



# Unified Planning Work Program

## Fiscal Years 2009 and 2010

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CAPITAL REGION TRANSPORTATION PLANNING AGENCY FISCAL  
YEARS 2009 AND 2010

**UNIFIED PLANNING WORK PROGRAM**

FOR TRANSPORTATION PLANNING ACTIVITIES

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ADOPTED BY THE CAPITAL REGION TRANSPORTATION PLANNING AGENCY ON  
MAY 19, 2008  
BY RESOLUTION NO. 2008-5-2

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Ed DePuy, CRTPA Chairperson

Prepared by the Capital Region Transportation Planning Agency

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# I. INTRODUCTION

The Fiscal Year (FY) 2009/10 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, 2008 and ending June 30, 2010. 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, 2007 when the “FYs 2009/10 UPWP Kick Off Meeting” was held between CRTPA staff, the Florida Department of Transportation and the Federal Highway Administration to discuss the document’s development. Consistent with previous years, the UPWP was developed through reviewing and updating tasks contained within the preceding year’s document in coordination with CRTPA staff and outside agencies responsible for the tasks identified within the document. Development of the FY 2009/2010 UPWP also included a review of the CRTPA’s top critical priorities as identified at its October 2007 annual retreat 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.

Both the draft and final UPWP were presented to the CRTPA and its subcommittees for comment (March and May, 2008). 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 to monitor work progress and assess the need for possible amendment. The UPWP reflects compliance with the comprehensive Title VI Environmental Justice Procedures. Additionally, the FY 2009/10 UPWP was generated to address identified any annual and applicable state and federal Planning Emphasis Areas, as detailed in Section II: Organization and Management. Although the CRTPA is in air quality attainment status, CRTPA staff continues to monitor the CRTPA’s air quality status as well as 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.

## **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 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 will identify projects within the entire CRTPA planning area (Leon County and portions of Gadsden and Wakulla County). Funding to update the BPMP has *not* been programmed.
- 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.
- 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, 2007 and is available for review on the CRTPA's website (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 planned for the summer. 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 November 2007. 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 November 2007. 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).

<b>FY 2008 TRANSPORTATION PLANNING ACTIVITIES</b>
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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 continued with selection of a consultant to develop the Project Development and Environment Study. 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);

- 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);
- Adopted update to the Mobility Management Process (MMP) (April);
- Adopted update of the Public Involvement Plan (PIP) (May).

<b>PLANNING PRIORITIES</b>
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The CRTPA held a retreat in October 2007. Retreat objectives were to: 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 and identify ways to enhance CRTPA effectiveness.

Discussion and directions was given by the CRTPA regarding a Regional Master Plan and a Regional Transit Authority.

## PLANNING TASKS

In FYs 2009/2010, 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 to the region through actively addressing this issue in the metropolitan planning process including the reconfiguration of the BPAC to focus on multimodal issues.

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 will coordinate 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 is undertaking 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.

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 monitor transportation disadvantaged planning within the entire planning area boundary (Gadsden 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 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>
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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.

# II. ORGANIZATION AND MANAGEMENT

<b>CRTPA STRUCTURE AND AGREEMENTS</b>
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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

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 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 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 2008.

Subsequent to the Governor's 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 BPAC being comprised of citizens currently focused on addressing bicycle and pedestrian issues. The CAC is comprised of a broad range of citizens focused on providing general transportation advice 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.
- 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 and Wakulla County Transportation Disadvantaged Coordinating Board.
- 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.

## **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 2007. Findings of the FY 2007 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 two (2) 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 October 2008 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>
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Tasks within the FYs 2009/10 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: Transportation Planning Management	UPWP Task Number: 1.1	
Agency Responsible:  CRTPA	FY 2009 Funding Source: FHWA PL: \$188,000 FTA Section 5303: \$20,000 FDOT 5303 Match: \$2,500 Local 5303 Match: \$2,500	FY 2010 Funding Source: FHWA PL: \$52,417 FTA Section 5303: \$20,000 FDOT 5303 Match: \$2,500 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 2008)

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 Chamber of Commerce retreat (September), attended Freight Planning Conference (January), and Security Transportation Planning workshop in October. All travel was completed by staff and/or officials.

### METHODOLOGY (FY 2009)

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 2010)**

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 2009/10)**

- 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).
- 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: CRTPA Certification Review	UPWP Task Number: 1.2	
Agency Responsible: CRTPA	FY 2009 Funding Source: FHWA PL: \$5,000	FY 2010 Funding Source: FHWA PL: \$5,000

### TASK SCHEDULE

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

### TASK PURPOSE

Ensure Capital Region Transportation Planning Area (CRTPA) compliance with state and federal MPO certification requirements. As a Transportation Management Area (TMA), the CRTPA is federally certified every three (3) years by the FHWA and FTA. In addition to TMA certification, the CRTPA is certified annually by the FDOT.

