



# **Unified Planning Work Program**

## **Fiscal Years 2011 and 2012**

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# TABLE OF CONTENTS

|  | <u>PAGE</u> |
|--|-------------|
| AUTHORIZING RESOLUTION 2010-05-1 .....                             | iii         |
| <b>I. INTRODUCTION.....</b>  | <b>1</b>    |
| Status of Comprehensive Transportation Planning Activities.....    | 2           |
| FY 11/12 Transportation Planning Activities .....                  | 3           |
| Planning Priorities .....  | 4           |
| Planning Tasks.....  | 5           |
| Level of Planning Effort .....                                     | 6           |
| <b>II. ORGANIZATION AND MANAGEMENT.....</b>                        | <b>7</b>    |
| CRTPA Structure and Agreements .....                               | 7           |
| CRTPA Participants in the UPWP Metropolitan Planning Process ..... | 9           |
| CRTPA Certification Status (Federal and State) .....               | 10          |
| CRTPA Operating Procedures and Bylaws.....                         | 11          |
| Federal Planning Factors .....                                     | 12          |
| SAFETEA-LU Compliance.....   | 12          |
| FDOT District 3 Planning Activities .....                          | 13          |
| <b>III. WORK ELEMENTS SECTION .....</b>                            | <b>15</b>   |
| UPWP Work Elements Description .....                               | 15          |
| Section 1: Administration .....                                    | 16          |
| Task 1.1 Transportation Planning Management.....                   | 17          |
| Task 1.2 CRTPA Certification.....                                  | 19          |
| Task 1.3 Capital Outlay .....                                      | 21          |
| Task 1.4 Funding and Grant Administration .....                    | 22          |
| Task 1.5 FDOT Assistance for PL Funds .....                        | 23          |
| Task 1.6 FDOT Match for 5303 Funds .....                           | 24          |
| Task 1.7 Professional Services .....                               | 26          |
| Section 2 : Data Collection and Distribution.....                  | 28          |
| Task 2.1 Data Collection and Distribution .....                    | 29          |
| Section 3: Unified Planning Work Program.....                      | 32          |
| Task 3.1 Unified Planning Work Program Development .....           | 33          |
| Section 4: Transportation Improvement Program .....                | 35          |
| Task 4.1 Transportation Improvement Program Development.....       | 36          |

|   |    |
|---|----|
| Section 5: Year 2035 Long Range Transportation Plan.....              | 38 |
| Task 5.1    Year 2035 Long Range Transportation Plan Development..... | 39 |
| Section 6: Public Involvement .....                                   | 43 |
| Task 6.1    Public Involvement.....                                   | 44 |
| Section 7: Systems Planning .....                                     | 46 |
| Task 7.1    Bicycle and Pedestrian Planning .....                     | 47 |
| Task 7.2    Transit Planning.....                                     | 51 |
| Task 7.3    Aviation Planning .....                                   | 53 |
| Task 7.4    Transportation Disadvantaged Planning.....                | 55 |
| Task 7.5    Mobility Management.....                                  | 57 |
| Section 8: Regional Planning and CRTPA Coordination .....             | 59 |
| Task 8.1    Regional Planning and CRTPA Coordination .....            | 60 |
| Section 9: Other Planning Projects .....                              | 63 |
| Task 9.1    Corridor Analysis .....                                   | 64 |
| Task 9.2    Special Transportation Planning Projects.....             | 69 |

**IV. UNIFIED PLANNING WORK PROGRAM AGENCY PARTICIPATION AND PROPOSED FUNDING SOURCES FOR FISCAL YEARS 2011/12..... 71**

|   |    |
|---|----|
| Table 1.1 - Proposed Agency Participation & Anticipated Element Cost – FY11.....    | 72 |
| Table 1.2 – Proposed Agency participation and Anticipated Element Cost - FY12... .. | 73 |
| Table 2.1 - Proposed Funding Sources - FY 11.....                                   | 74 |
| Table 2.2 – Proposed Funding Sources - FY 12.....                                   | 75 |

(note: \* indicates that electronic copy not available \*\*submitted with Final only)

|   |           |
|---|-----------|
| V. <b>APPENDIX</b> .....  | <b>77</b> |
| A. Title VI Statement.....  | 78        |
| B. Lobbying Certification Statement.....  | 79        |
| C. Debarment and Suspension Certification .....   | 81        |
| D. Application for Federal Assistance (Section 5303), FTA Assurances, *<br>Section 5303 Total Dollars and Section 5303 Funds Only |           |

|   |    |
|---|----|
| VI. <b>REVIEW AGENCY COMMENTS</b>                                     |    |
| A.    FDOT District 3 Comments and CRTPA Response .....               | ** |
| B.    Federal Highway Administration Comments and CRTPA Response..... | ** |

|  |    |
|--|----|
| VII CRTPA Joint Certification Package..... | ** |
|--|----|

|   |    |
|---|----|
| VIII. CRTPA Planning Area Boundary..... | ** |
|---|----|

CAPITAL REGION TRANSPORTATION PLANNING AGENCY FISCAL  
YEARS 2011 AND 2012

**UNIFIED PLANNING WORK PROGRAM**

FOR TRANSPORTATION PLANNING ACTIVITIES

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ADOPTED BY THE CAPITAL REGION TRANSPORTATION PLANNING AGENCY ON  
MAY --, 2010  
BY RESOLUTION NO. 2010-5--

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Bryan Desloge, CRTPA Chairperson

Prepared by the Capital Region Transportation Planning Agency

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# I. INTRODUCTION

The Fiscal Year (FY) 2011/2012 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, 2010 and ending June 30, 2012. 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 18, 2009 when the “FYs 2011/2012 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 2011/2012 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, 2010) and finalized by the CRTPA at its May, 2010 meeting. In addition, the UPWP is posted on the CRTPA’s web page ([www.crtpa.org](http://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 2011/2012 UPWP was generated to address identified any annual and applicable state and federal Planning Emphasis Areas, none in 2011, unknown for 2012) 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 are in the preparation stage, as well as the preparation of Apportionment Plan for the governor's approval.

## **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) is scheduled for adoption 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](http://www.crtpa.org)).
- Year 2030 Long Range Transportation Plan: The Year 2030 Long Range Transportation Plan (LRTP) was adopted by the CRTPA on December 5, 2005. This plan identifies roadway, transit, bicycle and pedestrian projects within the CRTPA planning area boundary. The 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). This plan is available for review on the CRTPA's website ([www.crtpa.org](http://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 (currently underway as part of the Regional Mobility Plan) will identify projects within the entire CRTPA planning area (Leon, Gadsden, Wakulla, and Jefferson Counties).
- Transit Development Plan: The FY 2005 Transit Development Plan (TDP) Major Update was approved by the City of Tallahassee on November 9, 2005. 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, which may be viewed at [www.talgov.com/taltran/index.cfm](http://www.talgov.com/taltran/index.cfm), provides 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 July 11, 2009 and is available for review on the CRTPA's website ([www.crtpa.org](http://www.crtpa.org)). The Community Transportation Coordinator, StarMetro had its contract re-approved. As a result a new plan was completed in January 2008, with an update completed in 2009. 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.
- Gadsden County Transportation Disadvantaged Service Plan: Originally adopted on January 16, 2003, the plan's annual update was approved in May 2009. The Apalachee Regional Planning Agency (ARPC) is the official planning agency of the Gadsden County Transportation Disadvantaged Coordinating Board (TDCB).
- Wakulla County Transportation Disadvantaged Service Plan: Originally adopted on January 8, 2002 the plan's annual update was approved in May 2009. The Apalachee Regional Planning Agency (ARPC) is the official planning agency of the Wakulla County Transportation Disadvantaged Coordinating Board (TDCB).
- Local Government Comprehensive Plans: The following local government comprehensive plans are partly or entirely within the CRTPA's planning area boundary: Tallahassee-Leon County, Gadsden County, Wakulla County, Town of Havana, City of Midway and City of Quincy. The transportation/traffic circulation elements of these local government comprehensive plans are anticipated to be updated to reflect the CRTPA's recent adoption of the Year 2030 LRTP in December 2005. In addition, pursuant to Section 163.3191, Florida Statutes, "each local government shall adopt an evaluation and appraisal report (EAR) once every seven years assessing the progress in implementing the local government's comprehensive plan." The purpose of the EAR is to evaluate the success of a community in addressing major community land use planning issues through implementation of its comprehensive plan. The schedule for EAR submittal of the CRTPA's members governments is as follows: Tallahassee-Leon

County (7/1/08), Gadsden County (9/1/09), Wakulla County (9/1/08), Town of Havana (12/1/10), City of Midway (1/1/11) and City of Quincy (2/1/11).

## **FY 2009/2010 TRANSPORTATION PLANNING ACTIVITIES**

During FY 2008, transportation planning activities undertaken by the Capital Region Transportation Planning Agency (CRTPA) included continued implementation of the Year 2030 Long Range Transportation Plan and continued implementation of the adopted Bicycle and Pedestrian Master Plan through adoption of the Access to Schools Priority List. Activities related to the Lake Jackson Ecopassage Feasibility Study completed the study, with construction beginning in 2009. Additionally, Year 2030 LRTP Cost Feasible Plan projects were entered into the ETDM process. 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);
- FY 2009 – FY 2013 Priority Project Lists adoption (September);
- FY 2010-FY 2014 Transportation Improvement Program adoption (June);
- Development and adoption of FYs 2009/10 Unified Planning Work Program (November – May);
- Initiated and finished coordination efforts related to reconfiguration of an existing CRTPA committee to address regional mobility issues; restructured Bicycle and Pedestrian Committee membership into Multi-Modal Advisory Committee;
- Adoption of Access to Schools Priority List (September);
- Completion of FHWA TMA Certification Corrective Actions (January);
- Developed CRTPA Newsletter) (January);
- Enhanced use of the CRTPA's webpage ([www.crtpa.org](http://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,
- Completion of Lake Jackson Ecopassage PD&E Study (January 2009);
- Adopted update to the Mobility Management Process (MMP) (April 2009);
- Adopted update of the Public Involvement Plan (PIP) (January 2010).

## **PLANNING PRIORITIES**

The CRTPA holds annual 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 most recently provide guidance on development of the Long Range Transportation Plan.

Another retreat was held in October 2009 and April 2010, during which the CRTPA addressed the Regional Master Plan and goal development.

## PLANNING TASKS

In FYs 2011/2012, CRTPA staff will focus on a comprehensive range of planning activities to be performed with funds under Titles 23 and 49 Federal Transit Act. 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 2030 Long Range Transportation Plan (LRTP) was adopted in FY 2006. In FYs 2009/10, CRTPA staff coordinated with CRTPA local governments regarding provision of Year 2030 LRTP information for incorporation in local government comprehensive plans. Additionally, projects contained within the LRTP will be added to the CRTPA's project priority list for funding consideration in FY 08/12. As a prelude to the next update of the LRTP, the CRTPA has begun a Regional Master Plan, a direct result of the retreat. The master plan will include all modes of transportation 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](http://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 2030 LRTP in FY 2006, 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 addition to updating the Transportation Disadvantaged Service Plan, staff will continue to monitor transportation disadvantaged planning within the entire planning area boundary (Gadsden, Jefferson and Wakulla counties) including opportunities for enhanced coordination. Monitoring of the Jefferson County board began in 2008.

