City of Tallahassee (Public Works)	FY 2015: Funding Sources: City of Tallahassee (LOCAL-Public Works): $171,000 Leon County (LOCAL_Public Works): $45,000 CRTPA (FHWA/PL): $10,000 GIS $10,000 (SU)	FY 2016: Funding Sources: City of Tallahassee (LOCAL – Public Works): $171,000 Leon County (LOCAL -Public Works): $45,000 CRTPA (FHWA/PL) $10,000 GIS $10,000 (SU)

TASK SCHEDULE

JUL AUG SEP OCT NOV DEC JAN FEB MAR APR MAY JUN

TASK PURPOSE

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 (FYs 2013/2014)

(Agency: CRTPA): Coordinated with FDOT D-3 Traffic Operations and City of Tallahassee Traffic Engineering related to adopted ITS Regional Architecture issues including Highway Performance Monitoring System (HPMS) data collection efforts (1st – 4th Quarter); assisted local transportation agencies in identifying roles and responsibilities related to integration of ITS within CRTPA planning area. Collected socioeconomic and land use data related to development of Year 2040 LRTP and CRTPA ETDM projects (February – April); developed CRTPA maps associated with Year 2040 projects and public information distribution (December, January); assisted in collection of transportation disadvantaged data, bicycle and pedestrian information. Collected and reviewed reports of non-motorized transportation crashes for analysis.
(Agency: City of Tallahassee/Public Works Department): Traffic Management Center opened July 2013. Monitored and developed traffic counts and crash surveillance information for City of Tallahassee and Leon County; Maintained Tallahassee Advanced Transportation Management System (TATMS)/Intelligent Transportation System (ITS) programs for City of Tallahassee, Leon County, Florida State University and portions of Gadsden County; installed video detection systems at one (1) intersection; turned on four (4) new signalized intersections; Completed testing and implementation of upgrade to traffic signal controller communications system by installing new switches with a gigabit Ethernet backbone on fiber optic cable to all 330 intersections on fiber; installing two (2) miles of fiber optic cable underground; installed five (5) new signal surveillance cameras; completed project management of the Advanced Traveler Information Web Site for web based traffic analysis content (turning movement counts, level of service and crash data at all signalized intersections); 100% complete with testing and implementation of the web based traffic

analysis content (turning movement counts, level of service and crash data at all signalized intersections in Leon County); . Continued to collect and input the traffic signal inventory into the CarteGraph asset and work management database ; actively tracking all signal maintenance work orders within the CarteGraph asset and work management database; Completed a Joint Projects Agreement (JPA) with FDOT to install five (5) monitoring cameras on I-10 and stream the video to the web for monitoring the widening project on I-10; Developed a RFP and subsequent contract to a Design-Build Team to design and build the programmed Tallahassee/D-3 Regional Transportation Management Center and related I-10 Freeway Management System (FMS). Authorized Notice To Proceed for design of the FMS. Staff also reviewed preliminary Census Data and determined that expansion of the CRTPA boundary was not likely to occur as a result of this Census.

METHODOLOGY (FY 2015)

(Agency: CRTPA): Coordinate with FDOT and transportation agencies related to data collection and management; continue ITS Regional Architecture coordination efforts related to the integration of ITS within CRTPA planning area. Collect socioeconomic and land use data for use in CRTPA plans and programs including development of community profile related to public involvement and ETDM. Provide transportation data to the public and transportation agencies. Maintain records of non-motorized transportation crashes for analysis within CRTPA region; participate in annual national count and survey program of non-motorized transportation modes associated with the Institute of Transportation Engineers. Continue development of Geographic Information System in partnership with the Leon County GIS department
(Agency: City of Tallahassee/ Public Works Department): Continue monitoring and development of traffic counts, turning movement counts at approximately 120 intersections and crash surveillance ("Top 20 Accident Locations") information for the City of Tallahassee (COT) and Leon County; conduct appropriate analyses on roadway corridors as required; continue to input crash report into AIMS; complete implementation of web based traffic analysis content to include graphic representation of crash data for all mid-block and intersection crash reports. Maintain Tallahassee Advanced Transportation Management System (TATMS)/Intelligent Transportation System (ITS) programs for City of Tallahassee, Leon County, Florida State University and portions of Gadsden County; develop a plan to upgrade the traffic signal controllers; Continue with the input, analysis and reporting of turning movement count data and level of service data for each signalized intersection into TATMS; and continue to add data collection content to the Advanced Traveler Information Web Site for web based traffic analysis i.e. turning movement counts, level of service and crash data at all signalized intersections.

METHODOLOGY (FY 2016)

(Agency: CRTPA): Coordinate with FDOT and transportation agencies related to data collection and management; continue adopted ITS Regional Architecture coordination efforts related to the integration of ITS within CRTPA planning area. Collect socioeconomic and land use data for use in CRTPA plans and programs including development of community profile related to public involvement and ETDM. Provide transportation data to the public and transportation agencies. Maintain records of non-motorized transportation crashes for analysis within CRTPA region; participate in annual national count and survey program of non-motorized transportation modes associated with the Institute of Transportation Engineers. Continue development of Geographic Information System in partnership with the Leon County GIS department.

(Agency: City of Tallahassee/ Public Works Department): Continue monitoring and development of traffic counts, turning movement counts at approximately 120 intersections and crash surveillance ("Top 20 Accident Locations") information for the City of Tallahassee (COT) and Leon County; conduct appropriate analyses on roadway corridors as required; continue to input crash report into AIMS; complete implementation of web based traffic analysis content to include graphic representation of crash data for all mid-block and intersection crash reports. Maintain Tallahassee Advanced Transportation Management System (TATMS)/Intelligent Transportation System (ITS) programs for City of Tallahassee, Leon County, Florida State University and portions of Gadsden County; continue to manage the Tallahassee/D-3 Regional Transportation Management Center program; continue with the input, analysis and reporting of turning movement count data and level of service data for each signalized intersection into TATMS; and continue to add data collection content to the Advanced Traveler Information Web Site for web based traffic analysis i.e. turning movement counts, level of service and crash data at all signalized intersections; Relocate the TATMS traffic management center to the programmed Tallahassee/D-3 Regional Transportation Management Center and related I-10 Freeway Management System (FMS).

END PRODUCTS/COMPLETION DATES/MILESTONES (FYs 2015/2016)

- Continued development of CRTPA Community Profile information (Sep, Dec, Mar, Jun).
- Continued ITS integration into CRTPA planning area through Regional Architecture coordination (Sep, Dec, Mar, Jun).
- Traffic signal timing maintenance for FDOT, City of Tallahassee, Leon County, Florida State University and portions of Gadsden County (ongoing).
- Traffic count Annual Report for City of Tallahassee and Leon County (Dec).
- "Top 20 Accident Locations" Report (Jun).
- Development and use of Geographic Information Systems data by the Tallahassee- Leon County (TLC) GIS Department.

SECTION 3

Unified Planning Work Program (UPWP)

SECTION 3: Unified Planning Work Program (UPWP)

UPWP Task Title: Unified Planning Work Program	UPWP Task Number: 3.1	
Agency Responsible: CRTPA	FY 2015 Funding Sources: FHWA PL: $18,000 FTA 5305D: $15,000 5305D Match: $1,875 Local 5305D Match $1,875	FY 2016 Funding Sources: FHWA PL: $18,000 FTA 5305D: $25,000 5305D Match: $3,125 Local 5305D Match $3,125

TASK SCHEDULE

JUL AUG SEP OCT NOV DEC JAN FEB MAR APR MAY JUN

TASK PURPOSE

Ensure development of the CRTPA's transportation work program in a manner addressing the region's needs as well as federal and state requirements.

PREVIOUS WORK (FY 2013/2014)

Coordinated with transportation planning partners to identify UPWP tasks (December, January); drafting, and review of FY 2013 and FY 2014 UPWP for possible amendment and for use as a management tool (1st – 4th Quarter). Submitted amendments to reviewing agencies by scheduled deadlines. Begin development of the FYs2015/2016 UPWP.

METHODOLOGY (FY 2015)

Coordinate with transportation planning partners to identify possible amendments to FY 2015 UPWP tasks; identify CRTPA planning priorities; develop draft and final UPWP; respond to review agency comments. Monitor UPWP for potential amendments. Review UPWP to manage budget, work efforts and schedules.

METHODOLOGY (FY 2016)

Coordinate with transportation planning partners to identify FYs 2017/2018 UPWP tasks; conduct UPWP "kick off" meeting with FHWA and FDOT for FYs 2017/2018; identify CRTPA planning priorities; develop draft and final UPWP; respond to review agency comments. Monitor UPWP for potential amendments. Review UPWP to manage budget, work efforts and schedules.

END PRODUCTS/COMPLETION DATES/MILESTONES (FYs 2015/2016)

- FYs 2017 and 2018 UPWP (May).
- Identification of transportation partner tasks (Jan).
- Monitor document: potential amendment and management tool (ongoing).

OTHER INFORMATION

The UPWP may be viewed on the CRTPA's website (www.crtpa.org).

SECTION 4

Transportation Improvement Program (TIP)

SECTION 4: Transportation Improvement Program (TIP)

UPWP Task Title: Transportation Improvement Program Development	UPWP Task Number: 4.1	
Agency Responsible: CRTPA	FY 2015 Funding Source: FHWA PL: $40,000 FTA 5305D: $35,000 FDOT 5305D Match: $4,375 Local 5305D Match: $4,375 Interactive TIP $10,000 (SU)	FY 2016 Funding Source: FHWA PL: $40,000 FTA 5305D: $50,000 FDOT 5305D Match: $5,000 Local 5305D Match: $5,000 Interactive TIP $10,000 (SU)

TASK SCHEDULE

JUL AUG SEP OCT NOV DEC JAN FEB MAR APR MAY JUN

TASK 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 (FY 2013 & 2014)

Development and adoption of the FY 2012/2016 and FY 2013/2017 Transportation Improvement Program (TIP) (adopted June); development and adoption of FY 2012/2016 CRTPA Priority Project List (Major, SIS, TSM, TRIP, Transportation Enhancement, Transit and Aviation PPLs) (adopted September) and FY 2013/2017 CRTPA Priority Project List (RMP, TSM, TRIP, Transportation Enhancement, Transit and Aviation PPLs) (adopted June). Amendment of FY 2012/2016 and FY 2013/2017 Transportation Improvement Program.

METHODOLOGY (FY 2015)

Continue to 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 TRIP 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.

METHODOLOGY (FY 2016)

Continue to 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 TRIP 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.

END PRODUCTS/COMPLETION DATES/MILESTONES (FYs 2015 and 2016)

- FY 2014/2018 and FY 2015/FY 2019 CRTPA Priority Project Lists (Sep).
- FY 2014/2018 and FY 2015/FY 2019 TIP (Jun).
- Amended FY 2014/2018 and FY 2015/FY 2019 TIP (as required) (ongoing).
- Furtherance of CRTPA Priorities through adoption of PPLs that identify and prioritize multimodal projects to receive funding (Sep).

OTHER INFORMATION

- The draft and adopted TIP, as well as the Annual Listing of Federally Obligated Projects, are posted on the CRTPA's website (www.crtpa.org). Furthermore, the Interactive TIP (available through a link on the agency's website) allows uses to interactively search for projects based upon project type or location as well as through an interactive mapping feature.
- For more information regarding transportation systems management (TSM), see Task 7.5: Mobility Management.

SECTION 5

Long Range Transportation Plan (LRTP)

SECTION 5: Long Range Transportation Plan (LRTP)

UPWP Task Title: Long Range Transportation Plan Development	UPWP Task Number: 5.1	
Agency Responsible: CRTPA	FY 2015 Funding Source: FHWA PL: $30,000 FTA 5305D: $15,000 FDOT 5305D Match: $1,875 Local 5305D Match: $1,875 FDOT SU $ 50,000-	FY 2016 Funding Source: FHWA PL: $30,000 FTA 5305D: $20,000 FDOT 5305D Match: $2,500 Local 5305D Match: $2,500 FDOT Planning $ 0 FDOT (DS): $ 0 FDOT (SU): $ 0

TASK SCHEDULE

TASKS 2015 Regional Mobility Plan (RMP) (Year 2035 LRTP)	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Maintenance and Distribution												

TASKS 2015 RMP 2040 Update (Year 2040 LRTP)	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Evaluation Criteria												
Plan Development												
Corridor Assessment												
Needs Plan												
Modeling												
Financial Assessment												
Cost Feasible Plan												
Public Involvement												

TASKS 2016 Regional Mobility Plan (RMP) (Year 2035 LRTP)	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Maintenance and Distribution												

TASKS 2016 RMP 2040 Update (Year 2040 LRTP)	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Cost Feasible Plan												
Public Involvement												
Maintenance and Distribution												

SEP – CRTPA Meeting Months

TASK PURPOSE 2015 – Regional Mobility Plan (Year 2035 LRTP)

Maintain and disseminate the CRTPA's Long Range Transportation Plan (LRTP), known as the Regional Mobility Plan (RMP). Assist local governments through provision of information related to the LRTP for use in ensuring consistency between CRTPA plans and local government comprehensive plans. Monitor the adopted RMP for potential amendment.

TASK PURPOSE 2015 – Regional Mobility Plan 2040 Update (Year 2040 LRTP)

The update to the RMP began in January 2014 and included the collection of existing data and the development of project Goals and Objectives that will lead into the 2015 Task for the project. The effort during 2015 is to begin plan development in July and throughout the summer. Concurrently work begins on the modeling, financial resources and Needs Plan, and that will carry the project through the end of FY 2015. Two final components of the RMP 2040 Update that will begin development and carry through to 2016 are the Cost Feasible Plan and Public Involvement. The Cost Feasible Plan is scheduled to begin in April 2015 while the Public Involvement is project-long.