### PREVIOUS WORK (FY 2008)

TMA Certification: Maintained adequate records of CRTPA plans and programs in preparation of next certification in FY2008.

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 2009)

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 2010)

TMA Certification: 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.

END PRODUCTS/COMPLETION DATES/MILESTONES (FYs 2009/10)

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

## SECTION 1: ADMINISTRATION

UPWP Task Title: Capital Outlay	UPWP Task Number: 1.3	
Agency Responsible: CRTPA	FY 2009 Funding Source: FHWA PL: \$30,000	FY 2010 Funding Source: FHWA PL: \$18,500

### 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 2008)

Purchased printer, scanner and computer software (adobe acrobat) to assist staff in the metropolitan transportation planning process (December).

- **Tasks Not Completed:** Office furniture related to the planned CRTPA relocation in FY 2007 did not occur as CRTPA relocation has been changed to locating within the same building, same floor. While negligible moving costs occurred, such as rewiring, the move is contingent upon space allocation and renovations scheduled by the host government.

### METHODOLOGY (FY 2009)

Capital purchases will be made including computer hardware and software, and office furniture as required to assist staff in the metropolitan transportation planning process.

### METHODOLOGY (FY 2010)

Capital purchases will be made including computer hardware and software, and office furniture as required to assist staff in the metropolitan transportation planning process.

### END PRODUCTS/COMPLETION DATES/MILESTONES (FYs 2009/2010)

- Computer hardware and software; office equipment (ongoing as required)

## SECTION 1: ADMINISTRATION

UPWP Task Title: Funding and Grant Administration	UPWP Task Number: 1.4	
Agency Responsible: CRTPA	FY 2009 Funding Source: FHWA PL: \$25,000	FY 2010 Funding Source: FHWA PL: \$25,000

### TASK SCHEDULE

JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
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### 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 2008)

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 2009)

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 2010)

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 2009/2010)

- Quarterly invoices (PL and Section 5303) (Jul, Nov, Feb, May)
- Annual Audit provision to FDOT (May)
- Monthly status reports (monthly)

## SECTION 1: ADMINISTRATION

UPWP Task Title: FDOT Assistance for FHWA Funds	UPWP Task Number: 1.5	
Agency Responsible: FDOT	FY 2009 Funding Source: HP (Fed Hwy Plng) \$145,719	FY 2010 Funding Source: HP (Fed Hwy Plng) \$145,719

### TASK SCHEDULE

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

### PURPOSE

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

### PREVIOUS WORK (FY2008)

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

### METHODOLOGY (FY 2009)

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 2010)

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 2009/2010)

FDOT technical assistance to the CRTPA.

## SECTION 1: ADMINISTRATION

UPWP Task Title: FDOT Match for FTA Funds	UPWP Task Number: 1.6	
Agency Responsible: FDOT	FY 2009 Funding Source: FDOT/Sec 5303: \$12,825	FY 2010 Funding Source: 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 2008)

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

### METHODOLOGY (FY 2009)

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 2010)

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: Professional Services	UPWP Task Number: 1.7	
Agency Responsible: CRTPA	FY 2009 Funding Source: FHWA PL: \$72,000	FY 2010 Funding Source: FHWA PL: \$72,000

### TASK SCHEDULE

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

### PURPOSE

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

### PREVIOUS WORK (FY 2008)

This task was previously included in Task 1.1.

### METHODOLOGY (FY 2009)

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 2010)

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 2009/2010)

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

# SECTION 2

# DATA COLLECTION

## SECTION 2: DATA COLLECTION

UPWP Task Title: Data Collection and Distribution	UPWP Task Number: 2.1	
Agency Responsible: CRTPA  City of Tallahassee (Traffic Engineering)	FY 2009: City of Tallahassee (LOCAL- Traffic Engineering): \$171,000 Leon County (LOCAL_Public Works): \$45,000 CRTPA (FHWA/PL): \$12,500	FY 2010: City of Tallahassee (LOCAL - Traffic Engineering): \$171,000 Leon County (LOCAL -Public Works): \$45,000 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 2008)

(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 three (3) intersections; turned on six (6) new signalized intersections; testing and implementation of upgrade to traffic signal controller firmware and software 60% complete; installed three (3) miles of fiber optic cable overhead; installed four (4) 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); 80% 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); and performed project management for Amber Alert grant in which one (1) arterial and two (2) interstate fixed Dynamic Message Signs (DMS) sites currently being installed in a joint project with FDOT. Completed the traffic signal inventory collection and input into the CarteGraph

asset and work management database conversion to State plane coordinates pending; actively tracking all signal maintenance work orders within the CarteGraph asset and work management database; 70% complete of the sign inventory collection and input into 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; Entered into 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; developing an agreement to install License Plate Reader (LPR) technology on I-10 to display travel time messages via the DMS on I-10.