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.

|                                 |
|---------------------------------|
| <b>LEVEL OF PLANNING EFFORT</b> |
|---------------------------------|

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 2030 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. The Year 2035 LRTP/Regional Mobility Plan will be adopted in December 2010 and will further refine and identify regional need.

# II. ORGANIZATION AND MANAGEMENT

|                                       |
|---------------------------------------|
| <b>CRTPA STRUCTURE AND AGREEMENTS</b> |
|---------------------------------------|

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

- Leon County
- The City of Tallahassee
- The Leon County School Board
- Gadsden County
- Wakulla County
- The City of Midway
- The Town of Havana
- The City of Quincy

Pending interlocal agreements and gubernatorial approval of Planning Area Boundary expansion:

- City of Monticello (pending interlocal agreements and gubernatorial approval of Planning Area Boundary expansion)
- City of Gretna
- City of Chattahoochee
- Jefferson County
- Monticello

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

| <b>Governmental Entity</b>  | <b>Voting/Non-Voting</b> | <b>Weighted Vote</b> | <b>Members</b> |
|-----------------------------|--------------------------|----------------------|----------------|
| Leon County                 | Voting                   | 42                   | 7*             |
| City of Tallahassee         | Voting                   | 42                   | 3**            |
| Leon County School Board    | Voting                   | 1                    | 1              |
| City of Midway ***          | Voting                   | 1                    | 1              |
| Town of Havana              | Voting                   | 1                    | 1              |
| City of Quincy              | Voting                   | 2                    | 1              |
| Gadsden County              | Voting                   | 5                    | 1              |
| Wakulla County              | Voting                   | 6                    | 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 (4 votes)

The current 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. A map of the CRTPA's planning area boundary is located on page 87.

During the past 2 year the CRTPA moved to expand the planning area boundary to include all of Gadsden, Wakulla, and Jefferson counties. A new interlocal should be completed by the end of calendar year 2010.

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 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 September 27, 2005. 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 5303 Grant was executed on February 7, 2005. The agreement's purpose is to fund the Section 5303 grant as identified in the CRTPA's UPWP.

The CRTPA has three (3) advisory committees: the Multimodal Advisory Committee (MAC), formerly the Bicycle and Pedestrian Advisory Committee (BPAC), the Citizens Advisory Committee (CAC) and the Technical Advisory Committee (TAC). The focus of each CRTPA committee differs with the MAC being comprised of citizens currently focused on addressing bicycle/pedestrian/multi modal issues. The CAC is comprised of a broad range of citizens focused on providing general transportation advise to the CRTPA. 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.

At the November 21, 2005 CRTPA meeting, members approved new bylaws for the three (3) advisory committees. These new bylaws, which are available on the CRTPA's website ([www.crtpa.org](http://www.crtpa.org)), reflect the current apportionment of the CRTPA through the inclusion of committee members from Gadsden County, Wakulla County, Havana, Midway and Quincy, in addition to Leon County and the City of Tallahassee. Subsequent to bylaw approval, efforts related to adding new membership from all CRTPA member governments was initiated. The first meeting of the newly restructured CRTPA committees occurred on January 10, 2006. In 2006, efforts were initiated to restructure the BPAC to address multimodal issues, consistent with identified CRTPA priorities. The BPAC became the MAC in the fall of 2006.

## **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 are pending completion of the interlocal agreements and approval by the Governor's Office.

- 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 and is also the official planning agency of the Gadsden, Jefferson and Wakulla Counties Transportation Disadvantaged Coordinating Boards.
- 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 three (3) years by the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA). This four-year cycle is based on the adoption of the new Federal transportation bill (SAFTEA-LU). 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 first TMA certification of the CRTPA occurred in 2005. Specifically, on March 15, 16 and 17, 2005, CRTPA staff met with the FHWA, FTA, FDOT, and TalTran (now “StarMetro”) to discuss the certification of the CRTPA as a TMA. The findings of the TMA review were issued in the “2005 Certification Report” (dated July 8, 2005) and presented by the FHWA to the CRTPA at its September 27, 2005 meeting. The report contained “corrective actions”, “recommendations” and “noteworthy practices”. The Federal Highway Administration notified the CRTPA on January 11, 2007 that the CRTPA has sufficiently satisfied the corrective actions and was fully certified. In May 2008 the Federal Highway Administration conducted another certification review of the CRTPA and again certified the agency.

### **CRTPA OPERATING PROCEDURES AND BYLAWS**

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 during the last quarter of 2009. Findings of the FY 2009 Joint Certification are located on the documents page of the CRTPA’s website ([www.crtpa.org](http://www.crtpa.org)).

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 5303 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. This agreement addresses staffing and fiscal administration issues. Given the changes to the CRTPA organization over the last three (3) years, a draft staff services agreement addressing a number of issues including services to be provided and associated costs and responsibilities is being developed by the CRTPA . Execution of this agreement is anticipated to be completed by December 2010 or sooner.

The CRTPA does not currently lease any equipment.

**SAFE, ACCOUNTABLE, FLEXIBLE, EFFICIENT TRANSPORTATION EQUITY ACT: A LEGACY FOR USERS (SAFETEA-LU) PLANNING FACTORS**

The SAFETEA-LU program requires an MPO to consider eight 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.

| UNIFIED PLANNING WORK PROGRAM TASKS    | SAFETEA-LU PLANNING FACTORS |   |   |   |   |   |   |   |
|--|-----------------------------|---|---|---|---|---|---|---|
|  | 1                           | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 1.1 (Transportation Planning Mgmt)     | X                           | X | X | X | X | X | X | X |
| 1.2 (CRTPA Certification)              | X                           | X | X | X | X | X | X | X |
| 1.3 (Capital Outlay)                   | X                           | X | X | X | X | X | X | X |
| 1.4 (Funding Administration)           | X                           | X | X | X | X | X | X | X |
| 1.5 (FDOT Assistance for PL Funds)     | X                           | X | X | X | X | X | X | X |
| 1.6 (FDOT Match for 5303 Funds)        | 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 |
| 4.1 (Trans. Improvement Program)       | X                           | X | X | X | X | X | X | X |
| 5.1 (Year 2030 LRTP)                   | X                           | X | X | X | X | X | X | X |
| 6.1 (Public Involvement)               |                             | X | X | X | X | X | X |   |
| 7.1 (Bicycle & Pedestrian Planning)    |                             | X | X | X | X | X | X |   |
| 7.2 (Transit)                          |                             | 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 |   |
| 7.5 (Mobility Management)              |                             | X | X | X | X | X | X | X |
| 8.1 (CRTPA Coordination)               | X                           | X | X | X | X | X | X | X |
| 9.1 (Corridor Analysis)                | X                           | X | X | X | X | X | X | X |
| 9.2 (Special Trans. Planning Projects) | X                           | X | X | X | X | X | X | X |

**Note:** A shaded area under the SAFETEA-LU Planning Factor indicates which corresponding UPWP Task addresses the SAFETEA-LU Planning Factor.

### **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.

# III. WORK ELEMENTS SECTION

|                                       |
|---------------------------------------|
| <b>UPWP WORK ELEMENTS DESCRIPTION</b> |
|---------------------------------------|

Tasks within the FYs 2011/2012 UPWP are organized into the following sections:

**Section 1: Program Administration (Tasks 1.1, 1.2, 1.3 and 1.4)** - 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:<br>Transportation Planning Management | UPWP Task Number:<br>1.1  |   |
| Agency Responsible:<br><br>CRTPA                       | FY 2011<br>Funding Source:<br>FHWA PL: \$152,000<br>FTA Section 5303: \$20,000<br>FDOT 5303 Match: \$2,500<br>Local 5303 Match: \$2,500 | FY 2012<br>Funding Source:<br>FHWA PL: \$152,417<br>FTA Section 5303: \$20,000<br>FDOT 5303 Match: \$2,500<br>Local 5303 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 2009/2010)

Agenda preparation of CRTPA and CRTPA committee (Multi-Modal/Bicycle Pedestrian Advisory Committee, Citizens Advisory Committee and Technical Advisory Committee) meetings (1<sup>st</sup> – 4<sup>th</sup> Quarter); generated meeting minutes (1<sup>st</sup> – 4<sup>th</sup> 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 (1<sup>st</sup> – 4<sup>th</sup> Quarter). Participated in CRTPA annual retreat (October), attended Freight Planning Conference (January), and Security Transportation Planning workshop in October. All travel was completed by staff and/or officials.

### METHODOLOGY (FY 2011)

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 2012)

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 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).

#### END PRODUCTS/COMPLETION DATES/MILESTONES (FYs 2011/2012)

- 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) (Oct. or 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](http://www.crtpa.org)).

## SECTION 1: ADMINISTRATION

|   |  |  |
|---|--|--|
| UPWP Task Title:<br>CRTPA Certification<br>Review | UPWP Task Number:<br>1.2                       |  |
| Agency Responsible:<br>CRTPA                      | FY 2011<br>Funding Source:<br>FHWA PL: \$5,000 | FY 2012<br>Funding Source:<br>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 2009/2010)

TMA Certification: Maintained adequate records of CRTPA plans and programs in preparation of next certification in 2011.

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 2011)

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 2012)

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 2011/2012)

- 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:<br>Capital Outlay | UPWP Task Number:<br>1.3                        |   |
| Agency Responsible:<br>CRTPA       | FY 2011<br>Funding Source:<br>FHWA PL: \$30,000 | FY 2012<br>Funding Source:<br>FHWA PL: \$30,000 |

### 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 2009/2010)

The CRTPA completed its move from City Hall to the Gemini Building – a City of Tallahassee building. The move included the purchase of some furniture and equipment – a fax machine, scanner, conference room chairs, file cabinets, etc. Purchase and installation of automated Transportation Improvement Program from DTS.

### METHODOLOGY (FY 2011)

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

### METHODOLOGY (FY 2012)

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

### END PRODUCTS/COMPLETION DATES/MILESTONES (FYs 2011/2012)

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

## SECTION 1: ADMINISTRATION

|  |   |   |
|--|---|---|
| UPWP Task Title:<br>Funding and Grant Administration | UPWP Task Number:<br>1.4                        |   |
| Agency Responsible:<br>CRTPA                         | FY 2011<br>Funding Source:<br>FHWA PL: \$25,000 | FY 2012<br>Funding Source:<br>FHWA PL: \$25,000 |

### 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 2009/2010)

Submitted quarterly invoices (PL and Section 5303 funds); developed monthly status reports; coordinated with City of Tallahassee Accounting Services and CRTPA member governments regarding PL funds, Section 5303 funds and CRTPA member government funds. Submitted Annual Audit information to FDOT Public Transit Office and District 3 (June).

### METHODOLOGY (FY 2011)

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 2012)

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 2011/2012)

- Quarterly invoices (PL and Section 5303) (Jul, Nov, Feb, May)
- Other grant invoicing as needed
- Annual Audit provision to FDOT (May)
- Monthly status reports

## SECTION 1: ADMINISTRATION

|   |   |   |
|---|---|---|
| UPWP Task Title:<br>FDOT Assistance for FHWA<br>Funds | UPWP Task Number:<br>1.5                                  |   |
| Agency Responsible:<br>FDOT                           | FY 2011<br>Funding Source:<br>HP (Fed Hwy Plng) \$145,719 | FY 2012<br>Funding Source:<br>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 (2009/2010)

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

### METHODOLOGY (FY 2011)

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 2012)

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 2011/2012)

FDOT technical assistance to the CRTPA.