TASK PURPOSE 2016 – Regional Mobility Plan (Year 2035 LRTP)

Maintain and disseminate the CRTPA's Long Range Transportation Plan (LRTP), known as the Regional Mobility Plan (RMP). Assist local governments through provision of information related to the LRTP for use in ensuring consistency between CRTPA plans and local government comprehensive plans. Monitor the adopted RMP for potential amendment.

TASK PURPOSE 2016 – Regional Mobility Plan 2040 Update (Year 2040 LRTP)

Finalize Cost Feasible Plan and adopt the RMP 2040 in September 2015. After September 2015, Maintain and disseminate the CRTPA's Long Range Transportation Plan (LRTP), known as the Regional Mobility Plan 2040 Update (RMP 2040). Assist local governments through provision of

information related to the LRTP for use in ensuring consistency between CRTPA plans and local government comprehensive plans. Monitor the adopted RMP for potential amendment.

PREVIOUS WORK (FY 2013/2014)

Year 2035 Long Range Transportation Plan (Regional Mobility Plan)

The RMP was adopted on November 15, 2010 with the final document distributed in March 2012. CRTPA staff has worked with the local governments to adopt the LRTP into the comprehensive plans, and distribute and discuss the RMP upon request to consultants and citizens as needed.

Year 2040 Long Range Transportation Plan (Regional Mobility Plan 2040 Update)

Developed and released Request for Proposals, short-listed firms and selected final consultant to perform work. Contract was signed in January 2014.

Tasks completed in FY 14 include the development of Goals and Objectives, Existing Conditions, Plan Development, GIS, and Public Involvement.

METHODOLOGY (FY 2015)

Year 2035 Long Range Transportation Plan (Regional Mobility Plan)

There are several continuing tasks that the CRTPA will perform including:

1. Amending the RMP as required,
2. Provide copies of the RMP upon request,
3. Continued tracking of RMP projects within ETDM process (coordinated with UPWP Task 8), and
4. Assist local governments with provision of RMP information associated with local government comprehensive plan data needs.

Year 2040 Long Range Transportation Plan (Regional Mobility Plan 2040 Update)

There are several continuing tasks that the CRTPA will perform including:

1. Finalizing Plan Development,
2. Develop and finalize Evaluation Criteria, Corridor Assessment, Needs Plan, Modeling and Financial Resources.
3. Initiate Cost Feasible Plan development, and
4. Continued public involvement via the Public Involvement Plan.

METHODOLOGY (FY 2016)

Year 2035 Long Range Transportation Plan (Regional Mobility Plan)

There are several continuing tasks that the CRTPA will perform (through September 2015) including:

1. Amending the RMP as required,
2. Provide copies of the RMP upon request,
3. Continued tracking of RMP projects within ETDM process (coordinated with UPWP Task 8), and
4. Assist local governments with provision of RMP information associated with local government comprehensive plan data needs.

Year 2040 Long Range Transportation Plan (Regional Mobility Plan 2040 Update)

There are several continuing tasks that the CRTPA will perform (Beginning immediate upon CRTPA Board adoption) including:

1. Amending the RMP as required,
2. Provide copies of the RMP upon request,
3. Continued tracking of RMP projects within ETDM process (coordinated with UPWP Task 8), and
4. Assist local governments with provision of RMP information associated with local government comprehensive plan data needs.

END PRODUCTS/COMPLETION DATES/MILESTONES

Regional Mobility Plan (Year 2035 LRTP) (FY 2015)

- Amend the RMP as required (Sep, Dec, Mar, Jun).
- Provide copies of the RMP upon request (Sep, Dec, Mar, Jun).
- Continued tracking of RMP projects within ETDM process (Sep, Dec, Mar, Jun).
- Assist local governments with provision of RMP information associated with local government comprehensive plan data needs (Sep, Dec, Mar, Jun).

Regional Mobility Plan 2040 Update (Year 2040 LRTP) (FY 2015)

- Complete Evaluation Criteria (Jul - Aug)
- Begin and Complete Plan Development (Jul - Nov)
- Begin and Complete Corridor Assessment (Oct - Jan)
- Begin and Complete Needs Plan (Oct - Mar)
- Begin Modeling (Oct - Mar)
- Begin and Complete Financial Assessment (Oct - Apr)
- Begin Cost Feasible Plan (Apr – Jun)
- Continue Public Involvement (Jul – Jun)

Regional Mobility Plan (Year 2035 LRTP) (FY 2015)

- Amend the RMP as required (Sep).
- Provide copies of the RMP upon request (Sep).
- Continued tracking of RMP projects within ETDM process (Sep).
- Assist local governments with provision of RMP information associated with local government comprehensive plan data needs (Jun).

Regional Mobility Plan 2040 Update (Year 2040 LRTP) (FY 2016)

- Finalize Cost Feasible Plan (Sep)
- Finalize Public Involvement (Sep)
- Adopt Plan (Sep)
- Amend the RMP as required (Dec, Mar, Jun).
- Provide copies of the RMP upon request (Dec, Mar, Jun).
- Continued tracking of RMP projects within ETDM process (Dec, Mar, Jun).
- Assist local governments with provision of RMP information associated with local government comprehensive plan data needs (Dec, Mar, Jun).

OTHER INFORMATION

The RMP 2035 and RMP 2040 Update can be viewed on the CRTPA's website (www.crtpa.org).

SECTION 6

Public Involvement

SECTION 6: Public Involvement

UPWP Task Title: Public Involvement	UPWP Task Number: 6.1	
Agency Responsible: CRTPA	FY 2015 Funding Source: FHWA PL: $45,000 FTA 5305D: $15,000 FDOT 5305D Match: $1,875 Local 5305D Match: $1,875	FY 2016 Funding Source: FHWA PL: $45,000 FTA 5305D: $20,000 FDOT 5305D Match: $2,500 Local 5305D Match: $2,500

TASK SCHEDULE

JUL AUG SEP OCT NOV DEC JAN FEB MAR APR MAY JUN

TASK 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 (FYs 2013 and 2014)

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 an update to the existing plan in response to finding in TMA Certification.

Title VI: Developed/adopted Title VI Procedures as part of the Public Involvement Plan.

Public Outreach: Conducted public outreach seeking comments on the CRTPA's plans and programs (including TIP, UPWP, Project Priority Lists, Public Involvement Progress Plan, Congestion Management Plan, 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.

METHODOLOGY (FY 2015)

Public Involvement Plan and Assessment: Monitor and update the PIP as needed; conduct public involvement assessment meetings consistent with adopted PIP.
Title VI: Continue to monitor and update Title VI document as may be required.
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; provide CRTPA

information and public involvement items at public events (including Commuter Choices Week, and Bike to Work Week); provide information regarding transportation planning process and CRTPA plans and programs to various news media; launch and maintain a new CRTPA webpage; develop CRTPA newsletters and brochures for public distribution; disseminate transportation planning information to citizens, public agencies and others as requested; continue conversations with City of Tallahassee to televise CRTPA meetings; continue efforts related to increasing input from the region's traditionally underserved population; perform safety programs at public schools, as requested, in Gadsden, Leon, Jefferson, and Wakulla counties. Attend local festivals and events as available in all counties. Continue televising CRTPA meetings on WCOT and provide access to video tapes of CRTPA Board meetings. A revamp and update of the CRTPA website will be done

METHODOLOGY (FY 2016)

Public Involvement Plan and Assessment: Monitor and update the PIP as needed; conduct public involvement assessment meetings consistent with adopted PIP.
Title VI: Continue to monitor and update Title VI document as may be required.
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; provide CRTPA information and public involvement items at public events (including Commuter Choices Week and Bike to Work Week); provide information regarding transportation planning process and CRTPA plans and programs to various news media; launch and maintain a new CRTPA webpage; develop CRTPA newsletters and brochures for public distribution; disseminate transportation planning information to citizens, public agencies and others as requested; continue conversations with City of Tallahassee to televise CRTPA meetings; continue efforts related to increasing input from the region's traditionally underserved population. Continue televising CRTPA meetings on WCOT.

END PRODUCTS/COMPLETION DATES/MILESTONES (FYs 2015/16)

- Monitor Public Involvement Plan (ongoing).
- CRTPA Newsletters (as needed)
- Distribution of CRTPA information and plans (ongoing).
- Enhanced public knowledge in transportation planning process (ongoing).
- Continued CRTPA presence at regional public events (ongoing).
- Up-to-date, accurate CRTPA web site (www.crtpa.org). (ongoing).
- Two Title VI Assessment Meetings (October, March)
- Enhanced access to public visualization of proposed plans.
- Updated plans that reflect findings of assessment meetings. (ongoing)

SECTION 7

Systems Planning

SECTION 7: Systems Planning

UPWP Task Title: Bicycle and Pedestrian Planning	UPWP Task Number: 7.1	
Agency Responsible: CRTPA	FY 2015 Funding Source: FHWA PL: $45,000	FY 2016 Funding Source: FHWA PL: $45,000

TASK SCHEDULE

JUL AUG SEP OCT NOV DEC JAN FEB MAR APR MAY JUN

TASK PURPOSE

Increase the use and safety of bicycle and pedestrian transportation by ensuring the adequate funding of these modes through implementation of the Bicycle & Pedestrian Master Plan (BPMP) and development of a comprehensive program that includes education, enforcement, engineering, and encouragement activities. Support and complement the FDOT initiatives with bicycle and pedestrian safety.

PREVIOUS WORK (FYs 2013 and 2014)

Bicycle and Pedestrian Master Plan Implementation: Continued Master Plan implementation through coordination with City of Tallahassee and Leon County regarding provision of bicycle facilities on roads to be resurfaced (ongoing); continued to identify BPMP projects that could benefit from SB 360/fair share funding and TIGER Grant funds; coordinated with City of Tallahassee regarding Bicycle-Friendly Community designation (ongoing); conducted PPL and TIP processes to secure bicycle/pedestrian funding and ensure that citizens and agencies are aware of the PPL/TIP process and the role of bicycle & pedestrian transportation in the process (September – December); continued discussion seeking funding opportunities for an update of BPMP (integrated into Regional Mobility Plan) with state and local government partners to include all of expanded CRTPA planning area boundary (ongoing); worked with Multimodal Advisory Committee (MAC) to comprehensively address non-motorized mobility in the CRTPA region (ongoing).

Comprehensive Programs (EDUCATION Activities): Distributed safety education material by request to the public and through the Community Traffic Safety Teams and other ongoing efforts and events; assisted with development of bicycle & pedestrian safety education programs for adults and children throughout the CRTPA region, including bicycle safety classes; provided engineering and design standards to professionals involved in project development; worked with Leon County Schools and the Community Traffic Safety Team to identify improvements to conditions for bicycle & pedestrian issues.
(ENGINEERING Activities): Continued identification of opportunities for CRTPA staff to provide input into local planning efforts that would affect bicycle and pedestrian transportation, and worked with local government staff to provide input into those efforts; reviewed roadway designs

and site plans to provide suggestions on improving conditions for bicycle & pedestrian travel; coordinated with transit agencies to ensure and improve access to transit facilities/system; provided suggestions for code changes to enhance provision of bicycle & pedestrian facilities. (ENFORCEMENT Activities): Worked with law enforcement agencies and through Community Traffic Safety Team to identify priorities for enforcement related to pedestrians and bicyclists. (ENCOURAGEMENT Activities): Distributed maps and other information on bicycling and walking in the CRTPA area; assisted with planning, promotion and implementation of events that encourage bicycling and walking, such as Bike to Work Week and Commuter Choices Week.

METHODOLOGY (FY 2015)

Bicycle and Pedestrian Master Plan Implementation: 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; continue distribution of Bicycle and Pedestrian Master Plan document to the public, governmental agencies, and community organizations; work with other jurisdictions to identify and begin programs, policies, and projects that are applicable to Master Plan implementation; 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; work towards developing an update to the Master Plan (integrated with Regional Mobility Plan) to include the entire CRTPA area; continue development of Multimodal Advisory Committee. Work with Gadsden, and Wakulla Counties, in conjunction with the Long Range Transportation Plan to identify trails. Work with Wakulla County in the development of the Ochlocknee Trail and Capital to the Sea Loop Trail.
Comprehensive Programs (EDUCATION Activities): Continue developing programs as recommended in the adopted Bicycle & Pedestrian Master Plan, and expand those programs to the CRTPA Planning Area as appropriate; 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. (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 planning, promotion and implementation of events that encourage bicycling and walking, including Commuter Choices Week, and Safe Routes to School; continue work on development and distribution of an updated bicycle map for the City/County/Region. Work with local governments to achieve Bicycle Friendly Community Status.

METHODOLOGY (FY 2016)

Bicycle and Pedestrian Master Plan Implementation: 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; continue distribution of Bicycle and Pedestrian Master Plan document to the public, governmental agencies, and community organizations; work with other jurisdictions to identify and begin programs, policies, and projects that are applicable to Master Plan implementation; 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; work towards developing an update to the Master Plan (integrated with Regional Mobility Plan) to include the entire CRTPA area; continue development of Multimodal Advisory Committee.
Comprehensive Programs (EDUCATION Activities): Continue developing programs as recommended in the adopted Bicycle & Pedestrian Master Plan, and expand those programs to the CRTPA Planning Area as appropriate; 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; conduct and assist with development of bicycle & pedestrian safety education programs for adults and children, such as bicycle safety rodeos and walking school buses for the Safe Ways to School Program; provide engineering and design standards to professionals involved in project development. (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 planning, promotion and implementation of events that encourage bicycling and walking, including Commuter Choices Week, and Safe Routes to School; continue work on development and distribution of an updated bicycle map for the City/County/Region.

END PRODUCTS/COMPLETION DATES/MILESTONES (FYs 2015/2016)

- Implementation of projects recommended in the adopted Master Plan through participation in PPL process.
- Implementation of programs recommended in the adopted Bicycle and Pedestrian Master Plan (ongoing).
- Continued consideration, representation and implementation of bicycle and pedestrian modes within the transportation planning process (ongoing)
- Continuation of education, encouragement, enforcement, and engineering activities. Including: training for professionals, CRTPA involvement in member government

process, education for citizens through participation in local media opportunities (ongoing).