#### METHODOLOGY (FY 2009)

(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; continue upgrade to the traffic signal controllers hardware and firmware; develop a JPA between COT and FDOT to collocate programmed Tallahassee/D-3 Regional Transportation Management Center; execute a JPA between COT and FDOT related to the COT operation and maintenance of programmed I-10 Freeway Management System; Purchase tools and equipment and train staff to collect the data necessary to complete the City-wide traffic sign inventory; 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 2010)

(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 upgrade to the traffic signal controllers hardware and firmware; continue to develop a JPA between COT and FDOT to collocate programmed Tallahassee/D-3 Regional Transportation Management Center; continue as necessary to develop and refine a JPA between COT and FDOT related to the COT operation and maintenance of programmed I-10 Freeway Management System; acquire COT approval related to above two (2) JPA's; developed an agreement between the COT and FDOT for surveillance cameras during I-10 freeway widening. Complete purchase of tools and equipment and train staff to collect the data necessary to complete the City-wide traffic sign inventory; 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 2009/10)

- 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)

### SECTION 3: Unified Planning Work Program (UPWP)

UPWP Task Title: Unified Planning Work Program	UPWP Task Number: 3.1	
Agency Responsible:  CRTPA	FY 2009: FHWA PL: \$18,000 FTA 5303: \$13,000 5303 Match: \$1,625 Local 5303 Match \$1625	FY 2010:: FHWA PL: \$18,000 FTA 5303: \$13,000 5303 Match: \$1,625 Local 5303 Match \$1625

#### TASK SCHEDULE

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

#### TASK PURPOSE

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

#### PREVIOUS WORK (FY 2008)

Coordinated with transportation planning partners to identify FYs 2009/10 UPWP tasks (December, January); drafting, development and adoption of the FYs 2009/10 Unified Planning Work Program (adopted May); monitored FY 2008 and FY 2009 UPWP for possible amendment and for use as a management tool (1<sup>st</sup> – 4<sup>th</sup> Quarter).

#### METHODOLOGY (FY 2009)

Coordinate with transportation planning partners to identify FYs 2010/11 UPWP tasks; conduct UPWP "kick off" meeting with FHWA and FDOT; identify CRTPA planning priorities; develop draft and final UPWP; respond to review agency comments. Monitor UPWP for potential amendments. Review UPWP to manage budget, work efforts and schedules.

#### METHODOLOGY (FY 2010)

Coordinate with transportation planning partners to identify FYs 2011/12 UPWP tasks; conduct UPWP "kick off" meeting with FHWA and FDOT; identify CRTPA planning priorities; develop draft and final UPWP; respond to review agency comments. Monitor UPWP for potential amendments. Review UPWP to manage budget, work efforts and schedules.

#### END PRODUCTS/COMPLETION DATES/MILESTONES (FYs 2009/2010)

- FYs 20/10/11 and 2011/12 UPWP (May).
- Identification of transportation partner tasks (Jan).
- Monitor document: potential amendment and management tool (ongoing).

**OTHER INFORMATION**

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

# SECTION 4

## Transportation Improvement Program (TIP)

## SECTION 4: Transportation Improvement Program (TIP)

UPWP Task Title: Transportation Improvement Program Development	UPWP Task Number: 4.1	
Agency Responsible: CRTPA	FY 2009 Funding Source: FHWA PL: \$40,000 FTA 5303: \$13,000 FDOT 5303 Match: \$1,625 Local 5303 Match: \$1,625	FY 2010 Funding Source: FHWA PL: \$40,000 FTA 5303: \$13,000 FDOT 5303 Match: \$1,625 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 Year 2030 LRTP, 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 2008)

Development and adoption of the FY 2009/2013 Transportation Improvement Program (TIP) (adopted June); development and adoption of FY 2008/2012 CRTPA Priority Project Lists (Major, SIS, TSM, TRIP, Transportation Enhancement, Transit and Aviation PPLs) (adopted September). Amendment of FY 2008/2012 TIP (November, January, March). Initiated efforts to quantify Major PPL list through work with Major PPL committee (November through May).