## SECTION 1: ADMINISTRATION

|  |   |   |
|--|---|---|
| UPWP Task Title:<br>FDOT Match for FTA Funds | UPWP Task Number:<br>1.6                              |   |
| Agency Responsible:<br>FDOT                  | FY 2011<br>Funding Source:<br>FDOT/Sec 5303: \$12,825 | FY 2012<br>Funding Source:<br>FDOT/Sec 5303: \$12,825 |

### 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 5303 funds.

### PREVIOUS WORK (FY 2009/2010)

Matching share for Sections 5303 funds in previous Unified Planning Work Programs.

### METHODOLOGY (FY 2011)

The FDOT will provide a 10% cash-matching share for FTA Section 5303 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 2012)

The FDOT will provide a 10% cash-matching share for FTA Section 5303 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 5303 funds.

OTHER INFORMATION

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

## SECTION 1: ADMINISTRATION

|   |   |   |
|---|---|---|
| UPWP Task Title:<br>Professional Services | UPWP Task Number:<br>1.7                        |   |
| Agency Responsible:<br>CRTPA              | FY 2011<br>Funding Source:<br>FHWA PL: \$72,000 | FY 2012<br>Funding Source:<br>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 2009/2010)

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

### METHODOLOGY (FY 2011)

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 \$7,000.

### METHODOLOGY (FY 2012)

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 \$7,000.

END PRODUCT (FYs 2011/2012)

Legal services (ongoing), the annual single audit (February) and facilitation for the annual retreat. (October)

# SECTION 2

# DATA COLLECTION

## SECTION 2: DATA COLLECTION

|  |  |   |
|--|--|---|
| UPWP Task Title:<br>Data Collection and Distribution                             | UPWP Task Number:<br>2.1   |   |
| Agency Responsible:<br>CRTPA<br><br>City of Tallahassee<br>(Traffic Engineering) | FY 2011:<br>City of Tallahassee (LOCAL- Traffic Engineering): \$171,000<br>Leon County (LOCAL_Public Works): \$45,000<br>CRTPA (FHWA/PL): \$12,500 | FY 2012:<br>City of Tallahassee (LOCAL - Traffic Engineering): \$171,000<br>Leon County (LOCAL -Public Works): \$45,000<br>CRTPA (FHWA/PL) \$12,500 |

### 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 (FY 2009/2010)

(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 (1<sup>st</sup> – 4<sup>th</sup> 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 2030 LRTP and CRTPA ETDM projects (February – April); developed CRTPA maps associated with Year 2030 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/Traffic Engineering Division): 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 two (2) intersections; turned on six (6) new signalized intersections; Completed testing and implementation of upgrade to traffic signal controller firmware and software ; installed one (1) mile of fiber optic cable overhead; installed five (5) new signal surveillance cameras; performed 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; developed a data export program to

export crash data from AIMS into the TATMS database for display on the Advanced Traveler Information Web Site; 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; Completed a project to install License Plate Reader (LPR) technology on I-10 to display travel time messages via the DMS on I-10; Entered into a JPA between the COT and FDOT to collocate programmed Tallahassee/D-3 Regional Transportation Management Center; execute a JPA between the COT and FDOT related to the City of Tallahassee's operation and maintenance of the programmed I-10 Freeway Management System.

#### METHODOLOGY (FY 2011)

(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.

(Agency: City of Tallahassee/Traffic Engineering Division): 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; upgrade the communications system to 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 2012)

(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.

(Agency: City of Tallahassee/Traffic Engineering Division): 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.

END PRODUCTS/COMPLETION DATES/MILESTONES (FYs 2011/2012)

- 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).
- Traffic count Annual Report for City of Tallahassee and Leon County (Dec).
- "Top 20 Accident Locations" Report (Jun).

# SECTION 3

## Unified Planning Work Program (UPWP)



- Monitor document: potential amendment and management tool (ongoing).

### OTHER INFORMATION

The UPWP may be viewed on the CRTPA's website ([www.crtpa.org](http://www.crtpa.org)).

# SECTION 4

## Transportation Improvement Program (TIP)

## SECTION 4: Transportation Improvement Program (TIP)

|   |  |  |
|---|--|--|
| UPWP Task Title:<br>Transportation Improvement Program<br>Development | UPWP Task Number:<br>4.1   |  |
| Agency Responsible:<br>CRTPA  | FY 2011<br>Funding Source:<br>FHWA PL: \$40,000<br>FTA 5303: \$13,000<br>FDOT 5303 Match: \$1,625<br>Local 5303 Match: \$1,625 | FY 2012<br>Funding Source:<br>FHWA PL: \$40,000<br>FTA 5303: \$13,000<br>FDOT 5303 Match: \$1,625<br>Local 5303 Match: \$1,625 |

### 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 2010)

Development and adoption of the FY 2011/2015 Transportation Improvement Program (TIP) (adopted June); development and adoption of FY 2011/2015 CRTPA Priority Project Lists (Major, SIS, TSM, TRIP, Transportation Enhancement, Transit and Aviation PPLs) (adopted September). Amendment of FY 2010/2014 TIP .

### METHODOLOGY (FY 2011)

Continue to implement CRTPA priorities through development of priority project lists for roadway, bicycle, pedestrian, 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. Monitor and amend adopted TIP as required.

### METHODOLOGY (FY 2012)

Continue to implement CRTPA priorities through development of priority project lists for roadway, bicycle, pedestrian, 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. Monitor and amend adopted TIP as required.

#### **END PRODUCTS/COMPLETION DATES/MILESTONES (FYs 2011/2012)**

- FY 2012/2016 and FY 2013/FY 2017 CRTPA Priority Project Lists (Sep).
- FY 2012/FY 2016 and FY 2013/FY 2017 TIP (Jun).
- Amended FY 2011/2015 and 2012/2016 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](http://www.crtpa.org)).
- 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:<br>Long Range Transportation Plan Development | UPWP Task Number:<br>5.1  |  |
| Agency Responsible:<br>CRTPA                                   | FY 2011<br>Funding Source:<br>FHWA PL: \$60,000<br>FTA 5303: \$13,000<br>FDOT 5303 Match: \$1,625<br>Local 5303 Match: \$1,625<br>Regional Plan: \$140,000 (see below)*<br>FDOT Planning ** \$550,000 | FY 2012<br>Funding Source:<br>FHWA PL: \$60,000<br>FTA 5303: \$13,000<br>FDOT 5303 Match: \$1,625<br>Local 5303 Match: \$1,625<br>Regional Plan: \$140,000 (see below) * |

### TASK SCHEDULE

| TASKS 2011                   | JUL | AUG | SEP | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN |
|------------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Maintenance and Distribution |     |     |     |     |     |     |     |     |     |     |     |     |
| Goals and Objectives         |     |     |     |     |     |     |     |     |     |     |     |     |
| Evaluation Criteria          |     |     |     |     |     |     |     |     |     |     |     |     |
| Scenario Planning            |     |     |     |     |     |     |     |     |     |     |     |     |
| Corridor Development         |     |     |     |     |     |     |     |     |     |     |     |     |
| Public Involvement           |     |     |     |     |     |     |     |     |     |     |     |     |
| Financial Resources          |     |     |     |     |     |     |     |     |     |     |     |     |
| Modeling                     |     |     |     |     |     |     |     |     |     |     |     |     |
| Needs Plan                   |     |     |     |     |     |     |     |     |     |     |     |     |

| TASKS 2012                   | JUL | AUG | SEP | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN |
|------------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Maintenance and Distribution |     |     |     |     |     |     |     |     |     |     |     |     |
| Goals and Objectives         |     |     |     |     |     |     |     |     |     |     |     |     |
| Evaluation Criteria          |     |     |     |     |     |     |     |     |     |     |     |     |
| Scenario Planning            |     |     |     |     |     |     |     |     |     |     |     |     |
| Corridor Development         |     |     |     |     |     |     |     |     |     |     |     |     |
| Public Involvement           |     |     |     |     |     |     |     |     |     |     |     |     |
| Financial Resources          |     |     |     |     |     |     |     |     |     |     |     |     |
| Modeling                     |     |     |     |     |     |     |     |     |     |     |     |     |
| Needs Plan                   |     |     |     |     |     |     |     |     |     |     |     |     |

**SEP** – CRTPA Meeting Months

## TASK PURPOSE

Maintain and disseminate the CRTPA's Long Range Transportation Plan (LRTP). 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 Year 2030 LRTP for potential amendment.

Approximately halfway through the fiscal year the CRTPA is going to adopt a new LRTP known as the Regional Mobility Plan (RMP). Upon approval, staff will be focused on implementing, disseminating, and monitoring the RMP.

It is anticipated that during the fiscal year the tasks completed for the RMP will include the Financial Resources documentation, the Draft RMP in September, and Final RMP in November.

## PREVIOUS WORK (FY 2009/2010)

### Year 2030 Long Range Transportation Plan

The LRTP was adopted on December 5, 2005 with the final document distributed in June 2006. CRTPA staff has worked with the local governments to adopt the LRTP into the comprehensive plans, distributed the LRTP upon request to consultant and citizens.

### Regional Mobility Plan

Work on the Regional Mobility plan focused on the Goals and Objectives process which began in July and carried through November with intensive work with several citizen groups and technical committees that were established for the RMP.

Other work included finalizing the base year model. This model will be used for the remainder of the project, for modeling purposes, as the foundation for analysis. This model includes both highway and transit networks.

Additionally work included the development and completion of the Scenario Planning process including environmental overlay maps, comprehensive plan analysis, and the development of three scenarios for evaluation. The CRTPA Board selected the final scenario in March.

The project also included the development of the future year population and employment projections. The completion of this task was accomplished in conjunctions with representatives from each of the member counties. The final projections were completed in April 2010.

The RMP also included a Sector Plan task that analyzed key growth sectors of the member counties in the CRTPA. In Gadsden County the analysis included Quincy and Midway while in Jefferson County the analysis focused on Monticello. In the Leon County, the Sector Plan task looked at the Multimodal Transportation District (MMTD) and in Wakulla the area of focus was Crawfordville. This work focused on the integration of a multimodal approach to solving transportation and land use issues. The task was completed in May.

Another task included a “Complete Streets” analysis. This effort focused on specific corridors to develop multimodal plans that ensured these roads had opportunities for transit, bicycle and pedestrian activity. This task was completed in May.

The Financial Resources effort also took place during this fiscal year. This process included an evaluation of the expected funding for the RMP including efforts that focused on future revenue source analysis, maintenance cost analysis, future year revenue projections and year of expenditure evaluations. This effort was completed in June.

#### METHODOLOGY (FY 2011)

##### Year 2030 Long Range Transportation Plan

Amend the Year 2030 LRTP as required. Provide copies of the LRTP upon request. Continued tracking of 2030 LRTP projects within ETDM process (coordinated with UPWP Task 8). Assist local governments with provision of Year 2030 LRTP information associated with local government comprehensive plan data needs.

##### Regional Mobility Plan

There are a number of activities related to the Regional Mobility Plan that will occur in the next year, including but not limited to:

Modeling – The Regional Mobility Plan will include a transportation modeling effort, both existing and future year, that will reflect roadway and transit components.