- Work with Wakulla County on completion of Ochlocknee Trail and development of Capital to the Sea Trails. (FYs 2015/2016)
- Bicycle Friendly Community designation assistance for local governments with the CRTPA area.
- Regional Bicycle Advocacy Leadership group established for the Long Range Transportation Plan Update.
- Safe Routes to School Program established and incorporated into the Long Range Transportation Plan.

OTHER INFORMATION

The adopted Bicycle and Pedestrian Master Plan may be viewed on the CRTPA's website (www.crtpa.org).

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SECTION 7: Systems Planning

UPWP Task Title: Transit Planning	UPWP Task Number: 7.2	
Agency Responsible: StarMetro (City of Tallahassee)	FY 2015 Funding Source: FTA 5307: $130,000 Local Match (COT): -0- (matched with toll revenue credits	FY 2016 Funding Source: FTA 5307: $130,000 Local Match (COT): -0- (matched with toll revenue credits FTA5339: $400,000

TASK SCHEDULE

JUL AUG SEP OCT NOV DEC JAN FEB MAR APR MAY JUN

TASK PURPOSE

To consistently provide and continually improve effective, safe, and reliable public transit services to the residents of and visitors to Tallahassee region.

PREVIOUS WORK (FYs 2013 and 2014)

StarMetro completed the following tasks:

Intelligent Transportation System:
StarMetro began to implement its Intelligent Transportation System (ITS). This application automates the steps associated with creating and managing our fixed-route schedules. In 2012, StarMetro will begin implementing Automated Vehicle Location Systems to provide location of all buses. Computers monitor buses for unusual or suspicious behaviors.

Route Restructuring:
StarMetro decentralized its bus system on July 11th, 2011 to better meet the growing needs of the community. Public meetings were held in preparation for these changes and volunteers assisted customers on their trips. Public meetings were also held following the route changes so StarMetro staff could understand the strengths and weaknesses of the new system and make needed adjustments throughout the year.

Shelter Installation
StarMetro installed 43 shelters in preparation for the decentralized system. These shelters are located at transfer locations and stops with high ridership.

Transit Accessibility
StarMetro coordinated with CRTPA, the City of Tallahassee, and other partners to enhance the accessibility of transit routes to pedestrians, bicyclists, and human services populations. Public Works has been charged with addressing the sidewalk needs meeting the new system route criterion. A total of over 100 needed sidewalk segments meeting this criterion were identified.

Replacement Buses:
StarMetro purchased 12 buses in 2010 and 5 buses in 2011. A grant was received by the United States Department of Transportation to purchase four zero emission, all-electric buses. These buses will arrive at StarMetro headquarters in the spring.

University Partnerships:
The development of Star Metro's partnerships with Florida State University, Florida Agricultural & Mechanical University and Tallahassee Community College continues to be one of StarMetro's biggest, non-Capital Project Achievements. StarMetro has developed solid relations with all three institutions and moved forward with improved services for the student population.

METHODOLOGY (FY 2015)

StarMetro will use the recommendations from 2010 – 2020 Transit Development Plan and the 2035 Long Range Transportation Plan as well as internal initiatives to improve transit in the City of Tallahassee and the Tallahassee metropolitan statistical area. These activities are as follows:

Intelligent Transit System (ITS):
StarMetro will continue to implement its Intelligent Transportation System (ITS) this term. Automated Vehicle Location Systems will provide the location of all buses. Computers will monitor buses for unusual or suspicious detours or behaviors.

Remote Transfer Facilities:
StarMetro has land for the development of two remote transfer facilities (or, Multi-Modal Facilities). Park-and-ride facilities are also planned at distant sites.

University Partnerships:
StarMetro will continue one of the biggest, non-Capital Project achievements has been the development of StarMetro's partnerships with Florida State University, Florida Agricultural & Mechanical University and Tallahassee Community College. StarMetro will work with all three institutions to develop increased funding methods for improved service along University routes and fixed-route service.

Route Restructuring:
StarMetro will continue to improve the new decentralized route system to better meet the growing needs of the community. This will prevent route over-lapping, redundancy and inefficiency.

Electric Buses:
StarMetro received a grant from the United States Department of Transportation to purchase four zero emission, all-electric buses. The grant includes funding for the construction of a fast charging station. StarMetro will research modifications required for the garage to accommodate the new electric buses.

Alternatives Analysis:
StarMetro has been approved for an FTA 5339 Grant for an Alternatives Analysis (400,000). This analysis will study an arterial street undergoing higher-density, mixed-use redevelopment. The corridor runs along Tennessee Street/Mahan Drive between Capital Circle East and West, through

Florida State University, Tallahassee Community College and downtown. The project team will evaluate transit-supportive changes to city plans and codes as part of the work plan.

METHODOLOGY (FY 2016)

StarMetro will use the recommendations from 2010 – 2020 Transit Development Plan and the 2035 Long Range Transportation Plan as well as internal initiatives to improve transit in the City of Tallahassee and the Tallahassee metropolitan statistical area. A high priority is to begin operating regional routes to surrounding counties.

Regional Service

Continue to cooperatively plan for and implement regional transit service with StarMetro's planning partners. StarMetro currently serves the city of Tallahassee and provides marketing and management support for Gadsden Express service to Quincy and Midway. There are plans for expanded public transportation in Leon, Gadsden, Jefferson, and Wakulla counties. As the largest provider in the region, StarMetro should be represented in efforts to plan and implement regional service.

SECTION 7: Tallahassee Regional Airport (TLH) Master Plan

UPWP Task Title: AVIATION PLANNING	UPWP Task Number: 7.3	
Agency Responsible: TALLAHASSEE REGIONAL AIRPORT	FY 2015 Funding Source: COT - Aviation: $30,000	FY 2016 Funding Source: COT – Aviation: $250,000

TASK SCHEDULE

JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN

TASK PURPOSE

Perform the Aviation Planning tasks for the Tallahassee Regional 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 (FY 2013-2014)

Updated the Capital Improvement Plan incorporating capital projects from the Airport Master Plan 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).

METHODOLOGY (FY 2015)

Begin update of the Airport Master Plan to incorporate planning strategies associated with becoming an approved International Port of Entry. Terminal modernization, landside road improvements, consolidated rental car facility design and airport internal roadway access improvements are planned. Update and submit a projected 5-year JACIP to the FAA and the FDOT; continue to update the Airport Layout Plan, as needed; and continue participation in MPO, FAA System Plan, and CFASPP Process Committee.

METHODOLOGY (FY 2016)

Finalize the Airport Master Plan update which incorporates planning strategies associated with becoming an approved International Port of Entry. Terminal modernization, landside road improvements, consolidated rental car facility design and airport internal roadway access

improvements are planned. Update and submit a projected 5-year JACIP to the FAA and the FDOT; continue to update the Airport Layout Plan, as needed; and continue participation in MPO, FAA System Plan, and CFASPP Process Committee.

END PRODUCTS/COMPLETION DATES/MILESTONES (FYs 2015/2016)

- Airport Master Plan Update
- Airport Capital Improvement Program
- Strategic Terminal Master Plan
- Commercial Economic Development Master Plan
- Joint Aviation Capital Improvement Program (JACIP)

OTHER INFORMATION

The Airport Master Plan, Strategic Terminal Master Plan and Commercial Economic Development Master Plan may be viewed on the following website:

www.FlyTallahassee.com

SECTION 7: Systems Planning

UPWP Task Title: Transportation Disadvantaged Planning	UPWP Task Number: 7.4	
Agency Responsible: CRTPA	FY 2015 Funding Source: FTA 5305D: $2,000 FDOT 5305D Match: $ 250 Local 530 Match: $ 250 TD Trust Fund: $86,000	FY 2016 Funding Source: FTA 5305D: $2,000 FDOT 5305D Match: $ 250 Local 530 Match: $ 250 TD Trust Fund: $86,000

TASK SCHEDULE

JUL AUG SEP OCT NOV DEC JAN FEB MAR APR MAY JUN

TASK 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 (FYs 2013/2014)

Provided support to the Leon County Transportation Disadvantaged Coordinating Board (TDCB) including monitoring and updating the Transportation Disadvantaged Service Plan (May, June, July) and assisted in annual Community Transportation Coordinator evaluation (November, December). Monitored and coordinated with the Gadsden and Wakulla Transportation Disadvantaged Coordinating Boards. Retained Starmetro as Community Transportation Coordinator for another 5-year cycle through gaining recommendations via agenda items to the CRTPA and the Commission for the Transportation Disadvantaged.

METHODOLOGY (FY 2015)

Provided support to the Local Coordinating Boards (LCB) including monitoring and updating the Transportation Disadvantaged Service Plans (May, June, July) and assisted in annual Community Transportation Coordinator evaluation (November, December).

METHODOLOGY (FY 2016)

Provide staff support for the Local Coordinating Boards in Gadsden, Jefferson, Leon, and Wakulla Counties. . Complete annual Community Transportation Coordinators evaluations, including Medicaid NET monitoring; update the Gadsden County, Jefferson County, Leon County and Wakulla County Transportation Disadvantaged Service Plan; develop passenger surveys; monitor legislative proposals; develop annual budget estimate and expense report; monitor Leon County Non-Sponsored Trip grant. Maintain contact with region's transportation disadvantaged coordinating

boards to ensure coordinated planning efforts that address the region's transportation disadvantaged travel needs.

END PRODUCTS/COMPLETION DATES/MILESTONES (FY 2015)

- Updated Gadsden County Transportation Disadvantaged Service Plan (Apr)
- Updated Jefferson County Transportation Disadvantaged Service Plan (Apr)
- Updated Leon County Transportation Disadvantaged Service Plan (Apr)
- Updated Wakulla County Transportation Disadvantaged Service Plan (Apr)
- Annual Gadsden CTC Evaluation (December)
- Annual Jefferson CTC Evaluation (November)
- Annual Leon CTC Evaluation (October)
- Annual Wakulla CTC Evaluation (November)
- Provide support to the Coordinating Boards in Gadsden, Jefferson, Leon and Wakulla Counties. (ongoing).
- Continue to administer the Leon County Transportation Disadvantaged Grant for Leon County. (ongoing)
- Hold annual Public Hearings and regular quarterly meetings in Gadsden, Jefferson, and Wakulla Counties in February, May, August and November.
- Hold annual Public hearing and regular quarterly meetings in Leon County in January, April, July, and October.
- Complete Annual Budget Estimates and Actual Expense Reports for all counties by statutory deadline.

END PRODUCTS/COMPLETION DATES/MILESTONES (FY 2016)

- Support for Regional Coordinating Board meetings (July, October, January, and April)
- Annual Evaluations for coordinators. (October)
- Approval of Regional Planning Agreement with the Florida Commission for the Transportation Disadvantaged. (July-August)
- Development of Regional Transportation Disadvantaged Service Plan (September through January)
- Annual Public Hearing (April)
- Complete Annual Budget Estimates and Actual Expense Reports for all counties by statutory deadline.
- Continue to administer the Leon County Transportation Disadvantaged Grant for Leon County. (ongoing)

OTHER INFORMATION

Information related to transportation disadvantaged planning, may be viewed on the CRTPA's website (www.crtpa.org). Additional information may be found at the State of Florida Commission for the Transportation Disadvantaged Program website: www.dot.state.fl.us/ctd.

SECTION 7: Systems Planning

UPWP Task Title: Mobility Management	UPWP Task Number: 7.5	
Agency Responsible: CRTPA	FY 2015 Funding Source: FHWA PL: $10,000 FTA 5305D: $7,286 FDOT 5305D Match: $911 Local 5305D Match: $911	FY 2016 Funding Source: FHWA PL: $10,000 FTA 5305D: $ 9,286 FDOT 5305D Match: $1,161 Local 5305D Match: $1,161

TASK SCHEDULE

JUL AUG SEP OCT NOV DEC JAN FEB MAR APR MAY JUN

TASK PURPOSE

Ensure optimization of the existing transportation system through agency participation, coordination and identification of system strategies and programs.

PREVIOUS WORK (FY 2013/2014)

Mobility Management/Transportation System Management (TSM): The adopted CRTPA Mobility Management Plan (MMP) was used to identify potential projects for TSM study/priority project list inclusion (July, August); coordinated with CRTPA member governments and FDOT regarding TSM candidate project list; FY 13/17 and 14/18 TSM Project Priority List.
Community Traffic Safety Teams (CTSTs): Monitored and attended Gadsden County CTST, Leon County CTST and Wakulla CTST meetings; maintained regional CTST dialogue.
Commuter Services of North Florida (CSNF): Coordinated with CSNF through attendance of quarterly meetings, ongoing discussions and participation in Commuter Choices Week events (Commuter Choices Events in September).

METHODOLOGY (FY 2015)

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.
Community Traffic Safety Teams (CTSTs): Attend and monitor 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.
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.

METHODOLOGY (FY 2016)

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.
Community Traffic Safety Teams (CTSTs): Attend and monitor Gadsden County, Leon County, Jefferson 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.
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.

END PRODUCTS/COMPLETION DATES/MILESTONES (FYs 2015/2016)

- FY 15/19 and FY 16/20 TSM Priority Project List (Mar, Jun)
- CTST regional perspective (ongoing)
- Promotion of alternative transportation choices and opportunities (Milestone: Commuter Choices Week – Sep)
- CRTPA Mobility Management Process (Mar)

OTHER INFORMATION

The adopted CRTPA TSM Project Priority List can be viewed on the CRTPA's website (www.crtpa.org). Additionally, links to Commuter Services of North Florida and StarMetro are also provided on the CRTPA's website.