### METHODOLOGY (FY 2009)

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 2010)

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 2009/2010)**

- FY 2010/2014 and FY 2011/FY 2015 CRTPA Priority Project Lists (Sep).
- FY 2010/FY 2014 and FY 2011/FY 2015 TIP (Jun).
- Amended FY 2009/2013 and 2010/2014 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: Long Range Transportation Plan Development	UPWP Task Number: 5.1	
Agency Responsible: CRTPA	FY 2009 Funding Source: FHWA PL: \$60,000 FTA 5303: \$13,000 FDOT 5303 Match: \$1,625 Local 5303 Match: \$1,625 Regional Plan: \$140,000 (see below)*	FY 2010 Funding Source: FHWA PL: \$60,000 FTA 5303: \$13,000 FDOT 5303 Match: \$1,625 Local 5303 Match: \$1,625 Regional Plan: \$140,000 (see below)*

### TASK SCHEDULE

TASKS 2009	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 2010	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.

The CRTPA will be updating the Year 2030 LRTP to become the Regional Mobility Plan beginning in July. The initial efforts for developing the Regional Mobility Plan include public outreach, the collection of existing (base year) data, scenario planning, financial resource development, evaluation criteria, goals and objectives, and intergovernmental coordination to ensure SAFETEA-LU compliance at the state and federal levels.

## PREVIOUS WORK (FY 2008)

### 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, and significant amount of time was for the development of the Scope of Services, Request for Proposals, and the consultant selection process for the update to the LRTP (Regional Mobility Plan).

In response to the passage of SAFETEA-LU, CRTPA staff prepared a Draft and Final SAFETEA-LU Compliance Report that was submitted to FDOT and FHWA for consideration and approval. The Compliance Report was approved by the CRTPA on September 17, 2007.

In addition to amending the LRTP to reflect the SAFETEA-LU Compliance, the Goals and Objectives were updated and incorporated to reflect the separation of "Safety" and "Security" as presented in SAFETEA-LU. The approval of the updated Goals and Objectives was approved by the CRTPA on September 17, 2007.

Lastly, staff prepared an amendment to the Year 2030 LRTP regarding the Red Hills Coastal Parkway. The removal of the project from the LRTP was approved by the CRTPA on September 17, 2007.

### Regional Mobility Plan

In FY 2008, staff began the development of the next Long Range Transportation Plan. This document is known as the Regional Mobility Plan, and will include a further refined multimodal approach to addressing the long-term transportation for the Capital Region in conjunction with, but not limited to, land use, utility, economic development, students, elderly, special populations, educational, and environmental considerations. These efforts included the development and delivery of the Scope-of-Services in the first quarter, approval of the Scope-of-Services and Draft Request for Proposals occurring in the second quarter, Final Request for Proposals and consultant selection and notice-to-proceed in the third quarter, and final consultant selection by the fourth quarter.

This project will take two and a half years to complete with a deadline of December 2010.

## METHODOLOGY (FY 2009)

### 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 two years, including but not limited to:

Goals and Objectives – The Regional Mobility Plan will include the development of Goals and Objectives that are coordinated with other existing documents and on-going processes that are occurring in the region.

Evaluation Criteria – One product of the Goals and Objectives will be the development of Evaluation Criteria. These criteria will be used to assess how well the projects developed in the Regional Mobility Plan meet the overall Goals and Objectives.

Scenario Planning – A major effort of the Regional Mobility Plan will be the assessment of several land use scenarios that are development to meet the growth needs of the region for a twenty and potentially 50 to 75 year period. Ultimately, this effort will produce a single scenario that will be used to develop future growth patterns as well as transportation systems to meet the needs of that future growth.

Corridor Development – Once the Scenario Planning phase is completed, the results will be used to assess the major corridors in the region in terms how each can be developed to best meets the multi-modal needs of the region in future years. All modes of transportation will be considered when looking at these corridors, as well as, the coordination between land use considerations that may occur in the future. Freight needs will also be assessed during the process.

Public Involvement/Outreach – This component will be a major effort for the Regional Mobility Plan. Since the boundaries of the CRTPA have expanded to now include all of Gadsden, Jefferson, Leon and Wakulla Counties, a very aggressive and encompassing effort needs to be made to engage the public to get involved with the Regional Mobility Plan. Each of these counties has individual communities that will have to be considered and coordinated with as the larger, regional land use, transportation and connectivity efforts take place. This endeavor will also include the development of several committees to help guide the process and gather input from regional entities that represent such interests as utilities, public schools, transit, universities, health providers, developers (commercial, residential), realtors, special needs, environmentalist, etc...