Needs Plan – The Regional Mobility Plan will have a Needs Plan that identifies projects that are gathered from various resources, including the public participation process, to meet the demands of the regions growth. These projects will range from transit to bike to pedestrians to motorized vehicles. These projects will be the foundation for developing the Cost Feasible Plan.

FUNDING: The funds from the project will include, FDOT funds for the LRTP (\$350,000), FTA funds for the TDP (\$150,000), XU funds for the BPMP (\$100,000), PL funds (\$50,000), HP funds (\$100,000). The bulk of the expenditures will occur in FY 09 and FY 10 with approximately 40% spent each year.

#### METHODOLOGY (FY 2012)

##### Year 2030 Long Range Transportation Plan

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

#### **END PRODUCTS/COMPLETION DATES/MILESTONES**

Year 2030 Long Range Transportation Plan (FY 2011)

- LRTP: Amend Year 2030 LRTP as required (Sep, Dec).
- LRTP: Technical assistance to local governments associated with Year 2030 LRTP comprehensive plan amendments as required (Sep, Dec).

#### Regional Mobility Plan FY 2012

- Regional Mobility Plan: Draft Plan (Sep)
- Regional Mobility Plan: Final RMP (Nov)
- Regional Mobility Plan: Amend RMP as required (Mar, Jun).
- Regional Mobility Plan: Technical assistance to local governments associated with RMP comprehensive plan amendments as required (Mar, Jun).

#### OTHER INFORMATION

The Year 2030 LRTP may be viewed on the CRTPA's website ([www.crtpa.org](http://www.crtpa.org)). Information regarding the RMP can be found at [www.capitallegacyproject.org](http://www.capitallegacyproject.org).

# SECTION 6

## Public Involvement

## SECTION 6: Public Involvement

|  |   |   |
|--|---|---|
| UPWP Task Title:<br>Public Involvement | UPWP Task Number:<br>6.1  |   |
| Agency Responsible:<br>CRTPA           | FY 2011<br>Funding Source:<br>FHWA PL: \$50,000<br>FTA 5303: \$6,000<br>FDOT 5303 Match: \$750<br>Local 5303 Match: \$750 | FY 2012<br>Funding Source:<br>FHWA PL: \$50,000<br>FTA 5303: \$6,000<br>FDOT 5303 Match: \$750<br>Local 5303 Match: \$750 |

### 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 2009 and 2010)

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.

Title VI: Developed/adopted Title VI Procedures; revised Title VI Procedures and Limited English Proficiency Plans to address comments received from FHWA.

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 (including Commuter Choices Week, State Transportation Fair, and bike to Work Week); 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 (1<sup>st</sup> – 4<sup>th</sup> Quarter); analyzed public comment received regarding the CRTPA's plans and programs; developed CRTPA newsletter (February) for public distribution; increased efforts to seek input from the region's traditionally underserved population through enhanced notification efforts and participation in region public events.

### METHODOLOGY (FY 2011)

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

#### METHODOLOGY (FY 2012)

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.

#### END PRODUCTS/COMPLETION DATES/MILESTONES (FYs 2011/12)

- Monitor Public Involvement Plan (ongoing).
- Two (2) CRTPA Newsletters (Feb, Aug.).
- 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](http://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:<br>BICYCLE AND PEDESTRIAN<br>PLANNING | UPWP Task Number:<br>7.1  |   |
| Agency Responsible:<br>CRTPA                           | FY 2011<br>Funding Source:<br>FHWA PL: \$45,000<br>Local Funds \$10,000 | FY 2012<br>Funding Source:<br>FHWA PL: \$45,000<br>Local Funds \$10,000 |

### TASK SCHEDULE

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

### TASK PURPOSE

Increase the use 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.

### PREVIOUS WORK (Fys 2009 and 2010)

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 (such as Commuter Choices Week and Bike to Work Week); conducted and 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 2011)**

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; conduct and assist with development of bicycle & pedestrian safety education programs for adults and children, including bicycle safety rodeos; 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, National Walk a Child to

School Day, National Bicycle to Work Month, and Safe Routes to School; continue work on development and distribution of an updated bicycle map for the City/County/Region.

#### METHODOLOGY (FY 2012)

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, including bicycle safety rodeos; 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, National Walk a Child to School Day, National Bicycle to Work Month, 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 2011/2012)

- 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 development of Ochlocknee Trail and Capital to the Sea Loop Trail. (FYs 2011/2012)

#### OTHER INFORMATION

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

## SECTION 7: Systems Planning

|  |  |  |
|--|--|--|
| UPWP Task Title:<br>TRANSIT PLANNING                   | UPWP Task Number:<br>7.2   |  |
| Agency Responsible:<br>StarMetro (City of Tallahassee) | FY 2011<br>Funding Source:<br>FTA 5307: \$130,000<br>Local Match (COT): \$16,000 | FY 2012<br>Funding Source:<br>FTA 5307: \$130,000<br>Local Match (COT): \$16,000 |

### **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 2009 and 2010)**

StarMetro completed the following tasks:

#### Replacement Buses:

As part of its annual bus procurement and replacement plan, StarMetro purchased twenty (20) replacement buses. These buses are Gillig thirty-five-foot BRT low-floor design and meet the 2007 emission standards established for diesel engines.

#### C.K. Steele Transit Center:

StarMetro executed a federal grant in the amount of \$1.2 million to carry out refurbishing of the transit center. City engineers and consultants have developed a structural analysis, rehabilitation plan and long-term use plan. StarMetro expects to complete the rehabilitation of this facility by the second quarter of FY2010.

#### Route Restructuring:

StarMetro will continue to restructure the route system to better meet the growing needs of the community. This will prevent route over-lapping, redundancy and inefficiency. More than 100 public meetings have been held and a draft plan has been formulated which will be presented to the City Commission in March, 2010.

#### Enhanced Safety and Security:

Bus security cameras protect drivers and passengers.

#### University Partnerships:

The development of StarMetro'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 institutes and moved forward with improved services for the student population. The FAMU/FSU Engineering Shuttle was broken into two separate routes, the Village for FSU and Venom III for FAMU. This increased the total number of campus routes and buses by one.

### Training Room

StarMetro purchased a vehicle simulator in September and began constructing a training room for it in August 2009. Construction is expected to be completed in February 2010. The project is being funded 50% state and 50% local.

## **METHODOLOGY (FY 2011)**

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 begin to implement its Intelligent Transportation System (ITS) this term. It will use a \$490,000 allocation to implement scheduling software. This application will automate the steps associated with creating and managing our fixed-route schedules. The product greatly reduces the time and effort required to manage stops, routes, and trips. Automated Vehicle Location Systems provide location of all buses. Computers 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). As a part of the SouthWood DRI, roughly one (1) acre is available to StarMetro to develop a facility, which will be used for end-of-the-line route structures, where bus routes terminate from end-to-end and not at the central facility in downtown Tallahassee.

### 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 has developed solid relations with all three institutes and is moving forward with improved services for the student population.

### Route Restructuring:

StarMetro will continue to restructure the route system to better meet the growing needs of the community. This will prevent route over-lapping, redundancy and inefficiency.

### Replacement Buses:

As part of its annual bus procurement and replacement plan, StarMetro will purchase replacement buses and vans as funding becomes available.

## **METHODOLOGY (FY 2012)**

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.

## SECTION 7: Systems Planning

|   |  |  |
|---|--|--|
| UPWP Task Title:<br>AVIATION PLANNING               | UPWP Task Number:<br>7.3                               |  |
| Agency Responsible:<br>TALLAHASSEE REGIONAL AIRPORT | FY 2011<br>Funding Source:<br>COT - Aviation: \$50,000 | FY 2012<br>Funding Source:<br>COT - Aviation: \$50,000 |

### 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, Airport Development of Regional Impact, and the Airport 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 Aviation Department.

### PREVIOUS WORK (FY 2009-2010)

Coordinated the development of the Airport Master Plan Update; monitored the development order associated with the Airport Development of Regional Impact for consistency with its capital program and updated it accordingly; developed and submitted to the Florida Department of Community Affairs the 2006 Airport Development of Regional Impact Annual Report; updated the Capital Improvement Plan incorporating capital projects from the Airport Master Plan, TIP, and JACIP; updated and provided a five-year Transportation Improvement Plan (TIP) to the Florida Department of Transportation; provided a prioritized Six-Year Work Program to the Florida Department of Transportation; 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 2011)

Implementation and monitoring of Airport Master Plan Update; continue to compile and submit data to the Florida Department of Community Affairs for the Airport Development of Regional Impact Annual Report; complete 5-year CIP for Fiscal year 2009-2014, 2010-2015, 3; submit 10-year JACIP to the FAA and the FDOT; continue to update the Airport Layout Plan; and

continue participation in MPO, FAA System Plan, and CFASPP Process Committee.

#### METHODOLOGY (FY 2012)

Implementation and monitoring of Airport Master Plan Update; continue to compile and submit data to the Florida Department of Community Affairs for the Airport Development of Regional Impact Annual Report; complete 5-year CIP for Fiscal year 2009-2014, 2010-2015, 3; submit 10-year JACIP to the FAA and the FDOT; continue to update the Airport Layout Plan; and continue participation in MPO, FAA System Plan, and CFASPP Process Committee.

#### END PRODUCTS/COMPLETION DATES/MILESTONES (FYs 2011/2012)

- Airport Master Plan Update (Dec, Mar).
- Airport Development of Regional Impact Report (Sep).
- Airport Capital Improvement Program (Mar).

#### OTHER INFORMATION

The Airport Master Plan may be viewed on the following website ([www.tlhmasterplan.com](http://www.tlhmasterplan.com)).

## SECTION 7: Systems Planning

|  |   |   |
|--|---|---|
| UPWP Task Title:<br>TRANSPORTATION<br>DISADVANTAGED PLANNING | UPWP Task Number:<br>7.4  |   |
| Agency Responsible:<br>CRTPA                                 | FY 2011<br>Funding Source:<br>FTA 5303: \$18,314<br>FDOT 5303 Match: \$ 2,289<br>Local 530 Match: \$ 2,289<br>TD Trust Fund: \$23,602 | FY 2012<br>Funding Source:<br>FTA 5303: \$18,314<br>FDOT 5303 Match: \$ 2,289<br>Local 530 Match: \$ 2,289<br>TD Trust Fund: \$24,027 |

### 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 Statutes ("Special Transportation and Communication Services"), Rule 41-2, Florida Administrative Rule ("Commission for The Transportation Disadvantaged").

### PREVIOUS WORK (FYs 2009/2010)

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 2011)

Provide support for Transportation Disadvantaged Coordinating Board. Complete annual Community Transportation Coordinator evaluation, including Medicaid NET monitoring; Update the Leon 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.

## METHODOLOGY (FY 2012)

Provide support for Transportation Disadvantaged Coordinating Board. Complete annual Community Transportation Coordinator evaluation, including Medicaid NET monitoring; Update the Leon 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. Begin process for Community Transportation Coordinator renewal or replacement. (TDCB decision to recommend renewal of existing coordinator's contract, or development of request for proposal.)

## END PRODUCTS/COMPLETION DATES/MILESTONES (FYs 2011/2012)

- Updated Leon County Transportation Disadvantaged Service Plan (Jul)
- Annual CTC Evaluation (Oct)
- Provide support to the Leon County Transportation Disadvantaged Coordinating Board (ongoing).
- Renewal or replacement of CTC Contract in February 2012.