SECTION 8

Regional Planning and CRTPA Coordination

SECTION 8: Regional Planning and CRTPA Coordination

UPWP Task Title: CRTPA Coordination	UPWP Task Number: 8.1	
Agency Responsible: CRTPA	FY 2015 Funding Source: FHWA PL: $110,000 FTA 5305D: $20,895 FDOT 5305D Match: $2,612 Local 5305D Match: $2,612	FY 2016 Funding Source: FHWA PL: $110,000 FTA 5305D: $30,000 FDOT 5305D Match: $3,750 Local 5305D Match: $3,750

TASK SCHEDULE

JUL AUG SEP OCT NOV DEC JAN FEB MAR APR MAY JUN

TASK PURPOSE

Ensure a coordinated approach to the region's transportation planning issues through ongoing local, regional, state and federal agency coordination.

PREVIOUS WORK (FY 2013/2014)

Interagency Coordination: Coordinated with local, regional, state and federal agencies related to 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. 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.

Efficient Transportation Decision Making (ETDM): Monitored and coordinated with FDOT and consultant regarding upcoming ETDM requirements associated with Regional Master Plan/ LRTP development (September); input Year 2035 LRTP ETDM eligible projects into Planning Screen (purpose and needs statements); reviewed and summarized comments received from Environmental Technical Advisory Team (ETAT) as needed.

METHODOLOGY (FY 2015)

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. . In addition to 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. A focus on multimodal issues to address regional mobility will continue.
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 and consultant regarding ongoing ETDM requirements associated with Year 2040 RMP LRTP development; input Year 2035 LRTP ETDM eligible projects into Planning Screen; comments received from Environmental Technical Advisory Team (ETAT) will continue to be reviewed and summarized.
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.

METHODOLOGY (FY 2016)

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. In addition to 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. A focus on multimodal issues to address regional mobility will continue.
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 and consultant regarding ongoing ETDM requirements associated with Year 2040 LRTP development; input Year 2040 LRTP ETDM eligible projects into Planning Screen; comments received from Environmental Technical Advisory Team (ETAT) will continue to be reviewed and summarized.

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 PRODUCTS/COMPLETION DATES/MILESTONES (FYs 2015/2016)

- Provision of a coordinated regional transportation perspective (ongoing).
- CRTPA review and comments on legislative proposals as related to transportation issues (Mar, Jun).
- CRTPA compliance with ETDM requirements (as needed).
- Stronger relationship with StarMetro as the public transportation provider. (ongoing)
- Increased outreach to member governments and coordination with their local issues.
- Increased involvement with local transportation issues affecting system roads and transportation network.
- Monitoring of air quality attainment issues.
- Stronger relationship with regional economic development councils
- Provide technical assistance and coordination with local governments in development of a cohesive regional transportation system.

SECTION 9

Other Planning Projects

SECTION 9: Other Planning Projects

UPWP Task Title: Corridor Analysis	UPWP Task Number: 9.1	
Agency Responsible: CRTPA	FY 2015 Funding Source: FHWA PL Funds: $20,000	FY 2016 Funding Source: FHWA PL Funds: $20,000

TASK SCHEDULE

JUL AUG SEP OCT NOV DEC JAN FEB MAR APR MAY JUN

TASK PURPOSE

Participate in corridor studies through coordinative and management efforts as may be required by the MPO process.

PREVIOUS WORK (FY 2013/2014)

CRTPA participated in coordination and monitoring of the following projects:

- Welaunee Boulevard and Interstate 10 Interchange: The project has been ongoing for several years with the initiation of the Interstate 10 Master Plan Update. The CRTPA was involved with an initial transportation distribution study to update SE data to incorporate the project into the Interstate 10 Master Plan and subsequent Interchange Re-evaluation. Additionally, the City of Tallahassee initiated a study to evaluate the impacts of the Welaunee Plantation on the transportation system and the potential to incorporate the interchange into the plan.

- Crawfordville Road (US 319, Wakulla Springs Road to US 98) Re-Evaluation: The Study being completed to address transportation issues related to the growth of Wakulla County and the opportunities available to relieve congestion along the corridor.

- Woodville Highway (Capital Circle, SE to Paul Russell Road) PD&E and Design: The PD&E Study was complete in FY 13/14, and has transitioned into Design for a four lane section and one-way loop.

- 6th Avenue Sidewalks (Tallahassee – Monroe Street to Gadsden Street): The CRTPA worked with the City of Tallahassee to construct sidewalks on 6th Avenue (Monroe Street to Gadsden Street) and along Gadsden Street (6th Avenue to Ingleside Avenue).

- Lafayette Street Sidewalks (Cascades Park to Winchester Lane): CRTPA staff worked with the City of Tallahassee and Leon County to re-construct and construct sidewalks along the corridor in conjunction with drainage and streetscaping projects.

- Florida Arts Trail (Main Street - US 27 to Downtown Quincy: The CRTPA is coordinating with Gadsden County to develop the trail along with the introduction of a wide-shoulder to be constructed as a component of a current resurfacing project scheduled for FY 14/15.

- Ochlockonee Bay Trail (Mashes Sands to Sopchoppy): CRTPA coordinated with Wakulla County and the FDOT to complete several phases of the project and fund the last segment on US 319 from Surf Road to Rose Street in Sopchoppy.

- Capital City to the Sea Trails: Staff initiated a Master Plan March 2013 that was completed in March 2014 to develop a trail system that strengths the linkage between Leon County and Wakulla County. The initial PD&E kicked-off in March 2014 with an estimated completion date of March 2015.

METHODOLOGY (FY 2015)

CRTPA will continue coordination efforts with FDOT, BP2000, consultants and CRTPA member governments related to corridor studies within the CRTPA region. 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.

The CRTPA will continue to participate in the region's corridor studies during FY 15

METHODOLOGY (FY 2016)

CRTPA will continue coordination efforts with FDOT, BP2000, consultants and CRTPA member governments related to corridor studies within the CRTPA region. 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.

The CRTPA will continue to participate in the region's corridor studies during FY 16

END PRODUCTS/COMPLETION DATES/MILESTONES (FYs 2015/2016)

- CRTPA participation and input on corridor studies (Sep, Dec, Mar, Jun). Project advancement/completion/milestones as detailed in Methodology (ongoing).

SECTION 9: Other Planning Projects

UPWP Task Title: Special Transportation Planning Projects	UPWP Task Number: 9.2	
Agency Responsible: CRTPA	FY 2015 Funding Source: FHWA PL : $10,000	FY 2016 Funding Source: FHWA PL: $10,000

TASK SCHEDULE

JUL AUG SEP OCT NOV DEC JAN FEB MAR APR MAY JUN

TASK PURPOSE

Identify and participate in special transportation planning studies and projects.

PREVIOUS WORK (FY 2013/2014)

Quincy By-Pass Project: Provided technical assistance and coordination with the Florida Department of Transportation for a State Road 12 Bypass in Gadsden County. The road is currently under construction. When completed it will connect State Road 12 with US 90, alleviating the need for large trucks to navigate through the narrow streets and historic neighborhoods of Quincy.

Tallahassee-Leon County Corridor Management Program: coordinated and provided technical assistance to Tallahassee-Leon County Planning Department associated with this corridor management initiative including review of draft documents (1st – 4th Quarter).

Sustainability Calculator – late in 2012 a scope was written and contract signed with a general consultant to work on this very important element of the Regional Master Plan. The project was completed during this period

METHODOLOGY (FY 2015)

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.
Development and Support of Additional Studies: Develop additional studies as may be identified in coordination with FDOT, FHWA and FTA.

METHODOLOGY (FY 2016)

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.
Development and Support of Additional Studies: Develop additional studies as may be identified in coordination with FDOT, FHWA and FTA.

END PRODUCTS/COMPLETION DATES/MILESTONES (FYs 2015/2016)

- Enhanced awareness of corridor management importance for the region's major corridors (Sep, Dec, Mar, June).

OTHER INFORMATION

Information regarding the Special Projects are available on the CRTPA's website, when applicable. (www.crtpa.org).

IV.

UPWP AGENCY PARTICIPATION AND PROPOSED FUNDING SOURCES FOR FISCAL YEARS 2015/2016

Table 1.1 FY 2015 Proposed Agency Participation
Table 1.2 FY 2016 Proposed Agency Participation
Table 2.1 FY 2015 Proposed Funding
Table 2.2 FY 2016 Proposed Funding
(tables provided in separate file)

Table 1.1 Proposed Agency Participation FY 2015

TASK NUMBER/TITLE	CAPITAL REGION TRANSPORTATION PLANNING AGENCY COST	STARMETRO COST	CITY TRAFFIC ENGINEERING COST	CITY OF TALLAHASSEE AVIATION COST	LEON COUNTY PUBLIC WORKS COST	TOTAL PROGRAM COST
1 ADMINISTRATION						
1.1 Transportation Planning Mgmt.	$159,500					**$159,500**
1.2 CRTPA Certfication	$5,000					**$5,000**
1.3 Capital Outlay	$10,000					**$10,000**
1.4 Funding Administration	$20,000					**$20,000**
1.7 Professional Services	$72,000					**$72,000**
2. DATA COLLECTION AND DISTRIBUTION						
2.1 Data Collection and Distribution	$10,000		$171,000		$10,000	**$191,000**
3. UNIFIED PLANNING WORK PROGRAM (UPWP)						
3.1 UPWP Development	$36,750					**$36,750**
4. TRANSPORTATION IMPROVEMENT PROGRAM (TIP)						
4.1 TIP Development	$83,750					**$83,750**
5. LONG RANGE TRANSPORTATION PLAN (LRTP)						
5.1 LRTP Development	$48,750				$145,719	**$194,469**
6. PUBLIC INVOLVEMENT						
6.1 Public Involvement	$63,750					**$63,750**
7. SYSTEMS PLANNING						
7.1 Bicycle and Pedestrian Planning	$45,000					**$45,000**
7.2 Transit Planning		$130,000				**$130,000**
7.3 Aviation Planning				$30,000		**$30,000**
7.4 Transportation Disadvantaged	$88,500					**$88,500**
7.5 Mobility Management	$22,608					**$22,608**
8. CRTPA COORDINATION						
8.1 CRTPA Coordination	$136,119					**$136,119**
9. OTHER PLANNING PROJECTS						
9.1 Corridor Analysis	$20,000					**$20,000**
9.2 Special Transportation Planning	$10,000					**$10,000**
TOTALS	**$831,727**	**$130,000**	**$171,000**	**$30,000**	**$155,719**	**$1,318,446**

Table 1.2 Proposed Agency Participation FY 2016

TASK NUMBER/TITLE	CAPITAL REGION TRANSPORTATION PLANNING AGENCY COST	STARMETRO COST	CITY TRAFFIC ENGINEERING COST	CITY OF TALLAHASSEE AVIATION COST	LEON COUNTY PUBLIC WORKS COST	TOTAL PROGRAM COST
1 ADMINISTRATION						
1.1 Transportation Planning Mgmt.	$135,000					**$135,000**
1.2 CRTPA Certfication	$5,000					**$5,000**
1.3 Capital Outlay	$10,000					**$10,000**
1.4 Funding Administration	$20,000					**$20,000**
1.7 Professional Services	$72,000					**$72,000**
2. DATA COLLECTION AND DISTRIBUTION						
2.1 Data Collection and Distribution	$10,000		$171,000		$45,000	**$226,000**
3. UNIFIED PLANNING WORK PROGRAM (UPWP)						
3.1 UPWP Development	$49,250					**$49,250**
4. TRANSPORTATION IMPROVEMENT PROGRAM (TIP)						
4.1 TIP Development	$90,000					**$90,000**
5. LONG RANGE TRANSPORTATION PLAN (LRTP)						
5.1 LRTP Development	$67,500					**$1,040,408**
6. PUBLIC INVOLVEMENT						
6.1 Public Involvement	$70,000					**$70,000**
7. SYSTEMS PLANNING						
7.1 Bicycle and Pedestrian Planning	$45,000				$210,000	**$255,000**
7.2 Transit Planning		$530,000				**$530,000**
7.3 Aviation Planning				$170,000		**$170,000**
7.4 Transportation Disadvantaged	$88,500					**$88,500**
7.5 Mobility Management	$22,608					**$22,608**
8. CRTPA COORDINATION						
8.1 CRTPA Coordination	$147,500					**$147,500**
9. OTHER PLANNING PROJECTS						
9.1 Corridor Analysis	$20,000					**$20,000**
9.2 Special Transportation Planning	$10,000					**$10,000**
TOTALS	**$862,358**	**$530,000**	**$171,000**	**$170,000**	**$255,000**	**$2,961,266**

TABLE 2.1: FY 2015 Proposed Funding Capital Region Transportation Study

TASK NUMBER/ PROJECT TITLE	AGENCY	FHWA SEC. 112 (PL) (2)	FTA SEC. 5303 80%	LOCAL MATCH 10%	STATE MATCH FDOT 10%	TOTAL FTA SEC 5305D	FTA SEC. 5307	LOCAL MATCH (COT)	TOTAL FTA SEC. 5307	TD TRUST FUND 100%	LOCAL OR OTHER 100%	TOTAL FEDERAL (FHWA, FTA)	TOTAL STATE	TOTAL LOCAL	GRAND TOTAL
1. ADMINISTRATION															
1.1 Transportation Planning Manageme	CRTPA	$122,000	$20,000	$2,500	$2,500	$ 37,500									**$159,500**
1.2 CRTPA Certification	CRTPA	$5,000													**$5,000**
1.3 Capital Outlay	CRTPA	$10,000													**$10,000**
1.4 Funding Administration	CRTPA	$20,000													**$20,000**
1.5 FDOT Assistance for PL funds (1)	FDOT												$ 145,719		**$145,719**
1.6 FDOT Match for 530 funds	FDOT														**$0**
1.7 Professional Services	CRTPA	$72,000													**$72,000**
TOTAL Administration		**$229,000**	$20,000	$2,500	$2,500	**$25,000**						**$249,000**	**$145,719**	**$2,500**	**$412,219**
2. DATA COLLECTION AND DISTRIBUTION															
2.1 Data Collection and Distribution	CRTPA	$10,000					**$10,000**					**$20,000**			**$10,000**
	COT-TE										$171,000			**$171,000**	**$171,000**
	LC-PW										$45,000			**$45,000**	**$45,000**
TOTAL Data Collection and Distribution		**$10,000**									**$216,000**	**$10,000**		**$216,000**	**$226,000**
3. UNIFIED PLANNING WORK PROGRAM (UPWP)															
3.1 UPWP Development	CRTPA	**$18,000**	$15,000	$1,875	$1,875	**$18,750**						**$33,000**	**$1,875**	**$1,875**	**$36,750**
4. TRANSPORTATION IMPROVEMENT PROGRAM (TIP)															
4.1 TIP Development	CRTPA	**$40,000**	$35,000	$4,375	$4,375	**$43,750**						**$75,000**	**$4,375**	**$4,375**	**$83,750**
5. YEAR 2030 LONG RANGE TRANSPORTATION PLAN (LRTP)															
5.1 LRTP Development	CRTPA	**$30,000**	$15,000	$1,875	$1,875	**$18,750**						**$45,000**	**$1,875**	**$1,875**	**$48,750**
see also Task 1.5	FDOT														**$0**
6. PUBLIC INVOLVEMENT															
6.1 Public Involvement	CRTPA	**$45,000**	$15,000	$1,875	$1,875	**$18,750**						**$60,000**	**$1,875**	**$1,875**	**$63,750**
7. SYSTEMS PLANNING															
7.1 Bicycle / Pedestrian Planning	CRTPA	$45,000													**$45,000**
7.2 Transit Planning	COT-SM						$130,000		$130,000						**$130,000**
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	$7,286	$911	$911	$9,108									**$22,608**
TOTAL Systems Planning		**$55,000**	$9,286	$1,161	$1,161	**$11,608**	**$130,000**	**$0**	**$130,000**	**$86,000**	**$30,000**	**$194,286**	**$87,161**	**$31,161**	**$316,108**
8. CRTPA COORDINATION															
8.1 CRTPA Coordination	CRTPA	**$110,000**	$20,895	$2,612	$2,612	**$26,119**						**$130,895**	**$2,612**	**$2,612**	**$136,119**
9. OTHER PLANNING PROJECTS															
9.1 Corridor Analysis	CRTPA	$20,000													**$20,000**
9.2 Special Transportation Projects	CRTPA	$10,000													**$10,000**
TOTAL Other Planning Projects		**$30,000**										**$30,000**			**$30,000**
GRAND TOTAL		$567,000	**$130,181**	**$16,273**	**$16,273**	**$162,726**	**$130,000**	**$0**	**$130,000**	**$86,000**	**$246,000**	**$827,181**	**$391,211**	**$262,273**	**$1,353,446**

Key to abbreviations	CRTPA = Capital Region Transportation Planning Agency	FHWA = Federal Highway Administration	TD = Commission for the Transportation Disadvantaged
(1) HP funds	COT-TE = City of Tallahassee Traffic Engineering	FTA = Federal Transit Administration	LC-PW = Leon County Public Works
(2) FDOT soft match included	COT-AD = City of Tallahassee Aviation Department	COT-SM = City of Tallahassee StarMetro	

TABLE 2.2: FY 2016 Proposed Funding Capital Region Transportation Study

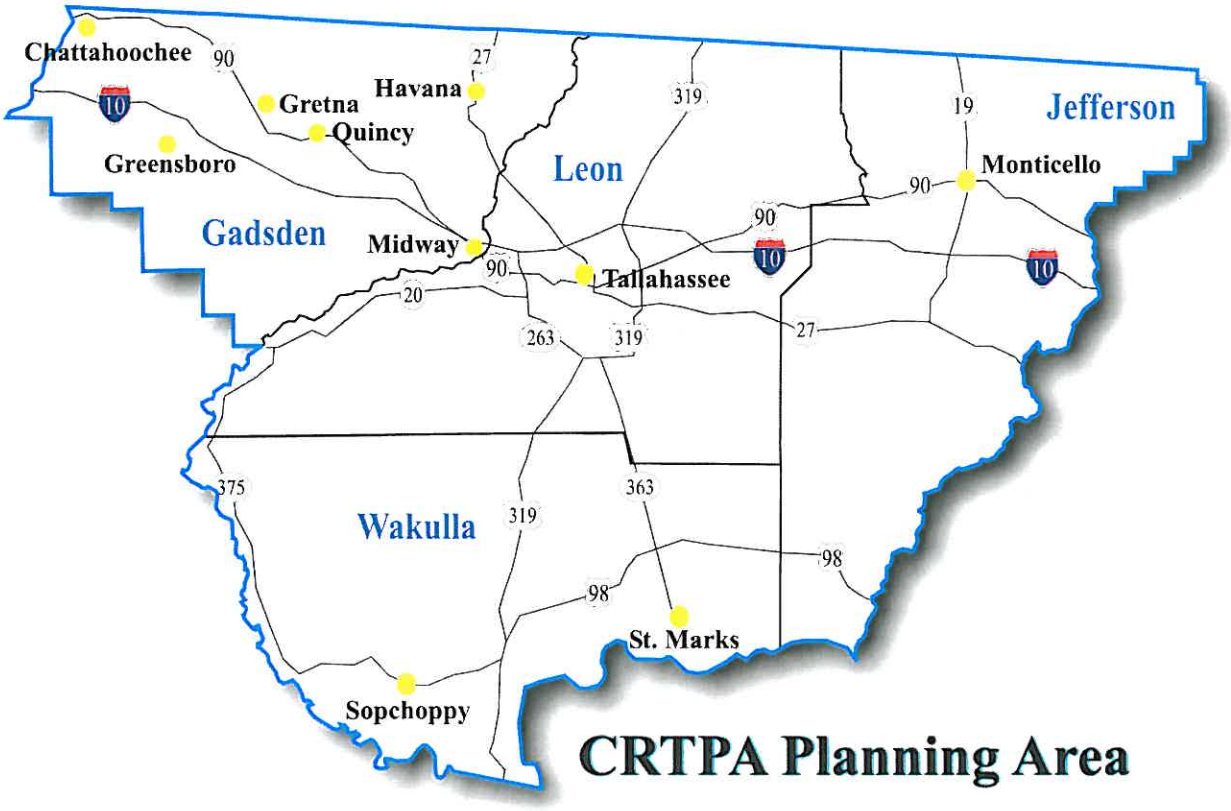
TASK NUMBER/ PROJECT TITLE	AGENCY	FHWA SEC. 112 (PL) (2)	FTA SEC. 5303 80%	LOCAL MATCH 10%	STATE MATCH FDOT 10%	TOTAL FTA SEC 5303	FTA SEC. 5307	LOCAL MATCH (COT)	TOTAL FTA SEC. 5307	TD TRUST FUND 100%	LOCAL OR OTHER 100%	TOTAL FEDERAL (FHWA, FTA)	TOTAL STATE	TOTAL LOCAL	GRAND TOTAL
1. ADMINISTRATION															
1.1 Transportation Planning Manageme	CRTPA	$110,000	$20,000	$2,500	$2,500										**$135,000**
1.2 CRTPA Certification	CRTPA	$5,000													**$5,000**
1.3 Capital Outlay	CRTPA	$10,000													**$10,000**
1.4 Funding Administration	CRTPA	$20,000													**$20,000**
1.5 FDOT Assistance for PL funds (1)	FDOT												$ 145,719		**$145,719**
1.6 FDOT Match for 530 funds	FDOT														**$0**
1.7 Professional Services	CRTPA	$72,000													**$72,000**
TOTAL Administration		**$217,000**	$20,000	$2,500	$2,500	**$25,000**						**$237,000**	**$145,719**	**$2,500**	**$387,719**
2. DATA COLLECTION AND DISTRIBUTION															
2.1 Data Collection and Distribution	CRTPA	$10,000													**$10,000**
	COT-TE													**$171,000**	**$171,000**
	LC-PW										$45,000				**$45,000**
TOTAL Data Collection and Distribution		**$10,000**									**$45,000**	**$10,000**		**$171,000**	**$226,000**
3. UNIFIED PLANNING WORK PROGRAM (UPWP)															
3.1 UPWP Development	CRTPA	**$18,000**	$25,000	$3,125	$3,125	**$31,250**						**$43,000**	**$3,125**	**$3,125**	**$49,250**
4. TRANSPORTATION IMPROVEMENT PROGRAM (TIP)															
4.1 TIP Development	CRTPA	**$40,000**	$40,000	$5,000	$5,000	**$50,000**						**$80,000**	**$5,000**	**$5,000**	**$90,000**
5. YEAR 2030 LONG RANGE TRANSPORTATION PLAN (LRTP)															
5.1 LRTP Development	CRTPA	**$30,000**	$30,000	$3,750	$3,750	**$37,500**						**$60,000**	**$3,750**	**$3,750**	**$67,500**
see also Task 1.5	FDOT											**$972,908**			**$972,908**
6. PUBLIC INVOLVEMENT															
6.1 Public Involvement	CRTPA	**$45,000**	$20,000	$2,500	$2,500	**$25,000**						**$65,000**	**$2,500**	**$2,500**	**$70,000**
7. SYSTEMS PLANNING															
7.1 Bicycle / Pedestrian Planning	CRTPA	$45,000										$ 210,000.00			**$255,000**
7.2 Transit Planning	COT-SM						$530,000								**$530,000**
7.3 Aviation Planning	COT-AD										$170,000				**$170,000**
7.4 Transportation Disadvantaged	CRTPA		$2,000	$250	$250	$2,500				$86,000					**$88,500**
7.5 Mobility Management	CRTPA	$10,000	$9,286	$1,161	$1,161	$11,608						$ 22,608			**$22,608**
TOTAL Systems Planning		**$55,000**	$11,286	$1,411	$1,411	**$14,108**	**$530,000**	**$0**	**$530,000**	**$86,000**	**$170,000**	**$ 232,608.00**	**$87,411**	**$171,411**	**$1,066,108**
8. CRTPA COORDINATION															
8.1 CRTPA Coordination	CRTPA	**$110,000**	$30,000	$3,750	$3,750	**$37,500**						**$140,000**	**$3,750**	**$3,750**	**$147,500**
9. OTHER PLANNING PROJECTS															
9.1 Corridor Analysis	CRTPA	$20,000													**$20,000**
9.2 Special Transportation Projects	CRTPA	$10,000													**$10,000**
TOTAL Other Planning Projects		**$30,000**										**$30,000**			**$30,000**
GRAND TOTAL		$555,000	**$176,286**	**$22,036**	**$22,036**	**$220,358**	**$530,000**	**$0**	**$530,000**	**$86,000**	**$215,000**	**$897,608**	**$251,255**	**$363,036**	**$3,106,985**

Key to abbreviations:
CRTPA = Capital Region Transportation Planning Agency
FHWA = Federal Highway Administration
TD = Commission for the Transportation Disadvantaged
(1) HP funds
COT-TE = City of Tallahassee Traffic Engineering
FTA = Federal Transit Administration
LC-PW = Leon County Public Works
(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

Provided at Final Draft


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

JOINT CERTIFICATION STATEMENT ON THE METROPOLITAN TRANSPORTATION PLANNING PROCESS

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

1. 23 U.S.C. 134 and 49 U.S.C. 5303;
2. Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 C.F.R. Part 21
3. 49 U.S.C. 5332 prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
4. Section 1101(b) of MAP-21 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 TPA, 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 TPA and accurately reflect the results of the joint certification review meeting held on December 12, 2013.

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

District Secretary (or designee) — Date: 4/15/14

MPO Chairman (or designee) — Date: 4/15/14

Roland, Colleen

From: Paulk, Bryant <Bryant.Paulk@dot.state.fl.us>
Sent: Wednesday, March 19, 2014 2:43 PM
To: Roland, Colleen; Reed, Harry
Cc: Harrell, Starsky
Subject: FW: DRAFT UPWP CRTPA FY15-16
Attachments: UPWP CRTPA March 2014 Draft COMMENTS.docx

Attached is the Draft UPWP with FDOT comments included. Also, the following e-mail provides FHWA's comments on the draft document. Let me know if you have any questions or concerns. I will pass along the official letter from FHWA as soon as it is received.

Thanks.

Bryant T. Paulk, AICP
District Three Urban Liaison
Office (850) 330-1371
Bryant.Paulk@dot.state.fl.us

From: Carl.Mikyska@dot.gov [mailto:Carl.Mikyska@dot.gov]
Sent: Wednesday, March 19, 2014 1:02 PM
To: Paulk, Bryant; Elizabeth.Orr@dot.gov; Ausman, Jon M
Cc: Harrell, Starsky; Strickland, Vanessa; LJACOBS@dot.gov
Subject: RE: DRAFT UPWP CRTPA FY15-16

Bryant,

Thank you for sending over the draft UPWP for CRTPA. I will be sending a formal letter with our comments in a few days, but in the meantime I am providing FHWA comments via email so that the CRTPA staff can begin addressing our comments as early as possible. Here are our comments:

- Need a cover page. Page iv is almost a cover page, it would need to have the web address of the CRTPA added to be a complete cover page.
- In the Introduction, 4th paragraph, 5th line, please remove the word "identified"
- In the Introduction, I like the mention of Air Quality monitoring. I did not see it mentioned in the individual tasks.
- Status of Planning Section
    - Bike/Ped – this seems to be old information that has been expanded to capture the recent events. The focus is on old events, please tell more about the current Bike/Ped planning. The efforts currently underway are substantial, please brag about them.
    - Has the 2005 Access To Schools list been updated with something more current? If yes, please include in the write-up.
    - Tallahassee Regional Airport Master Plan, has this been updated since the 2006 plan? If yes, please include in the write-up.
- Page 9 – First Bullet Point, Should this be Capital City ***to*** the Sea?
- Page 9 – Planning Priorities – First Sentence, Please check grammar
- Page 16 – Federal Certification Reviews are every 4 years now. The document says 3 years, then it says 4 years.
    - The narrative is lengthy about the first Certification Review and not much is said about the most recent review. Please focus on the current certification and less on the previous certifications.