## OTHER INFORMATION

Information related to transportation disadvantaged planning, including the Transportation Disadvantaged Service Plan for Leon County, may be viewed on the CRTPA's website ([www.crtpa.org](http://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](http://www.dot.state.fl.us/ctd)

## SECTION 7: Systems Planning

|   |   |   |
|---|---|---|
| UPWP Task Title:<br>MOBILITY MANAGEMENT | UPWP Task Number:<br>7.5  |   |
| Agency Responsible:<br>CRTPA            | FY 2011<br>Funding Source:<br>FHWA PL: \$15,000<br>FTA 5303: \$9,286<br>FDOT 5303 Match: \$1,161<br>Local 5303 Match: \$1,161 | FY 2012<br>Funding Source:<br>FHWA PL: \$15,000<br>FTA 5303: \$9,286<br>FDOT 5303 Match: \$1,161<br>Local 5303 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 2009/2010)

Mobility Management/Transportation System Management (TSM): The update to the CRTPA Mobility Management Plan (MMP) was adopted in March, 2007 and 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 08/12 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. CRTPA staff is the vice-chair into FY 2007-2008.

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 2011)

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 2012)

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.

#### END PRODUCTS/COMPLETION DATES/MILESTONES (FYs 2011/2012)

- FY 10/14 and FY 11/15 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 may be viewed on the CRTPA's website ([www.crtpa.org](http://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:<br>CRTPA Coordination | UPWP Task Number:<br>8.1  |   |
| Agency Responsible:<br>CRTPA           | FY 2011<br>Funding Source:<br>FHWA PL: \$115,195<br>FTA 5303: \$10,000<br>FDOT 5303 Match: \$1,250<br>Local 5303 Match: \$1,250 | FY 2012<br>Funding Source:<br>FHWA PL: \$115,195<br>FTA 5303: \$10,000<br>FDOT 5303 Match: \$1,250<br>Local 5303 Match: \$1,250 |

### 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 2009/2010)

Interagency Coordination: Coordinated with local, regional, state and federal agencies related to transportation issues including: Blueprint 2000, Leon County, Gadsden County, Wakulla County, City of Tallahassee, City of Quincy, City of Midway, Town of Havana, 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, 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 (1<sup>st</sup> – 4<sup>th</sup> Quarter). Began drafting 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 Year 2030 LRTP development (September); input Year 2030 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 2011)

Interagency Coordination: Increase interagency coordination with local, regional, state and federal agencies and actively engage them in transportation issues including: Blueprint 2000, Leon County, Gadsden County, Wakulla County, City of Tallahassee, City of Quincy, City of Midway, Town of Havana, 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, 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 SAFETEA-LU requirements related to the LRTP, 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 2030 LRTP development; input Year 2030 LRTP ETDM eligible projects into Planning Screen; comments received from Environmental Technical Advisory Team (ETAT) will continue to be reviewed and summarized.

## METHODOLOGY (FY 2011)

Interagency Coordination: Increase interagency coordination with local, regional, state and federal agencies and actively engage them in transportation issues including: Blueprint 2000, Leon County, Gadsden County, Wakulla County, City of Tallahassee, City of Quincy, City of Midway, Town of Havana, 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, 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 SAFETEA-LU requirements related to the LRTP, 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 2030 LRTP development; input Year 2030 LRTP ETDM eligible projects into Planning Screen; comments received from Environmental Technical Advisory Team (ETAT) will continue to be reviewed and summarized.

## END PRODUCTS/COMPLETION DATES/MILESTONES (FYs 2011/2012)

- 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.
- Completion of Interlocal Agreement to finalize expansion of CRTPA boundaries and approval of the Executive Office of the Governor.
- Increased involvement with local transportation issues affecting system roads.

# SECTION 9

## Other Planning Projects

## SECTION 9: Other Planning Projects

|                                       |   |   |
|---------------------------------------|---|---|
| UPWP Task Title:<br>Corridor Analysis | UPWP Task Number:<br>9.1                              |   |
| Agency Responsible:<br>CRTPA          | FY 2011<br>Funding Source:<br>FHWA PL Funds: \$30,000 | FY 2012<br>Funding Source:<br>FHWA PL Funds: \$30,000 |

### 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 2009/2010)

CRTPA participated in coordination and monitoring of the following projects:

- Apalachee Parkway Project Design and Environment (PD&E) Study (Blair Stone Road to Chaires Cross Road): Widen roadway to 6 lanes; PD&E study complete was re-addressed (September 2006). Status: Project ranked #17 of 17 on FY 08/12 CRTPA Major Project Priority List; no funding programmed for next phase (design). This project continued with the FDOT analyzing the inclusion of grade separated interchanges at the intersections of Blair Stone Road and Apalachee Parkway and at Capital Circle and Apalachee Parkway. This information was presented to the Federal Highway Administration in February 2008 with the Finding of No Significant Impacts (FONSI) anticipated.
- Gaines Street (Lake Bradford Road to Monroe Street): The City of Tallahassee is moving forward with the redevelopment of the Gaines Street Corridor. The anticipated Improvements will encourage multi-modal uses, minimize social, economic and environmental impacts and support ongoing public and private revitalization efforts. Additionally, staff reviewed the proposed intersection improvements at Lake Bradford Road and Gaines Street as well as the City of Tallahassee's efforts to add the FAMU Way Extension to the network south of Gaines Street.
- Mahan Drive (Dempsey Mayo Road to Walden Road): Status: Project ranked #1 on FY 08/12 CRTPA Major Project Priority List; the project was designated as a Strategic Intermodal System Road in May 2006. Design completed by mid-2008 (FDOT). The next phase of this project is construction with funds boxed for construction in FY 12 and \$10 million in reserve from Blueprint 2000. One of the major efforts was working the local governments and the Apalachee Regional Planning Council (ARPC) on the Pinnacle DRI at the intersection of Mahan Drive and Interstate 10. Mahan Drive is the Significant Benefit Road in the proportionate share agreement.

- Crawfordville Road (Wakulla Springs Road to US 98 in Wakulla County): Widen roadway to 4 lanes. This project contains five segments (Wakulla Springs to LL Wallace Road: currently in ROW acquisition; LL Wallace Road to Wakulla County Line: design programmed for FY 08; Wakulla County Line to East Ivan Road, East Ivan Road to Lost Creek Bridge, and Lost Creek Bridge to US 98: design complete or underway for these segments). Additionally, staff reviewed and commented on the proposed intersection improvements at Crawfordville Road and US 98.
- Capital Circle, Northwest/Southwest (West Tennessee Street (US 90) to Orange Avenue (SR 371) (2.95 miles): Widen roadway to 6 lanes, tapering to 4 lanes south of SR 20; project being developed by BP 2000. PD&E Study completed. The project will include enhanced pedestrian, bicycle, and stormwater treatment facilities; additional lands will be identified and purchased for passive stormwater storage and habitat preservation pursuant to the recently adopted Tallahassee-Leon County Greenways Master Plan. State Strategic Intermodal System (SIS) funding has been allocated to this segment for design and right of way. The Federal SAFETEA-LU funding and Blueprint 2000 funding will be used for construction when released for use. Design is complete, Right of way acquisition is underway. Construction is expected to begin in early 2009.
  - Capital Circle, Southeast Design/Build Project (SR 261, US 319) (Connie Drive to south of Tram Road (3.2 miles): Widen to 6 lanes; project being developed by BP 2000. Status: currently under construction using the Design/Build delivery method, with construction completion anticipated in early 2008. The project will include enhanced pedestrian and bicycle facilities and connections, consistent with the recently completed MPO Bicycle and Pedestrian Master Plan.
  - Capital Circle, Southwest (SR 263) Expanded PD&E Study (Blountstown Highway (SR 20) to Crawfordville Road (SR 61, US 319)): Project being developed by BP 2000; the PD&E study for the segment of Capital Circle, Southwest (SR 20 to Springhill Road) is underway and expected to be completed in FY 09. This includes the possibility of realigning this section of Capital Circle.
  - Capital Circle, Southeast (SR 261, US 319) (south of Tram Road to Crawfordville Road): Project being developed by BP 2000; PD&E Study complete. It is underway and is being completed as two projects: Tram Road to Woodville Highway (SR 363), and Woodville Highway to Crawfordville Road. The Tram to Woodville segment is completed; design for the Woodville to Crawfordville segment is currently under construction as a design build project, and will be completed in 2010. It is at the 60% stage and is on hold awaiting construction funding. As with other Blueprint 2000 projects, these segments will incorporate enhanced stormwater/water quality features and pedestrian and bicycle facilities as appropriate. Approximately \$17 million has been allocated from FDOT TRIP funding, to be matched by Blueprint 2000, for right of way and construction for the Tram Road to Woodville Highway segment. Project is ranked as #7 and #8 on the FY 08/12 Major Project Priority List.

#### METHODOLOGY (FY 2011)

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 following corridor studies for FY 2008:

- Mahan Drive (Dempsey Mayo Road to Walden Road): Widen roadway to 4 lanes; next phase is construction; funds boxed for construction in FY 12 and reserved by Blueprint 2000. Staff will continue to work with FDOT and BP 2000 to complete the funding of the construction phase.
- Crawfordville Road (Wakulla Springs Road to US 98 in Wakulla County): Widen roadway to 4 lanes. This project contains five segments (Wakulla Springs to LL Wallace Road: currently in ROW acquisition; LL Wallace Road to Wakulla County Line: design completed; Wakulla County Line to East Ivan Road, East Ivan Road to Lost Creek Bridge, and Lost Creek Bridge to US 98: design complete or underway for these segments).
- Capital Circle, Northwest/Southwest Expanded PD&E Study (West Tennessee Street (US 90) to Orange Avenue (SR 371) (2.95 miles): Widen roadway to 6 lanes tapering to 4 lanes south at south end; project being developed by BP 2000; this segment should be completed by this fiscal year.
  - Capital Circle, Southwest (SR 263) Expanded PD&E Study (Blountstown Highway (SR 20) to Crawfordville Road (SR 61, US 319)): Design completed, right of way acquisition underway, construction scheduled for completion in early FY2011.
  - Capital Circle, Southeast (SR 261, US 319) (south Tram Road to Crawfordville Road): Project being developed by Blueprint 2000; design is nearly completed and right-of-way (ROW) is underway is being completed as two (2) projects: Tram Road to Woodville Highway (SR 363), and Woodville Highway to Crawfordville Road.
  - Other Studies: Additional studies will also be conducted on other corridors identified in the Long Range Transportation Plan and Bicycle and Pedestrian Master Plan, and within designated sub-areas, as required.
  - Developments of Regional Impacts CRTPA staff will continue to coordinate to work with local governments as it relates to the following Developments of Regional Impact (DRIs):
    - CCOC DRI – This project is located at the intersection of Tram Road and Capital Circle, and calls for the addition of over 1,000,000 square feet of office space to the existing Capital Circle Office Complex. This project should be in the Development Order stage with completion of the approved DRI during the first quarter.
    - Southside DRI – This DRI is located at the intersection of Woodville Highway and Capital Circle, Southeast. This DRI is a mixed use development that is proposed to include of 2,500 dwelling units, office, retail, and proposed hospital. This project should be in the Development Order stage with completion of the approved DRI during the first quarter.
    - Pinnacle DRI – located at the intersection of Mahan Drive (US 90) and Interstate 10 this DRI is on one of the region's Strategic Intermodal System (SIS) roads with significant impacts along this corridor. CRTPA staff is working closely with the Apalachee Regional Planning Council (APRC), the FDOT and Leon County to ensure that the impacts of the development do not degradate the operations of this SIS roadway. This project should be in the Development Order stage with completion of the approved DRI during the first quarter.