- Annual FDOT Certification, this needs updating, the narrative references the 2009 Certification
- Page 47 – The last two words on the page appear to be a different font.
- Last page – the Map is a very nice touch.
- The UPWP indicates the final version will contain the Self-Certifications, thus we must comment they are missing in the draft.

Overall comments:

- Please check spelling and grammar throughout
- This document is well-written and is easy to follow, this is a good example of plain language writing.

I thank you for the opportunity to review the draft UPWP, if you have any questions please do not hesitate to ask me.

Thanks again,

Carl Mikyska
Transportation Planner
Florida Division – FHWA
545 John Knox Rd – Suite 200
Tallahassee, FL 32303

850/553-2221
850/942-9691 Fax

From: Paulk, Bryant [mailto:Bryant.Paulk@dot.state.fl.us]
Sent: Thursday, March 13, 2014 4:46 PM
To: Mikyska, Carl (FHWA); Orr, Elizabeth (FTA); Ausman, Jon M
Cc: Harrell, Starsky; Strickland, Vanessa
Subject: DRAFT UPWP CRTPA FY15-16

Attached is the draft UPWP for the Capital Region Transportation Planning Agency. Let me know if you have any questions or concerns.

Thanks.

Bryant T. Paulk, AICP
District Three Urban Liaison
Office (850) 330-1371

DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION

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

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

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

3/11/14

Randy Merritt, Chair
CRTPA

Date

TITLE VI/ NONDISCRIMINATION POLICY STATEMENT

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

The CRTPA further agrees to the following responsibilities with respect to its programs and activities:

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

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

Dated 3/11/14

by _____

Harry. D Reed, III AICP

Executive Director

APPENDIX A

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

(1.)**Compliance with Regulations:** The Contractor shall comply with the Regulations relative to nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation (hereinafter, "USDOT") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this Agreement.

(2.)**Nondiscrimination:** The Contractor, with regard to the work performed during the contract, shall not discriminate on the basis of race, color, national origin, sex, age, disability, religion or family status in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor shall not participate either directly or indirectly in the discrimination prohibited by section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.

(3.)**Solicitations for Subcontractors, including Procurements of Materialsand Equipment:** In all solicitations made by the Contractor, either by competitive bidding or negotiation for work to be performed under a subcontract, including procurements of materials or leases of equipment; each potential subcontractor or supplier shall be notified by the Contractor of the Contractor's obligations under this contract and the Regulations relative to nondiscrimination on the basis of race, color, national origin, sex, age, disability, religion or family status.

(4.)**Information and Reports:** The Contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the *Florida Department of Transportation,* the *Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a Contractor is in the exclusive possession of another who fails or refuses to furnish this information the Contractor shall so certify to the *Florida Department of Transportation*, the *Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* as appropriate, and shall set forth what efforts it has made to obtain the information.

(5.)**Sanctions for Noncompliance:** In the event of the Contractor's noncompliance with the nondiscrimination provisions of this contract, the *Florida Department of Transportation* shall impose such contract sanctions as it or the *Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* may determine to be appropriate, including, but not limited to:

a. withholding of payments to the Contractor under the contract until the Contractor complies, and/or
b. cancellation, termination or suspension of the contract, in whole or in part.

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

FTA FISCAL YEAR 2014 CERTIFICATIONS AND ASSURANCES

FEDERAL FISCAL YEAR 2014 FTA CERTIFICATIONS AND ASSURANCES SIGNATURE PAGE

(Required of all Applicants for FTA funding and all FTA Grantees with an active Capital or Formula Project)

AFFIRMATION OF APPLICANT

Name of the Applicant: _____

Name and Relationship of the Authorized Representative: _____

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 statutes and regulations, and 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 2014, 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 Project for which it seeks now, or may later seek FTA funding during Federal Fiscal Year 2014.

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: _____

Name _____
Authorized Representative of Applicant

AFFIRMATION OF APPLICANT'S ATTORNEY

For (Name of Applicant): _____

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 Project or Projects.

Signature _____ Date: 4/14/14

Name Thornton Williams
Attorney for Applicant

Each Applicant for FTA funding and each FTA Grantee with an active Capital or Formula Project must provide an Affirmation of Applicant's Attorney pertaining to the Applicant's legal capacity. The Applicant may enter its signature in lieu of the Attorney's signature, provided the Applicant has on file this Affirmation, signed by the attorney and dated this Federal fiscal year.

LOBBYING CERTIFICATION for GRANTS, LOANS and COOPERATIVE AGREEMENTS

In accordance with Section 1352 of Title 31, United States Code, it is the policy of the Capital Region Transportation Planning Agency (CRTPA) that:

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

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

(3) The CRTPA shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants and contracts and subcontracts under grants, subgrants, loans, and cooperative agreement), which exceeds $100,000, and that all such subrecipients shall certify and disclose accordingly.

(4) This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each failure.

3/11/14

Randy Merritt — Date
Chairperson CRTPA

DEBARMENT and SUSPENSION CERTIFICATION

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

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

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

(b) Have not, within a three-year period preceding this proposal, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction, violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses listed in paragraph (b) of this certification; and

(d) Have not, within a three-year period preceding this certification, had one or more public transactions (federal, state or local) terminated for cause or default.

(2) The CRTPA also hereby certifies that if, later, it becomes aware of any information contradicting the statements of paragraphs (a) through (d) above, it will promptly provide that information to the U.S.D.O.T.

Randy Merritt
CRTPA Chair

3/11/14
Date

Draft

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:	4. Applicant Identifier:
	Not Applicable

5a. Federal Entity Identifier:	5b. Federal Award Identifier:
Not Applicable	FL-80-0009

State Use Only:

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

8. APPLICANT INFORMATION:

* a. Legal Name:	CAPITAL REGION TRANSPORTATION PLANNING ORGANIZATION

* b. Employer/Taxpayer Identification Number (EIN/TIN):	* c. Organizational DUNS:
596000435042	8310256010000

d. Address:

* Street1:	300 SOUTH ADAMS STREET BIX A19
Street2:	
* City:	TALLAHASSEE
County/Parish:	LEON
* State:	FL: Florida
Province:	
* Country:	USA: UNITED STATES
* Zip / Postal Code:	32301

e. Organizational Unit:

Department Name:	Division Name:
SAME AS APPLICANT	NOT APPLICABLE

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

Prefix:	Ms.	* First Name:	COLLEEN
Middle Name:	D		
* Last Name:	ROLAND		
Suffix:			

Title:	TRANSPORTATION PLANNER
Organizational Affiliation:	
* Telephone Number:	850 891-6812
Fax Number:	
* Email:	COLLEEN.ROLAND@TALGOV.COM

DRAFT

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:

Metropolitan Transportation Planning

*** 12. Funding Opportunity Number:**

FL-80-0009

* Title:

MPO and State 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:**

SUPPORT OF UNIFIED PLANNING WORK PROGRAM IN JEFFERSON, GADSDEN, LEON, AND WAKULLA COUNTIES AND MUNICIPALITIES THEREIN.

Attach supporting documents as specified in agency instructions.

Add Attachments | Delete Attachments | View Attachments

DRAFT

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: 07/01/2014 * b. End Date: 06/30/2015

18. Estimated Funding ($):

* a. Federal	130,181.00
* b. Applicant	16,272.00
* c. State	16,273.00
* d. Local	
* e. Other	
* f. Program Income	
* g. TOTAL	162,726.00

*** 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:	HARRY
Middle Name:	D
* Last Name:	REED III
Suffix:	
* Title:	EXECUTIVE DIRECTOR
* Telephone Number:	850 891-6800
Fax Number:	850 891-6832
* Email:	HARRY.REED@TALGOV.COM
* Signature of Authorized Representative:	
* Date Signed:	

FTA FISCAL YEAR 2014 CERTIFICATIONS AND ASSURANCES

FEDERAL FISCAL YEAR 2014 CERTIFICATIONS AND ASSURANCES FOR FEDERAL TRANSIT ADMINISTRATION ASSISTANCE PROGRAMS

(Signature page alternative to providing Certifications and Assurances in TEAM-Web)

Name of Applicant: Capital Region Transportation Planning Agency

The Applicant agrees to comply with applicable provisions of Groups 01 – 24. X

OR

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

Group	Description	
01.	Required Certifications and Assurances for Each Applicant.	____
02.	Lobbying.	____
03.	Procurement and Procurement Systems.	____
04.	Private Section 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) and Capital Investment Program in Effect before MAP-21.	____
12.	State of Good Repair Program.	____
13.	Fixed Guideway Modernization Grant Program.	____
14.	Bus and Bus Facilities Formula Grants Program and Bus and Bus Related Equipment and Facilities Grant Program (Discretionary).	____
15.	Urbanized Area Formula Grants Programs, Passenger Ferry Grants Program, and Job Access and Reverse Commute (JARC) Program.	____
16.	Seniors/Elderly/Individuals with Disabilities Programs and New Freedom Program.	____
17.	Rural/Other Than Urbanized Areas/Appalachian Development/Over-the-Road Bus Accessibility Programs.	____
18.	Public Transportation on Indian Reservations Programs (also known as the Tribal Transit Programs).	____
19.	Low or No Emission/Clean Fuels Grant Programs.	____
20.	Paul S. Sarbanes Transit in Parks Program.	____
21.	State Safety Oversight Program.	____
22.	Public Transportation Emergency Relief Program.	____
23.	Expedited Project Delivery Pilot Program.	____
24.	Infrastructure Finance Programs.	____

Section 5305(d)
Approved Project Budget for FFY14
(total dollars)

Technical Classifications:

44.21.00	Program Support and Administration	$ 25,000
44.22.00	General Development and Comprehensive Planning	18,750
44.23.01	Long Range Transportation Planning: System Level	18,750
44.23.02	Long Range Transportation Planning: Project Level	
44.24.00	Short Range Transportation Planning	9,107
44.25.00	Transportation Improvement Program	43,750
44.26.00	Planning Emphasis Areas	
44.26.12	Coordination of Non-Emergency Human Service Transportation	2,560
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	
44.27.00	Other Activities	44,869
	Total Net Project Cost	$ 162,726

Accounting Classifications

44.30.01	Personnel	$ 92,997
44.30.02	Fringe Benefits	48,777
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	20,952
	Total Net Project Cost	$ 162,726

Fund Allocations

44.40.01	MPO Activities	$ 162,726
44.40.02	Transit Operator Activities	0
44.40.03	State and/or Local Agency Activities	0
	Total Net Project Cost	$ 162,726
	Federal Share (80%)	$ 130,181
	Local Share (20%)	$ 32,545

Accounting Classification	FPC	Description	Amount
91.37.08.8P-2	02	Technical Studies - Planning	$ 162,726

Section 5305(d)
GMIS Planning Line Item Codes – FFY14
(FTA Funds Only)

Technical Classifications:

44.21.00	Program Support and Administration	$ 20,000
44.22.00	General Development and Comprehensive Planning	15,000
44.23.01	Long Range Transportation Planning: System Level	15,000
44.23.02	Long Range Transportation Planning: Project Level	
44.24.00	Short Range Transportation Planning	1286
44.25.00	Transportation Improvement Program	35,000
44.26.00	Planning Emphasis Areas	
44.26.12	Coordination of Non-Emergency Human Service Transportation	2,000
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	
44.27.00	Other Activities	35,895
	Total Net Project Cost	$ 130,181

Accounting Classifications

44.30.01	Personnel	$ 74,397
44.30.02	Fringe Benefits	39,021
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	16,763
	Total Net Project Cost	$ 130,181

Fund Allocations

44.40.01	MPO Activities	$ 130,181
44.40.02	Transit Operator Activities	
44.40.03	State and/or Local Agency Activities	
	Total Net Project Cost	$ 130,181

May 6, 2013

Capital Region Transportation Planning Agency
CRTPA

COMMITTEE AGENDA ITEM 3 B

DRAFT FISCAL YEAR 2015 – FISCAL YEAR 2019 TRANSPORTATION IMPROVEMENT PROGRAM

REQUESTED BY: CRTPA Staff	TYPE OF ITEM: Presentation

STATEMENT OF ISSUE

Consistent with state and federal requirements, the DRAFT Fiscal Year (FY) 2015– FY 2019 Transportation Improvement Program (TIP) has been developed (***available for review at www.crtpa.org***) for Capital Region Transportation Planning Agency (CRTPA) transmittal to the Florida Department of Transportation (FDOT) for review.

RECOMMENDED OPTION

Option 1: Recommend CRTPA transmittal of the DRAFT FY 2015 –FY 2019 TIP to the Florida Department of Transportation for review.

HISTORY AND ANALYSIS

The CRTPA Transportation Improvement Program identifies regional transportation projects (roadway, bicycle and pedestrian, transportation systems management, transportation enhancement, public transportation, aviation, resurfacing and bridge projects) that have received funding in the Florida Department of Transportation's (FDOT) Five-Year Work Program. The TIP is developed in accordance with 23 U.S.C. 134(h), 23 CFR 450 and Chapter 339.175(7), F.S., and is one of the annual requirements of the metropolitan transportation planning process for the CRTPA.

The purpose of the TIP is to inform the public and governmental agencies of transportation projects (planning through construction) that have received funding during the next five-year period (FY 2015 – FY 2019) within our region (Gadsden, Jefferson, Leon and Wakulla counties).

Projects contained within the DRAFT FY 2015 – FY 2019 TIP reflect those projects that were presented to the CRTPA's committees (Citizens Multimodal Advisory Committee and Technical Advisory Committee) on January 13, 2014 during CRTPA staffs presentation of the FDOT Draft FY 2015– FY 2019 Five-Year Work Program. The following contains a summary of the new or changed projects that are included in the DRAFT FY 2015 – FY 2019 TIP:

New Projects

Leon County:

- Interstate 10 (SR 8): Ochlockonee River Bridge. **Bridge Rehabilitation (Construction)** in FY 16 ($75,000) (4201612).
- Capital Circle (SR 263): Springhill Road to Orange Avenue. **Capacity (Right of Way)** in FY 19 ($409,000) (4157829).
- Woodville Highway (SR 363): Capital Circle (US 319) to Gaile Avenue. **Capacity (Right of Way)** in FY 18 ($1.2 million) (4240094).
- Woodville Highway (SR 363): Gaile Avenue to Paul Russell Road. **Capacity (Preliminary Engineering)** in FY 15 ($134,000) (4240095).
- US 90 (Mahan Drive): Cross Creek Golf Road to Apex Drive. **Landscaping (Construction)** in FY 15 ($623,000) (4169612).
- US 90 (Mahan Drive): Ocala Road to Monroe Street. **Landscaping (Construction)** in FY 15 ($609,000) (4269372).
- Thomasville Road (SR 61) Stateline. **Landscaping (Construction)** in FY 16 ($199,000) (4351821).
- CRTPA Reserve Box for Future Projects Using Urban Funds. **MPO (Construction)** in FY 19 ($2 million) (2197935).
- Interstate 10 (SR 8) Leon Rest Area Building Repair/Replace. **Rest Area (Preliminary Engineering, Construction)** in FY 15 ($8.4 million) (4290248)

Gadsden County:

- CR 159 over Attapulgus Creek. **Bridge Replacement (Preliminary Engineering, Right of Way, Construction)** in FY 15, 17 & 18 ($6 million) (4286241).
- Howell Road: US 90 to Spitz Farm Road. **Widen/Resurface Lane (Construction)** in FY 17 ($704,000) (4351971).
- Interstate 10 (SR 8) at SR 12 Greensboro Exit. **Lighting (Construction)** in FY 18 ($887,000) (2225181).
- Interstate 10 (SR 8) at CR 270A (Flat Creek Road). **Lighting (Construction)** in FY 19 ($1.02 million) (2225241).
- US 27 Virtual Weigh Station & Virtual Bypass Site. **Motor Carrier Compliance Office Weigh Station Static/WIM (Construction)** in FY 15 ($849,000) (4303566).
- SR 12: US 90 to US 27. **Pave Shoulders (Construction)** in FY 15 ($1.7 million) (4269302).
- SR 12: Liberty County Line to Yon Creek Bridge. **Resurfacing (Preliminary Engineering, Construction)** in FY 15 & FY 17 ($2 million) (4090152).
- US 90: west of Flying J to Leon County Line. **Resurfacing (Preliminary Engineering, Construction)** in FY 15 & FY 17 ($14 million) (4346451).
- S. Atlanta Street: US 90 to MLK Jr Boulevard. **Sidewalk (Preliminary Engineering, Construction)** in FY 15 & FY 17 ($290,000) (4352521).
- Bettstown Road (CR 65B): CR 65A to Georgia State Line. **Widen/Resurface Lane (Construction)** in FY 16 ($1.1 million) (4201002).
- Hogan Lane: Beginning of road to Pat Thomas Parkway. **Resurfacing (Construction)** in FY 15 ($99,000) (4351971).

- US 90 (SR 10): Luten Road (CR 270A) to Dollar General. **Sidewalk (Right of Way)** in FY 16 ($38,000) (4298611).

Jefferson County:

- US 27 over Burnt Mill Creek Bridges. **Bridge Repair/Rehabilitation (Construction)** in FY 16 ($452,000) (4261102)
- Interstate 10 over SR 59 Bridges Creek Bridge. **Bridge Repair/Rehabilitation (Construction)** in FY 16 ($691,000) (4339271)
- Old Lloyd Road (CR 158) over Branch of Lloyd Creek Bridge. **Bridge Replacement (Right of Way)** in FY 16 & FY 17 ($33,000) (4304761).
- Old Lloyd Road (CR 158) over Lloyd Creek Bridge. **Bridge Replacement (Right of Way)** in FY 16 & FY 17 ($38,000) (4304771).
- CR 59 over Ward Creek Bridge. **Bridge Replacement (Preliminary Engineering, Right of Way, Construction)** in FY 15, 17 & 18 ($4.2 million) (4322891).
- Beth Page Road: Gamble Road to Waukeenah Highway. **Resurfacing (Construction)** in FY 17 ($281,000) (4351851).
- Interstate 10 at SR 59 (Lloyd) Exit. **Lighting (Construction)** in FY 18 ($887,000) (2226681).
- Interstate 10 (SR 8) Jefferson Rest Area Building Repair/Replace. **Rest Area (Preliminary Engineering, Construction)** in FY 15 ($11 million) (4290247)
- US 90: Leon County Line to east of Willow Street. **Resurfacing (Preliminary Engineering, Construction)** in FY 17 ($3 million) (4325521).
- Barrington Road: Gamble Road to Lloyd Creek/Cherry Tree. **Resurfacing (Construction)** in FY 16 ($541,000) (4351871).
- N. Barber Road: SR 20 (US 19/27) to S. Salt Road. **Resurfacing (Construction)** in FY 16 ($196,000) (4351921).
- Freeman Road: Waukeenah Highway to US 19. **Resurfacing (Construction)** in FY 17 ($916,000) (4351931).
- US 19: Waukeenah Highway to existing sidewalk. **Sidewalk (Construction)** in FY 15 ($431,000).
- SR 59: CR 158 to Main Street. **Sidewalk (Right of Way, Construction)** in FY 15 & FY 16 ($276,000).

Wakulla County:

- Ochlockonee Bay Trail Phase 5B. **Bike Path/Trail (Construction)** in FY 15 ($1.3 million) (4140323).
- Ochlockonee Bay Trail Phase 2. **Bike Path/Trail (Construction)** in FY 15 ($1.6 million) (4162721).
- CR 375 over Smith Creek Bridge. **Bridge Replacement (Preliminary Engineering, Right of Way, Construction)** in FY 15, FY 17, FY 19 ($2.8 million) (4340341).
- US 319: US 98 to north of Alaska Way. **Capacity (Right of Way, Construction)** in FY 15 & FY 16 ($7.8 million) (2204955).
- US 319: East Ivan Road to north of SR 267. **Capacity (Right of Way)** in FY 17, FY 18 & FY 19 ($8 million) (2204957).

- US 319: North of SR 267 to Leon County Line. **Capacity (Right of Way)** in FY 16, FY 17 & FY 18 ($5.1 million) (2204958).
- Cajer Posey Road: MLK Jr. Memorial Drive to Wakulla Arran Road. **Resurface (Construction)** in FY 17 ($455,000) (4089892).
- SR 267: Woodville Highway to US 98 **Resurface (Construction)** in FY 15 & FY 17 ($2 million) (4325501).
- Wakulla Arran Road: Oak Street to US 319. **Sidewalk (Preliminary Engineering, Construction)** in FY 15 & FY 17 ($98,000) (4327872).

Regional (Gadsden, Jefferson, Leon and Gadsden counties)

- CRTPA Bicycle/Pedestrian Projects (Funding Set Aside). **MPO (Construction)** in FY 19 ($1 million) (4098036).

Changed Projects

Leon County:

- 6th Avenue Sidewalk Project. **Preliminary Engineering for Future Capacity** (Right of Way) deferred from FY 14 to FY 16 ($550,000) (4301471).
- Orange Avenue (SR 373) over St. Marks Trail Bridge. **Bridge Rehabilitation (Right of Way).** Delete ROW phase in in FY 17 ($868,032) (4321371).
- Monroe Street (US 27) Lake Ella Pedestrian Improvements. **Pedestrian Safety Improvement (Construction)** deferred from FY 15 to FY 16. ($1.2 million) (4301482).
- I-10 Eastbound Rest Area Resurfacing; I-10 Westbound Rest Area Resurfacing; I-10 Rest Areas Remodeling. **Rest Area (Preliminary Engineering, Construction)** Projects deleted and combined into one new project (4290248, above in "Leon New Projects) (Deleted Projects: 4290243; 4290244; 4290245).

Gadsden County:

- Cairo Street: Line Street to Martin Luther King, Jr. Boulevard. **Sidewalk** (Construction) advanced from FY 17 to FY 16 ($108,000) (4298591).
- US 90 (SR 10): North Avenue to Lanier Drive. **Sidewalk** (Construction) advanced from FY 17 to FY 16 ($117,000) (4298631).

Jefferson County:

- Mamie Scott Drive: Mississippi Street to Texas Hill Road. **Sidewalk (Construction)** advanced from FY 16 to FY 15 ($489,000) (4317431).
- I-10 Eastbound Rest Area Resurfacing; I-10 Westbound Rest Area Resurfacing; I-10 Rest Areas Remodeling. **Rest Area (Construction)** Projects deleted and combined into one new project (4290247, above in "Jefferson County New Projects) (Deleted Projects: 4290241; 4290242; 4290246).

- US 19 Virtual Weigh Station. **Motor Carrier Compliance Office Weigh Station Static/WIM (Construction).** Delete project (4303563).

Wakulla County:

- Springhill Road: SR 267 to Leon County Line. **Resurface (Construction).** Project advanced from FY 15 to FY 14 (4333511).
- Arran Road: East of school entrance to west of Towles Road. **Sidewalk (Construction).** Project revised to reflect management by the FDOT (4317441).
- US 319 @ Wakulla/Arran Road Intersection. **Intersection (Construction).** Project revised to reflect management by the FDOT (4319481).

CRTPA Region:

- CRTPA Trails & Greenways Connection Development (Funding Set Aside). **Bike Path/Trail (Construction)** deleted in FY 15 & 16 ($1.6 million) (4301511).

* PROJECT PHASES ABBREVIATION KEY:

PLN = Planning; PE = Preliminary Engineering (Design); CST = Construction; ROW = Right of Way; ENV = Environment

NEXT STEP

Subsequent to CRTPA approval of the draft TIP, staff will transmit the document to the Florida Department of Transportation for formal review. Furthermore, a public meeting to formally present the document to the public for review and comment will be conducted in on May 28 & 29, 2014 in Quincy and Tallahassee, respectively. Any comments received from the public, review agencies, or the CRTPA committees will be provided to the Board prior to the scheduled adoption of the FY 2015 – FY 2019 TIP at the June 16, 2014 CRTPA meeting.

ATTACHMENT

The Draft FY 2015 – FY 2019 TIP is available for review on the CRTPA website: www.crtpa.org

May 6, 2014

Capital Region Transportation Planning Agency
CRTPA

AGENDA ITEM 3 C

CONNECTIONS 2040 REGIONAL MOBILITY PLAN GOALS

REQUESTED BY: Connections 2040 RMP Team	**TYPE OF ITEM:** Discussion

STATEMENT OF ISSUE

At the April 2014 CRTPA Retreat the project team for the Connections 2040 Regional Mobility Plan (RMP) discussed the Goals of the project with Board members. The discussion focused on the updating of the goals to reflect the MAP-21 (federal transportation bill) Planning Factors. The project team is seeking approval of the changes based on the discussion.

RECOMMENDED OPTION

Option 1: Recommend approval of the Goals for the Connections 2040 Regional Mobility Plan (RMP) Update.

HISTORY AND ANALYSIS

One of the first efforts to occur with the updating of any long range transportation plan is setting the goals for the project. This effort provides directions for staff and consultants to utilize in the development of the plan.

The Regional Mobility Plan Goals and Objectives provided a great foundation to develop the Goals for the Connection 2040 Regional Mobility Plan and should require minimal change.

However, since the adoption of the RMP in November of 2010 a new transportation bill has been passed by congress and is known as Moving Ahead for Progress in the 21st Century or MAP-21. Contained within the MAP-21 legislation are "planning factors" that are to be used in the development of long range plans such as the Connections 2040 Regional Mobility Plan.

The good news is that the Goals that were developed for the RMP are well organized and will require very little change to ensure that the MAP-21 legislation is met or exceeded. Therefore, the Connection 2040 Regional Mobility Plan will endeavor to build on the previous goals developed by the TAC and CMAQ to demonstrate compliance with the new legislation.
To assist in understanding the differences and proposed changes, the project team created a comparison chart that includes what the goals were for the RMP, the MAP-21 Planning Factors, and the proposed edits to the goals for the project. This chart is shown as ***Attachment 1***.

The chart indicates that some of the language is recommended to be updated to reflect the MAP-21 Planning Factors and a few of the Goals are eligible to be removal or modification All of the original Goals are still accounted for elsewhere in the planning process with renewed emphasis on the performance measures. The removed/edited goals are still very important and integral to the project and will be incorporated into the Connections 2040 RMP but in the form of "non-performance" Goals. Coordination, Financial Feasibility, and Public Involvement are not measureable at the project-level and are functions of other components of the project so having these are Goals to meet the MAP-21 Planning Factors is not necessary. For example, "Coordination" is not only a requirement for the plan but is a component of the CRTPA's Certification (both annual and as a TMA), and is also incorporated into the Public Involvement Plan in the form of developing the County Transportation Strategies, Financial Feasibility is a requirement under the revenue component as well as during the development of the Cost Feasible Plan, and Public involvement has not only the CRTPA's larger organizational Public Involvement Plan but the Public Involvement Plan for the project.

NEXT STEPS

After approval of the goals by the CRTPA Board, the Project Team will be working on developing the measuring tools that will implement the goals at the project level.