- Woodville Highway
  - During FY 2007 the CRTPA received Transportation Regional Impact Program (TRIP) funds to conduct a Corridor Master Plan for Woodville Highway from Gaile Avenue to Commerce Boulevard in Wakulla County. This project is intended analyze the corridor to determine what transportation improvements should be made to protect the corridor for future improvement. This may include bike, pedestrian, or transit improvements, widening, parallel corridor development, land use changes, utility protection, etc. The outcome will be a plan that will set the ultimate future needs for the corridor. This project is anticipated to begin in the first quarter (FY 09) with advertisement, Consultant Selection in the second quarter and the project to begin in the third quarter. The project completion date is estimated for the fourth quarter 2010. When completed this project will be used as the foundation for the Woodville Highway Project Development and Environment (PD&E) Study from Gaile Avenue to Capital Circle.

#### METHODOLOGY (FY 2012)

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 following corridor studies for FY 2008:

- Mahan Drive (Dempsey Mayo Road to Walden Road): Widen roadway to 4 lanes; next phase is construction; funds boxed for construction in FY 12 and reserved by Blueprint 2000. Staff will continue to work with FDOT and BP 2000 to complete the funding of the construction phase.
- Crawfordville Road (Wakulla Springs Road to US 98 in Wakulla County): Widen roadway to 4 lanes. This project contains five segments (Wakulla Springs to LL Wallace Road: currently in ROW acquisition; LL Wallace Road to Wakulla County Line: design programmed for FY 08; Wakulla County Line to East Ivan Road, East Ivan Road to Lost Creek Bridge, and Lost Creek Bridge to US 98: design complete or underway for these segments).
- Capital Circle, Northwest/Southwest Expanded PD&E Study (West Tennessee Street (US 90) to Orange Avenue (SR 371) (2.95 miles): Construction should be completed.
  - Capital Circle, Southwest (SR 263) Expanded PD&E Study (Blountstown Highway (SR 20) to Crawfordville Road (SR 61, US 319)): Project being developed by BP 2000; CRTPA staff continues to work with BP 2000 and the project consultant.
  - Capital Circle, Southeast (SR 261, US 319) (south Tram Road to Crawfordville Road): Project being developed by Blueprint 2000; design is nearly completed and right-of-way (ROW) is underway is being completed as two (2) projects: Tram Road to Woodville Highway (SR 363), and Woodville Highway to Crawfordville Road.
  - Other Studies: Additional studies will also be conducted on other corridors identified in the Long Range Transportation Plan and Bicycle and Pedestrian Master Plan, and within designated sub-areas, as required.

- Developments of Regional Impacts CRTPA staff will continue to coordinate to work with local governments as it relates to the following Developments of Regional Impact (DRIs):
  - CCOC DRI – This project is located at the intersection of Tram Road and Capital Circle, and calls for the addition of over 1,000,000 square feet of office space to the existing Capital Circle Office Complex. This project should be in the Development Order stage with completion of the approved DRI during the first quarter.
  - Southside DRI – This DRI is located at the intersection of Woodville Highway and Capital Circle, Southeast. This DRI is a mixed use development that is proposed to include of 2,500 dwelling units, office, retail, and proposed hospital. This project should be in the Development Order stage with completion of the approved DRI during the first quarter.
  - Pinnacle DRI – located at the intersection of Mahan Drive (US 90) and Interstate 10 this DRI is on one of the region’s Strategic Intermodal System (SIS) roads with significant impacts along this corridor. CRTPA staff is working closely with the Apalachee Regional Planning Council (APRC), the FDOT and Leon County to ensure that the impacts of the development do not degradate the operations of this SIS roadway. This project should be in the Development Order stage with completion of the approved DRI during the first quarter.
- Woodville Highway
  - During FY 2007 the CRTPA received Transportation Regional Impact Program (TRIP) funds to conduct a Corridor Master Plan for Woodville Highway from Gaile Avenue to Commerce Boulevard in Wakulla County. This project is intended analyze the corridor to determine what transportation improvements should be made to protect the corridor for future improvement. This may include bike, pedestrian, or transit improvements, widening, parallel corridor development, land use changes, utility protection, etc The outcome will be a plan that will set the ultimate future needs for the corridor. This project is anticipated to begin in the first quarter (FY 09) with advertisement, Consultant Selection in the second quarter and the project to begin in the third quarter. The project completion date is estimated for the fourth quarter 2010. When completed this project will be used as the foundation for the Woodville Highway Project Development and Environment (PD&E) Study from Gaile Avenue to Capital Circle.

**END PRODUCTS/COMPLETION DATES/MILESTONES (FYs 2011/2012)**

- 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:<br>Special Transportation Planning<br>Projects | UPWP Task Number:<br>9.2                         |   |
| Agency Responsible:<br>CRTPA                                    | FY 2011<br>Funding Source:<br>FHWA PL : \$30,000 | FY 2012<br>Funding Source:<br>FHWA PL: \$20,000 |

### 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 2009/2010)

Lake Jackson Ecopassage Project: Staff worked with Kimley-Horn and Associates (KHA) to complete the Project Development and Environment Study, which was approved by the FDOT in January 2007. This work included several committee meetings, public meetings as well as discussions regarding the approach for funding the construction of the project. Additionally, CRTPA staff worked with KHA and FDOT to secure the funds for the design of the Lake Jackson Ecopassage. Lastly, staff worked with the EC Driver team to ensure that the intent of the PD&E was fulfilled during the design phase of the project.

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 (1<sup>st</sup> – 4<sup>th</sup> Quarter).

### METHODOLOGY (FY 2011)

Lake Jackson Ecopassage Project: Construction of the corridor is expected to be completed during this year.

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 2012)

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 2011/2012)

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

## OTHER INFORMATION

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

# IV.

## UPWP AGENCY PARTICIPATION AND PROPOSED FUNDING SOURCES FOR FISCAL YEARS 2011/2012

Table 1.1 FY 2011 Proposed Agency Participation

Table 1.2 FY 2012 Proposed Agency Participation

Table 2.1 FY 2011 Proposed Funding

Table 2.2 FY 2012 Proposed Funding (see enclosed tables)

**TABLE 1.1: PROPOSED AGENCY PARTICIPATION AND ANTICIPATED ELEMENT COST  
CAPITAL REGION TRANSPORTATION STUDY  
FISCAL YEAR 2011 (JULY 1, 2010 TO JUNE 30, 2011)**

Table 1.1 Proposed Agency Participation FY 2011

| TASK NUMBER/TITLE                                  | CAPITAL REGION<br>TRANSPORTATION<br>PLANNING AGENCY<br>COST | STAR METRO<br>COST | CITY<br>TRAFFIC<br>ENGINEERING<br>COST | CITY OF<br>TALLAHASSEE<br>AVIATION<br>COST | LEON<br>COUNTY<br>PUBLIC WORKS<br>COST | TOTAL<br>PROGRAM<br>COST |
|--|---|--------------------|--|--|--|--------------------------|
| <b>1 ADMINISTRATION</b>                            |   |                    |  |  |  |                          |
| 1.1 Transportation Planning Mgmt.                  | \$182,000   |                    |  |  |  | \$182,000                |
| 1.2 CRTPA Certification                            | \$5,000   |                    |  |  |  | \$5,000                  |
| 1.3 Capital Outlay                                 | \$30,000  |                    |  |  |  | \$30,000                 |
| 1.4 Funding Administration                         | \$25,000  |                    |  |  |  | \$25,000                 |
| 1.7 Professional Services                          | \$72,000  |                    |  |  |  | \$72,000                 |
| <b>2. DATA COLLECTION AND DISTRIBUTION</b>         |   |                    |  |  |  |                          |
| 2.1 Data Collection and Distribution               | \$12,500  |                    | \$171,000                              |  | \$45,000                               | \$228,500                |
| <b>3. UNIFIED PLANNING WORK PROGRAM (UPWP)</b>     |   |                    |  |  |  |                          |
| 3.1 UPWP Development                               | \$34,250  |                    |  |  |  | \$34,250                 |
| <b>4. TRANSPORTATION IMPROVEMENT PROGRAM (TIP)</b> |   |                    |  |  |  |                          |
| 4.1 TIP Development                                | \$56,250  |                    |  |  |  | \$56,250                 |
| <b>5. LONG RANGE TRANSPORTATION PLAN (LRTP)</b>    |   |                    |  |  |  |                          |
| 5.1 LRTP Development(amended 11/08)                | \$219,250   |                    |  |  |  | \$219,250                |
| <b>6. PUBLIC INVOLVEMENT</b>                       |   |                    |  |  |  |                          |
| 6.1 Public Involvement                             | \$57,500  |                    |  |  |  | \$57,500                 |
| <b>7. SYSTEMS PLANNING</b>                         |   |                    |  |  |  |                          |
| 7.1 Bicycle and Pedestrian Planning                | \$45,000  |                    | \$10,000                               |  |  | \$55,000                 |
| 7.2 Transit Planning                               |   | \$146,000          |  |  |  | \$146,000                |
| 7.3 Aviation Planning                              |   |                    |  | \$50,000                                   |  | \$50,000                 |
| 7.4 Transportation Disadvantaged                   | \$46,464  |                    |  |  |  | \$46,464                 |
| 7.5 Mobility Management                            | \$26,608  |                    |  |  |  | \$26,608                 |
| <b>8. CRTPA COORDINATION</b>                       |   |                    |  |  |  |                          |
| 8.1 CRTPA Coordination                             | \$115,195   |                    |  |  |  | \$115,195                |
| <b>9. OTHER PLANNING PROJECTS</b>                  |   |                    |  |  |  |                          |
| 9.1 Corridor Analysis                              | \$30,000  |                    |  |  |  | \$30,000                 |
| 9.2 Special Transportation Planning                | \$30,000  |                    |  |  |  | \$30,000                 |
| <b>TOTALS</b>                                      | <b>\$987,017</b>  | <b>\$146,000</b>   | <b>\$181,000</b>                       | <b>\$50,000</b>                            | <b>\$45,000</b>                        | <b>\$1,409,017</b>       |

Capital Region Transportation Planning Agency Unified Planning Work Program

**TABLE 1.1: PROPOSED AGENCY PARTICIPATION AND ANTICIPATED ELEMENT COST  
CAPITAL REGION TRANSPORTATION STUDY  
FISCAL YEAR 2012 (JULY 1, 2011 TO JUNE 30, 2012)**

Table 1.1 Proposed Agency Participation FY 2012

| TASK NUMBER/TITLE                                  | CAPITAL REGION<br>TRANSPORTATION<br>PLANNING AGENCY<br>COST | STARMETRO<br>COST | CITY<br>TRAFFIC<br>ENGINEERING<br>COST | CITY OF<br>TALLAHASSEE<br>AVIATION<br>COST | LEON<br>COUNTY<br>PUBLIC WORKS<br>COST | TOTAL<br>PROGRAM<br>COST |
|--|---|-------------------|--|--|--|--------------------------|
| <b>1 ADMINISTRATION</b>                            |   |                   |  |  |  |                          |
| 1.1 Transportation Planning Mgmt.                  | \$182,000   |                   |  |  |  | \$182,000                |
| 1.2 CRTPA Certification                            | \$5,000   |                   |  |  |  | \$5,000                  |
| 1.3 Capital Outlay                                 | \$30,000  |                   |  |  |  | \$30,000                 |
| 1.4 Funding Administration                         | \$25,000  |                   |  |  |  | \$25,000                 |
| 1.7 Professional Services                          | \$72,000  |                   |  |  |  | \$72,000                 |
| <b>2. DATA COLLECTION AND DISTRIBUTION</b>         |   |                   |  |  |  |                          |
| 2.1 Data Collection and Distribution               | \$12,500  |                   | \$171,000                              |  | \$45,000                               | \$228,500                |
| <b>3. UNIFIED PLANNING WORK PROGRAM (UPWP)</b>     |   |                   |  |  |  |                          |
| 3.1 UPWP Development                               | \$34,250  |                   |  |  |  | \$34,250                 |
| <b>4. TRANSPORTATION IMPROVEMENT PROGRAM (TIP)</b> |   |                   |  |  |  |                          |
| 4.1 TIP Development                                | \$56,250  |                   |  |  |  | \$56,250                 |
| <b>5. LONG RANGE TRANSPORTATION PLAN (LRTP)</b>    |   |                   |  |  |  |                          |
| 5.1 LRTP Development                               | \$216,250   |                   |  |  |  | \$216,250                |
| <b>6. PUBLIC INVOLVEMENT</b>                       |   |                   |  |  |  |                          |
| 6.1 Public Involvement                             | \$57,500  |                   |  |  |  | \$57,500                 |
| <b>7. SYSTEMS PLANNING</b>                         |   |                   |  |  |  |                          |
| 7.1 Bicycle and Pedestrian Planning                | \$45,000  |                   | \$10,000                               |  |  | \$55,000                 |
| 7.2 Transit Planning                               |   | \$146,000         |  |  |  | \$146,000                |
| 7.3 Aviation Planning                              |   |                   |  | \$50,000                                   |  | \$50,000                 |
| 7.4 Transportation Disadvantaged                   | \$46,919  |                   |  |  |  | \$46,919                 |
| 7.5 Mobility Management                            | \$26,608  |                   |  |  |  | \$26,608                 |
| <b>8. CRTPA COORDINATION</b>                       |   |                   |  |  |  |                          |
| 8.1 CRTPA Coordination                             | \$127,695   |                   |  |  |  | \$127,695                |
| <b>9. OTHER PLANNING PROJECTS</b>                  |   |                   |  |  |  |                          |
| 9.1 Corridor Analysis                              | \$30,000  |                   |  |  |  | \$30,000                 |
| 9.2 Special Transportation Planning                | \$20,000  |                   |  |  |  | \$20,000                 |
| <b>TOTALS</b>                                      | <b>\$986,972</b>  | <b>\$146,000</b>  | <b>\$181,000</b>                       | <b>\$50,000</b>                            | <b>\$45,000</b>                        | <b>\$1,408,972</b>       |

Capital Region Transportation Planning Agency Unified Planning Work Program

TABLE 2.1: FY 2011 Proposed Funding/Capital Region Transportation Study

| TASK NUMBER/<br>PROJECT TITLE                             | AGENCY                   | FHWA<br>SEC. 112<br>(PL) | FTA<br>SEC. 5303<br>80% | LOCAL<br>MATCH<br>10% | STATE<br>MATCH<br>FDOT<br>10% | TOTAL<br>FTA<br>SEC 5303 | FTA<br>SEC.<br>5307 | LOCAL<br>MATCH<br>(COT) | TOTAL<br>FTA<br>SEC. 5307 | TD<br>TRUST<br>FUND<br>100% | LOCAL<br>OTHER<br>100% | TOTAL<br>FEDERAL<br>(FHWA, FTA) | TOTAL<br>STATE  | TOTAL<br>LOCAL   | GRAND<br>TOTAL     |
|---|--------------------------|--------------------------|-------------------------|-----------------------|-------------------------------|--------------------------|---------------------|-------------------------|---------------------------|-----------------------------|------------------------|---------------------------------|-----------------|------------------|--------------------|
| <b>1. ADMINISTRATION</b>                                  |                          |                          |                         |                       |                               |                          |                     |                         |                           |                             |                        |                                 |                 |                  |                    |
| 1.1 Transportation Planning Management                    | CRTPA                    | \$152,000                | \$20,000                | \$2,500               | \$2,500                       |                          |                     |                         |                           |                             |                        |                                 |                 |                  |                    |
| 1.2 CRTPA Certification                                   | CRTPA                    | \$5,000                  |                         |                       |                               |                          |                     |                         |                           |                             |                        |                                 |                 |                  |                    |
| 1.3 Capital Outlay  | CRTPA                    | \$30,000                 |                         |                       |                               |                          |                     |                         |                           |                             |                        |                                 |                 |                  |                    |
| 1.4 Funding Administration                                | CRTPA                    | \$25,000                 |                         |                       |                               |                          |                     |                         |                           |                             |                        |                                 |                 |                  |                    |
| 1.5 FDOT Assistance for PL funds                          | FDOT                     |                          |                         |                       |                               |                          |                     |                         |                           |                             |                        |                                 |                 |                  |                    |
| 1.6 FDOT Match for 530 funds                              | FDOT                     |                          |                         |                       |                               |                          |                     |                         |                           |                             |                        |                                 |                 |                  |                    |
| 1.7 Professional Services                                 | CRTPA                    | \$72,000                 |                         |                       |                               |                          |                     |                         |                           |                             |                        |                                 |                 |                  |                    |
| <b>TOTAL Administration</b>                               |                          | <b>\$284,000</b>         | <b>\$20,000</b>         | <b>\$2,500</b>        | <b>\$2,500</b>                | <b>\$25,000</b>          |                     |                         |                           |                             |                        | <b>\$309,000</b>                | <b>\$2,500</b>  | <b>\$2,500</b>   | <b>\$314,000</b>   |
| <b>2. DATA COLLECTION AND DISTRIBUTION</b>                |                          |                          |                         |                       |                               |                          |                     |                         |                           |                             |                        |                                 |                 |                  |                    |
| 2.1 Data Collection and Distribution                      | CRTPA<br>COT-TE<br>LC-PW | \$12,500                 |                         |                       |                               |                          |                     |                         |                           |                             | \$171,000              | \$12,500                        |                 | \$171,000        |                    |
| <b>TOTAL Data Collection and Distribution</b>             |                          | <b>\$12,500</b>          |                         |                       |                               |                          |                     |                         |                           |                             | <b>\$218,000</b>       | <b>\$12,500</b>                 |                 | <b>\$218,000</b> | <b>\$228,500</b>   |
| <b>3. UNIFIED PLANNING WORK PROGRAM (UPWP)</b>            |                          |                          |                         |                       |                               |                          |                     |                         |                           |                             |                        |                                 |                 |                  |                    |
| 3.1 UPWP Development                                      | CRTPA                    | \$18,000                 | \$13,000                | \$1,825               | \$1,825                       | \$18,250                 |                     |                         |                           |                             |                        | \$31,000                        | \$1,825         | \$1,825          | \$34,250           |
| <b>4. TRANSPORTATION IMPROVEMENT PROGRAM (TIP)</b>        |                          |                          |                         |                       |                               |                          |                     |                         |                           |                             |                        |                                 |                 |                  |                    |
| 4.1 TIP Development                                       | CRTPA                    | \$48,800                 | \$13,000                | \$1,825               | \$1,825                       | \$18,250                 |                     |                         |                           |                             |                        | \$63,000                        | \$1,825         | \$1,825          | \$68,250           |
| <b>5. YEAR 2030 LONG RANGE TRANSPORTATION PLAN (LRTP)</b> |                          |                          |                         |                       |                               |                          |                     |                         |                           |                             |                        |                                 |                 |                  |                    |
| 5.1 LRTP Development                                      | CRTPA                    | \$88,800                 | \$13,000                | \$1,825               | \$1,825                       | \$18,250                 |                     |                         |                           |                             |                        | \$78,250                        | \$1,825         | \$1,825          | \$79,600           |
|   | FDOT                     |                          |                         |                       |                               |                          |                     |                         |                           |                             |                        | \$140,000                       |                 |                  | \$140,000          |
| <b>6. PUBLIC INVOLVEMENT</b>                              |                          |                          |                         |                       |                               |                          |                     |                         |                           |                             |                        |                                 |                 |                  |                    |
| 6.1 Public Involvement                                    | CRTPA                    | \$58,800                 | \$8,000                 | \$750                 | \$750                         | \$7,600                  |                     |                         |                           |                             |                        | \$68,000                        | \$750           | \$750            | \$67,500           |
| <b>7. SYSTEMS PLANNING</b>                                |                          |                          |                         |                       |                               |                          |                     |                         |                           |                             |                        |                                 |                 |                  |                    |
| 7.1 Bicycle / Pedestrian Planning                         | CRTPA                    | \$45,000                 |                         |                       |                               | \$45,000                 |                     |                         |                           |                             | \$10,000               |                                 |                 |                  |                    |
| 7.2 Transit Planning                                      | COT-SM                   |                          |                         |                       |                               |                          | \$130,000           | \$18,000                | \$148,000                 |                             |                        |                                 |                 |                  |                    |
| 7.3 Aviation Planning                                     | COT-AD                   |                          |                         |                       |                               |                          |                     |                         |                           |                             | \$50,000               |                                 |                 |                  |                    |
| 7.4 Transportation Disadvantaged                          | CRTPA                    |                          | \$18,314                | \$2,289               | \$2,289                       | \$22,893                 |                     |                         |                           |                             | \$23,802               |                                 |                 |                  |                    |
| 7.5 Mobility Management                                   | CRTPA                    | \$15,000                 | \$8,288                 | \$1,181               | \$1,181                       | \$11,808                 |                     |                         |                           |                             |                        |                                 |                 |                  |                    |
| <b>TOTAL Systems Planning</b>                             |                          | <b>\$88,800</b>          | <b>\$27,800</b>         | <b>\$3,450</b>        | <b>\$3,450</b>                | <b>\$79,600</b>          | <b>\$180,000</b>    | <b>\$18,000</b>         | <b>\$146,000</b>          | <b>\$23,802</b>             | <b>\$80,000</b>        | <b>\$217,800</b>                | <b>\$27,952</b> | <b>\$79,460</b>  | <b>\$324,102</b>   |
| <b>8. CRTPA COORDINATION</b>                              |                          |                          |                         |                       |                               |                          |                     |                         |                           |                             |                        |                                 |                 |                  |                    |
| 8.1 CRTPA Coordination                                    | CRTPA                    | \$116,186                | \$10,000                | \$1,250               | \$1,250                       | \$12,600                 |                     |                         |                           |                             |                        | \$126,186                       | \$1,250         | \$1,250          | \$127,886          |
| <b>9. OTHER PLANNING PROJECTS</b>                         |                          |                          |                         |                       |                               |                          |                     |                         |                           |                             |                        |                                 |                 |                  |                    |
| 9.1 Corridor Analysis                                     | CRTPA                    | \$30,000                 |                         |                       |                               |                          |                     |                         |                           |                             |                        |                                 |                 |                  |                    |
| 9.2 Special Transportation Projects                       | CRTPA                    | \$20,000                 |                         |                       |                               |                          |                     |                         |                           |                             |                        |                                 |                 |                  |                    |
| <b>TOTAL Other Planning Projects</b>                      |                          | <b>\$50,000</b>          |                         |                       |                               |                          |                     |                         |                           |                             |                        | <b>\$50,000</b>                 |                 |                  | <b>\$50,000</b>    |
| <b>GRAND TOTAL</b>  |                          | <b>\$680,805</b>         | <b>\$102,800</b>        | <b>\$12,825</b>       | <b>\$12,825</b>               | <b>\$128,250</b>         | <b>\$180,000</b>    | <b>\$18,000</b>         | <b>\$146,000</b>          | <b>\$23,802</b>             | <b>\$278,000</b>       | <b>\$1,070,646</b>              | <b>\$38,427</b> | <b>\$384,825</b> | <b>\$1,411,797</b> |