Attachment 1

	2035 RMP Goals	Map-21 Planning Factor	DRAFT 2040 RMP Goals	Notes
Access	Provide residents and visitors with access to a multi-modal transportation system and to goods and services throughout the region.	Yes	Provide residents and visitors with access to a multi-modal transportation system that promotes economic vitality and quality of life throughout the region.	Reference added to economic vitality and quality of life
Connectivity	Enhance local and regional connectivity to effectively and safely move people and goods using multiple modes of transportation.	Yes	Enhance the integration between travel modes and promote improved connectivity between local and regional destinations.	Promote the integration between travel modes and connecting people with places (safety is a freestanding goal)
Coordination	To promote efficient and thorough implementation of the regional mobility plan by ensuring broad buy-in and stakeholder support for the regional mobility planning process, the plan itself, and its constituent projects.	No	~~To promote efficient and thorough implementation of the regional mobility plan by ensuring broad buy-in and stakeholder support for the regional mobility planning process, the plan itself, and its constituent projects.~~	Not a Map-21 planning factor. Coordination and public input are items covered by the MPO bylaws, Memorandum of Understand (MOU), and Public Participation Plan.
Economic Development	Create and maintain a transportation infrastructure that provides energy- and time-efficient intermodal movement of goods, services, and labor to and within urban areas in the region.	Yes	Coordinate transportation investments with local and regional economic development initiatives, including measures that provide energy- and time-efficient intermodal movement of goods, services, and labor to and within urban areas in the region.	Minor edit to account for local and regional initiatives, not limited to freight
Financial Feasibility	To ensure that the funding for desired regional mobility projects is met and that necessary revenues are made available timely for the successful implementation of priority projects that promote sustainability, more efficient use of resources, and regional connectivity.	No	~~To ensure that the funding for desired regional mobility projects is met and that necessary revenues are made available timely for the successful implementation of priority projects that promote sustainability, more efficient use of resources, and regional connectivity.~~	Not a Map-21 planning factor. All long range transportation plans are legislatively required to be financially constrained (cost feasible).
Land Use	Coordinate transportation and land use systems to foster vibrant communities with compact urban forms throughout the region.	Yes	Coordinate transportation strategies and investments with local and regional land use initiatives in an effort to foster vibrant communities throughout the region.	Minor edit to account for both urban and rural areas in the Region
Multimodalism	There are many forms of transportation in the region, some untapped and to be utilized in the future. The Regional Mobility Plan must create and maintain opportunities to facilitate the movement of and connections among people, jobs, goods and services.	Yes	Promote a diversity of travel choices and maintain opportunities to facilitate the movement of and connections among people, jobs, goods and services, and other travel modes.	Minor edits to bring consistency with phrasing of other goals (begin with a verb).
Natural Resource Protection/Conservation	A transportation system that provides access and mobility, supports compact growth and protects the region's natural environment.	Yes	Protect the region's environmentally sensitive areas as well as cultural and historic features through a combination of strategies including avoidance, context sensitive design solutions (CSS), and best practices.	Minor edit to account for natural and human environmental features and to introduce CSS design solutions and other methods.
Public Participation	The Regional Mobility Plan must have a strong Public Involvement Plan to ensure that all citizens of the regional have the opportunity to provide input in the transportation planning process.	No	~~The Regional Mobility Plan must have a strong Public Involvement Plan to ensure that all citizens of the regional have the opportunity to provide input in the transportation planning process.~~	Not a Map-21 planning factor. Public input is a requirement of the MPO bylaws, and Public Participation Plan and Public Involvement Plan.

Safety and Public Health	Improve public health by increasing choice, safety, and access of transportation facilities for all segments of the population.	Yes		Separated Safety and Public Health into separate goals. Provided clearer guidance on Public Health
Safety		Yes	**Safety:** Improve public health safety by increasing travel choices to include, safety, and access of transportation facilities for all segments of the population.	Allows Safety to be a freestanding goal that fulfills the Map-21 planning factor requirements.
Public Health		No	**Public Health**: Promote public health by increasing the diversity of travel choice, safety, and access of transportation facilities for all segments of the population.	Not a Map-21 planning factor. This is largely an outcome of some of the other planning factors/goals. Consider removing or using similar language as provided.
Security	Promote and implement transportation system improvements for all modes maximizing security of the transportation system.	Yes	Promote and implement transportation system improvements for all modes maximizing security of the transportation system.	No change

May 6, 2014

Capital Region
Transportation Planning Agency
CRTPA

Committee AGENDA ITEM 3 D

SAFE ROUTES TO SCHOOL

REQUESTED BY: CRTPA Staff	**TYPE OF ITEM**: Discussion/CRTPA Approval

STATEMENT OF ISSUE

Safe Routes to School (SRTS) is a national and international movement to create safe, convenient, and fun opportunities for children to bicycle and walk to and from schools. Consultants for the CRTPA have completed the required school inventory studies and recommendations. Staff is requesting a recommendation of approval of the final study.

RECOMMENDED ACTION

Option 1: Recommend adoption of the Safe Routes to School Study

HISTORY AND ANALYSIS

Safe Routes to School (SRTS) is a national and international movement to create safe, convenient, and fun opportunities for children to bicycle and walk to and from schools. The program has been designed to reverse the decline in children walking and bicycling to schools. Safe Routes to School can also play a critical role in reversing the nationwide trend toward childhood obesity and inactivity.

The Federal Highway Administration (FHWA) has developed general SRTS Guidance which all states must follow to be eligible for SRTS transportation funding. However, this guidance allows states the flexibility to tailor their state SRTS programs in a way that works best for them so long as they comply with the principles and goals laid out in the federal Guidance.

The CRTPA approved a Scope of Study on March 15, 2012. Following the approval of a Scope of Study, the CRTPA contracted with Renaissance Planning Group. Thirty eight schools were visited and inventories of conditions were completed. Schools participated in a travel survey, and parents responded via written survey forms or on line. Three visits to the Leon County School Board District Advisory Committee were made to gather input and comment on the study. In all 38 studies were completed and distributed to each school for their review and input. The individual school reports can be found at www.crtpa.org. The Leon County School Board voted to approve the study at its meeting of April 22, 2014.

OPTIONS

Option 1: Recommend adoption of the Safe Routes to School Study

(Recommended)

Option 2: Provide other direction.

ATTACHMENT

No paper attachments. The 38 reports, recommendations, and findings can be seen at www.crtpa.org

May 6, 2013

Capital Region
Transportation Planning Agency
CRTPA

COMMITTEE AGENDA ITEM 3 E

US 319 CONCEPTUAL DESIGN AND ENVIRONMENTAL REEVALUATION UPDATE

REQUESTED BY: CRTPA Staff	TYPE OF ITEM: Presentation

STATEMENT OF ISSUE

The Florida Department of Transportation (FDOT) will provide an update on the US 319 Conceptual Design and Environmental Reevaluation. The project involves 20 miles along U. S. 319 in Wakulla and Leon counties. Project limits are:

- S.R. 61 (U.S. 319) from S.R. 30 (U.S. 98) to Leon County line
- S.R. 61/369 (U.S. 319) from Wakulla County line to beginning of four lane at Rivers Road

May 6, 2014

Capital Region Transportation Planning Agency
CRTPA

AGENDA ITEM 3 F

DRAFT CRTPA PUBLIC INVOLVEMENT PROCESS PLAN

REQUESTED BY: CRTPA Staff	**TYPE OF ITEM**: Discussion

STATEMENT OF ISSUE

CRTPA staff has updated the Public Involvement Process Plan (PIPP) for the CRTPA to reflect the current structure of the CRTPA committees, updates in federal legislation (MAP-21), and to satisfy requirements by the Federal Highway Administration to state that the CRTPA Public Involvement Process is used to satisfy StarMetro's Program of Project requirements of the Section 5307 Urbanized Area Formula Program Grant as administered by the Federal Transit Administration.

RECOMMENDED ACTION

Option 1: Approve the Draft CRTPA Public Involvement Process Plan (PIPP) Update.

HISTORY

In September of 2009, the CRTPA committees voted for approval of the current CRTPA PIPP, which was adopted by the CRTPA Board on January 11, 2010. Since that time, many changes have occurred in the CRTPA planning environment, including the restructuring of the CRTPA committees and the signing into law of the Moving Ahead for progress in the 21st Century Act (MAP-21) by President Obama. Additionally, the Federal Highway Administration has recently required that the CRTPA PIPP must state that the CRTPA PIPP is used to satisfy StarMetro's Program of Project requirements of the Section 5307 Urbanized Area Formula Program Grant as administered by the Federal Transit Administration since it is the process StarMetro relies upon.

The Update to the CRTPA PIPP resolves the former inconsistencies with the plan and the current planning environment, and will serve as the guidance for the development and adoption of the Connections 2040 Regional Mobility Plan Public Involvement Plan, which will be presented for adoption at the June 2014 series of CRTPA committee and Board Meetings.

NEXT STEPS

The Draft CRTPA PIPP will be open for review and comment by the public during the month of May and leading up to the June 16, 2014 CRTPA Board Meeting, where it will be considered for Final approval. Additionally, the Draft PIPP will be presented for review and comment at two public meetings to be held at the end of May, 2014. The public meeting information is provided below:

TIP and PIPP Meeting Number 1

What: Public meeting to discuss the Draft FY 15 - FY 19 CRTPA TIP and Draft CRTPA Public Involvement Plan and to receive public comments.

When: Wednesday, May 28, 2014
Time: 5pm – 6pm Eastern Time
Where: Gadsden County Commission Chambers, 9 E. Jefferson St., Quincy, Florida

TIP and PIPP Meeting Number 2

What: Public meeting to discuss the Draft FY 15 - FY 19 CRTPA TIP and Draft CRTPA Public Involvement Plan and to receive public comments.

When: Thursday, May 29, 2014
Time: 5pm – 6pm Eastern Time
Where: City Hall, Tallahassee Room (2nd Floor), 300 S. Adams Street, Tallahassee, Florida

Following the public meetings, CRTPA staff will compile, summarize, and address comments received for consideration at the CRTPA committee meetings on June 3, 2014, and at the CRTPA Board Meeting on Monday, June 16, 2014. Public comment will be received up through the date of Final adoption, scheduled for Monday, June 16, 2014 at the CRTPA Board Meeting.

The Final adopted CRTPA PIPP will be forwarded to FHWA and FDOT for their files following the June 16, CRTPA Board Meeting.

ATTACHMENT

Attachment 1: CRTPA Draft 2014 PIPP

ATTACHMENT 1: CRTPA DRAFT 2014 PUBLIC INVOLVEMENT PROCESS PLAN

The CRTPA Draft Public Involvement Process Plan (PIPP) will be provided under separate cover and posted to the CRTPA webpage at www.crtpa.org on Friday, May 2, 2014.

May 6, 2014

Capital Region Transportation Planning Agency
CRTPA

Committee AGENDA ITEM 5

CRTPA MAY 19, 2014 DRAFT AGENDA

REQUESTED BY: CRTPA Staff	TYPE OF ITEM: Information

STATEMENT OF ISSUE

The agenda for the May 19, 2104 CRTPA Board Meeting is listed below. The agenda can also be found on the CRTPA webpage at www.crtpa.org beginning on Friday, May 9, 2014.

CRTPA BOARD MEETING DRAFT AGENDA

MONDAY, MAY 19, 2014 AT 1:00 PM

CITY OF TALLAHASSEE COMMISSION CHAMBERS
300 S. ADAMS STREET
TALLAHASSEE, FL 32301

MISSION STATEMENT

"The mission of the CRTPA is to act as the principal forum for collective transportation policy discussions that results in the development of a long range transportation plan which creates an integrated regional multimodal transportation network that supports sustainable development patterns and promotes economic growth."

1. AGENDA MODIFICATIONS

2 CONSENT AGENDA

A. Minutes of the April 14, 2014 CRTPA Board Meeting

B. Draft FY 2015 – FY 2016 Unified Planning Work Program Adoption

C. 2013 CRTPA Comprehensive Annual Financial Report (CAFR)

D Draft Fiscal Year (FY) 2015 – FY 2019 Transportation Improvement Program (TIP)
The Draft FY 2015 – FY 2019 TIP has been developed incorporating state and federally funded projects in the CRTPA region.

E. FY 2015 Transportation Planning Funds Joint Participation Agreement

F. CRTPA Wildflower Resolution

3. CONSENT ITEMS PULLED FOR DISCUSSION

4. CRTPA DISCUSSION

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

A. Connections 2040 Regional Mobility Plan Goals & Public Involvement Plan

Proposed goals and objectives associated with the update of the CRTPA's RMP will be discussed as well as the Public Involvement Plan developed specifically for this project.

Recommended Action: ***For Board Approval***

B. Tallahassee-Leon County Safe Routes to School (SRTS) Study

The Tallahassee-Leon County Safe Routes to School Study identifies opportunities to implement SRTS policies, programs and projects to support Leon County schools. The study has been completed for CRTPA Board approval.

Recommended Action: ***For Board Approval***

C. CRTPA Public Involvement Process Plan (PIPP) Update

The CRTPA's Public Involvement Process Plan has been updated to be consistent with the efforts of the Connections 2040 Regional Mobility Plan Update, the CRTPA committee structures and to reflect legislation changes (MAP-21).

Recommended Action: ***For Board Approval***

D. US 319 Conceptual Design and Environmental Reevaluation Update

The Florida Department of Transportation will provide a project update on the Conceptual Design and Environmental Reevaluation for 20 miles along U. S. 319 in Wakulla and Leon counties.

Recommended Action: ***For Board Information***

E. CRTPA Bylaws

A discussion of the CRTPA Bylaws will occur.

Recommended Action: ***For Board Information***

5. EXECUTIVE DIRECTOR'S REPORT

A status report on CRTPA activities and items of interest will be provided including the following:

- Annual FDOT Certification

Recommended Action: ***Information only - No action required***

6. ITEMS FROM MEMBERS

This portion of the agenda is provided to allow members an opportunity to discuss issues relevant to the CRTPA.

7. CITIZEN COMMENT

This portion of the agenda is provided to allow for citizen input on any CRTPA issue. Those interested in addressing the CRTPA should complete a speaker request form located at the rear of the meeting room. Speakers are requested to limit their comments to three (3) minutes.

8. INFORMATION

A. Correspondence
B. CRTPA Transportation Alternatives Program Update
C. Committee Actions (Citizen's Multimodal Advisory Committee/ Technical Advisory Committee/Transportation Disadvantaged Coordinating Board)
D. Future Meeting Dates and Agenda Items (Next Meeting: June 16, 2014)
E. CRTPA Expense Reports

Recommended Action: ***Information only - No action required***