Key to abbreviations:

CRTPA = Capital Region Transportation Planning Agency  
 COT-TE = City of Tallahassee Traffic Engineering  
 COT-AD = City of Tallahassee Aviation Department

FHWA = Federal Highway Administration  
 FTA = Federal Transit Administration  
 COT-SM = City of Tallahassee StarMetro

TD = Commission for the Transportation Disadvantaged  
 LC-PW = Leon County Public Works

TABLE 2.2: FY 2012 Proposed Funding/Capital Region Transportation Study

| TASK NUMBER/<br>PROJECT TITLE                             | AGENCY                   | FHWA<br>SEC. 112<br>(PL) | FTA<br>SEC. 5308<br>80% | LOCAL<br>MATCH<br>10% | STATE<br>MATCH<br>FDOT<br>10% | TOTAL<br>FTA<br>SEC. 5308 | FTA<br>SEC.<br>5307 | LOCAL<br>MATCH<br>(COT) | TOTAL<br>FTA<br>SEC. 5307 | TD<br>TRUST<br>FUND<br>100% | LOCAL<br>OTHER<br>100% | TOTAL<br>FEDERAL<br>(FHWA, FTA) | TOTAL<br>STATE  | TOTAL<br>LOCAL        | GRAND<br>TOTAL     |
|---|--------------------------|--------------------------|-------------------------|-----------------------|-------------------------------|---------------------------|---------------------|-------------------------|---------------------------|-----------------------------|------------------------|---------------------------------|-----------------|-----------------------|--------------------|
| <b>1. ADMINISTRATION</b>                                  |                          |                          |                         |                       |                               |                           |                     |                         |                           |                             |                        |                                 |                 |                       |                    |
| 1.1 Transportation Planning Management                    | CRTPA                    | \$152,000                | \$20,000                | \$2,500               | \$2,500                       |                           |                     |                         |                           |                             |                        |                                 |                 |                       |                    |
| 1.2 CRTPA Certification                                   | CRTPA                    | \$5,000                  |                         |                       |                               |                           |                     |                         |                           |                             |                        |                                 |                 |                       |                    |
| 1.3 Capital Outlay  | CRTPA                    | \$30,000                 |                         |                       |                               |                           |                     |                         |                           |                             |                        |                                 |                 |                       |                    |
| 1.4 Funding Administration                                | CRTPA                    | \$25,000                 |                         |                       |                               |                           |                     |                         |                           |                             |                        |                                 |                 |                       |                    |
| 1.6 FDOT Assistance for PL funds                          | FDOT                     |                          |                         |                       |                               |                           |                     |                         |                           |                             |                        |                                 |                 |                       |                    |
| 1.8 FDOT Match for 530 funds                              | FDOT                     |                          |                         |                       |                               |                           |                     |                         |                           |                             |                        |                                 |                 |                       |                    |
| 1.7 Professional Services                                 | CRTPA                    | \$72,000                 |                         |                       |                               |                           |                     |                         |                           |                             |                        |                                 |                 |                       |                    |
| <b>TOTAL Administration</b>                               |                          | <b>\$284,000</b>         | <b>\$20,000</b>         | <b>\$2,500</b>        | <b>\$2,500</b>                | <b>\$26,000</b>           |                     |                         |                           |                             |                        | <b>\$304,000</b>                | <b>\$2,500</b>  | <b>\$2,500</b>        | <b>\$309,000</b>   |
| <b>2. DATA COLLECTION AND DISTRIBUTION</b>                |                          |                          |                         |                       |                               |                           |                     |                         |                           |                             |                        |                                 |                 |                       |                    |
| 2.1 Data Collection and Distribution                      | CRTPA<br>DOT-TE<br>LC-PW | \$12,500                 |                         |                       |                               |                           |                     |                         |                           |                             | \$171,000<br>\$45,000  | \$12,500                        |                 | \$171,000<br>\$45,000 |                    |
| <b>TOTAL Data Collection and Distribution</b>             |                          | <b>\$12,500</b>          |                         |                       |                               |                           |                     |                         |                           |                             | <b>\$216,000</b>       | <b>\$12,500</b>                 |                 | <b>\$216,000</b>      | <b>\$228,500</b>   |
| <b>3. UNIFIED PLANNING WORK PROGRAM (UPWP)</b>            |                          |                          |                         |                       |                               |                           |                     |                         |                           |                             |                        |                                 |                 |                       |                    |
| 3.1 UPWP Development                                      | CRTPA                    | \$18,000                 | \$13,000                | \$1,025               | \$1,025                       | \$18,250                  |                     |                         |                           |                             |                        | \$31,000                        | \$1,825         | \$1,825               | \$34,250           |
| <b>4. TRANSPORTATION IMPROVEMENT PROGRAM (TIP)</b>        |                          |                          |                         |                       |                               |                           |                     |                         |                           |                             |                        |                                 |                 |                       |                    |
| 4.1 TIP Development                                       | CRTPA                    | \$40,000                 | \$13,000                | \$1,025               | \$1,025                       | \$18,250                  |                     |                         |                           |                             |                        | \$53,000                        | \$1,825         | \$1,825               | \$56,250           |
| <b>5. YEAR 2030 LONG RANGE TRANSPORTATION PLAN (LRTP)</b> |                          |                          |                         |                       |                               |                           |                     |                         |                           |                             |                        |                                 |                 |                       |                    |
| 5.1 LRTP Development                                      | CRTPA<br>FDOT            | \$80,000                 | \$13,000                | \$1,025               | \$1,025                       | \$18,250                  |                     |                         |                           |                             |                        | \$73,000                        | \$1,825         | \$1,825               | \$76,250           |
|   |                          |                          |                         |                       |                               |                           |                     |                         |                           |                             |                        | \$140,000                       |                 |                       | \$140,000          |
| <b>6. PUBLIC INVOLVEMENT</b>                              |                          |                          |                         |                       |                               |                           |                     |                         |                           |                             |                        |                                 |                 |                       |                    |
| 6.1 Public Involvement                                    | CRTPA                    | \$68,000                 | \$8,000                 | \$750                 | \$750                         | \$7,500                   |                     |                         |                           |                             |                        | \$68,000                        | \$750           | \$750                 | \$67,500           |
| <b>7. SYSTEMS PLANNING</b>                                |                          |                          |                         |                       |                               |                           |                     |                         |                           |                             |                        |                                 |                 |                       |                    |
| 7.1 Bicycle / Pedestrian Planning                         | CRTPA                    | \$45,000                 |                         |                       |                               |                           |                     |                         |                           |                             | \$10,000               |                                 |                 |                       |                    |
| 7.2 Transit Planning                                      | COT-SM                   |                          |                         |                       |                               |                           | \$130,000           | \$16,000                | \$146,000                 |                             |                        |                                 |                 |                       |                    |
| 7.3 Aviation Planning                                     | COT-AD                   |                          |                         |                       |                               |                           |                     |                         |                           |                             | \$50,000               |                                 |                 |                       |                    |
| 7.4 Transportation Disadvantaged                          | CRTPA                    |                          | \$15,314                | \$2,280               | \$2,280                       | \$22,893                  |                     |                         |                           | \$24,027                    |                        |                                 |                 |                       |                    |
| 7.5 Mobility Management                                   | CRTPA                    | \$15,000                 | \$9,280                 | \$1,161               | \$1,161                       | \$11,908                  |                     |                         |                           |                             |                        |                                 |                 |                       |                    |
| <b>TOTAL Systems Planning</b>                             |                          | <b>\$80,000</b>          | <b>\$27,800</b>         | <b>\$3,450</b>        | <b>\$3,450</b>                | <b>\$34,500</b>           | <b>\$130,000</b>    | <b>\$18,000</b>         | <b>\$148,000</b>          | <b>\$24,027</b>             | <b>\$80,000</b>        | <b>\$217,800</b>                | <b>\$27,477</b> | <b>\$79,460</b>       | <b>\$324,627</b>   |
| <b>8. CRTPA COORDINATION</b>                              |                          |                          |                         |                       |                               |                           |                     |                         |                           |                             |                        |                                 |                 |                       |                    |
| 8.1 CRTPA Coordination                                    | CRTPA                    | \$116,196                | \$10,000                | \$1,250               | \$1,250                       | \$12,600                  |                     |                         |                           |                             |                        | \$126,196                       | \$1,250         | \$1,250               | \$127,696          |
| <b>9. OTHER PLANNING PROJECTS</b>                         |                          |                          |                         |                       |                               |                           |                     |                         |                           |                             |                        |                                 |                 |                       |                    |
| 9.1 Corridor Analysis                                     | CRTPA                    | \$30,000                 |                         |                       |                               |                           |                     |                         |                           |                             |                        |                                 |                 |                       |                    |
| 9.2 Special Transportation Projects                       | CRTPA                    | \$20,000                 |                         |                       |                               |                           |                     |                         |                           |                             |                        |                                 |                 |                       |                    |
| <b>TOTAL Other Planning Projects</b>                      |                          | <b>\$50,000</b>          |                         |                       |                               |                           |                     |                         |                           |                             |                        | <b>\$50,000</b>                 |                 |                       | <b>\$50,000</b>    |
| <b>GRAND TOTAL</b>  |                          | <b>\$682,695</b>         | <b>\$102,800</b>        | <b>\$12,825</b>       | <b>\$12,825</b>               | <b>\$128,250</b>          | <b>\$130,000</b>    | <b>\$18,000</b>         | <b>\$148,000</b>          | <b>\$24,027</b>             | <b>\$278,000</b>       | <b>\$1,082,295</b>              | <b>\$38,852</b> | <b>\$104,825</b>      | <b>\$1,408,872</b> |

Key to abbreviations: CRTPA = Capital Region Transportation Planning Agency FHWA = Federal Highway Administration TD = Commission for the Transportation Disadvantaged  
 COT-TE = City of Tallahassee Traffic Engineering FTA = Federal Transit Administration LC-PW = Leon County Public Works  
 COT-AD = City of Tallahassee Aviation Department COT-SM = City of Tallahassee StarMetro

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## **APPENDIX**

Non-Discrimination Title VI Policy Statement  
Lobbying Certification  
Debarment and Suspension Certification  
Application for Federal Assistance and Assurances

## TITLE VI/ NONDISCRIMINATION POLICY STATEMENT

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

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

1. Designate a Title VI Liaison that has a responsible position within the organization and access to the 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 \_\_\_\_\_

by \_\_\_\_\_, Chief Executive Officer

## APPENDIX A

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

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

(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.

Insert FTA Application here.

## REVIEW AGENCY COMMENTS