Financial Resources – A major effort of the Regional Mobility Plan will be an assessment of the financial needs required to assist in making the plan come to fruition. In more recent years there has been a noticeable decrease in funding and an increase in costs. These changes

have, and will continue to be issues as this plan moves forward. The CRTPA's efforts will be to bring forward, creative financial plans that can be used address future transportation system needs.

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), (retained from previously awarded contracts ANT24 and AOJ45) 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 2010)

### 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 two years, including but not limited to:

Goals and Objectives – The Regional Mobility Plan will include the development of Goals and Objectives that are coordinated with other existing documents and on-going processes that are occurring in the region.

Evaluation Criteria – One product of the Goals and Objectives will be the development of Evaluation Criteria. These criteria will be used to assess how well the projects developed in the Regional Mobility Plan meet the overall Goals and Objectives.

Scenario Planning – A major effort of the Regional Mobility Plan will be the assessment of several land use scenarios that are development to meet the growth needs of the region for a twenty and potentially 50 to 75 year period. Ultimately, this effort will produce a single scenario that will be used to develop future growth patterns as well as transportation systems to meet the needs of that future growth.

Corridor Development – Once the Scenario Planning phase is completed, the results will be used to assess the major corridors in the region in terms how each can be developed to best meets the multi-modal needs of the region in future years. All modes of transportation will be considered when looking at these corridors, as well as, the coordination between land use

considerations that may occur in the future. Freight needs will also be assessed during the process.

Public Involvement/Outreach – This component will be a major effort for the Regional Mobility Plan. Since the boundaries of the CRTPA have expanded to now include all of Gadsden, Jefferson, Leon and Wakulla Counties, a very aggressive and encompassing effort needs to be made to engage the public to get involved with the Regional Mobility Plan. Each of these counties has individual communities that will have to be considered and coordinated with as the larger, regional land use, transportation and connectivity efforts take place. This endeavor will also include the development of several committees to help guide the process and gather input from regional entities that represent such interests as utilities, public schools, transit, universities, health providers, developers (commercial, residential), realtors, special needs, environmentalist, etc...

Financial Resources – A major effort of the Regional Mobility Plan will be an assessment of the financial needs required to assist in making the plan come to fruition. In more recent years there has been a noticeable decrease in funding and an increase in costs. These changes have, and will continue to be issues as this plan moves forward. The CRTPA's efforts will be to bring forward, creative financial plans that can be used address future transportation system needs.

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), \$50,000(retained from previously awarded contracts ANT24 and AOJ45) 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.

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

Year 2030 Long Range Transportation Plan (FY 2009 and FY 2010)

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

### **Regional Mobility Plan FY 2009**

- Regional Mobility Plan: Scope-of-Services in the first quarter, Request for Proposals and consultant selection occurring in the second quarter, notice-to-proceed in the third quarter, and the project initiation by the fourth quarter.

OTHER INFORMATION

The Year 2030 LRTP may be viewed on the CRTPA's website ([www.crtpa.org](http://www.crtpa.org)).

# SECTION 6

## Public Involvement

## SECTION 6: Public Involvement

UPWP Task Title: Public Involvement	UPWP Task Number: 6.1	
Agency Responsible: CRTPA	FY 2009	FY 2010
	Funding Source:	Funding Source:
	FHWA PL: \$50,000	FHWA PL: \$50,000
	FTA 5303: \$6,000	FTA 5303: \$6,000
	FDOT 5303 Match: \$750	FDOT 5303 Match: \$750
	Local 5303 Match: \$750	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 (FY 2008)

Public Involvement Plan and Assessment: Held three meetings (July, February, June) to assess implementation of Public Involvement Plan and discuss upcoming public involvement opportunities throughout the CRTPA area.

Title VI: Developed/adopted Title VI Procedures document (adopted January); revised Title VI Procedures document to address comments received from FDOT (May).

Public Outreach: Conducted public outreach seeking comments on the CRTPA's plans and programs (including TIP, UPWP, Project Priority Lists, Lake Jackson Ecopassage) within the CRTPA region; provided generalized CRTPA information at public events (including, Springtime Tallahassee (April), Winter Festival (December), Commuter Choices Week (October/November); 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 2009)

Public Involvement Plan and Assessment: Monitor and update the PIP as needed; conduct semi-annual 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 Springtime Tallahassee, Winter Festival, Commuter Choices 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, and Wakulla counties. Attend local festivals and events as available in all counties

#### METHODOLOGY (FY 2010)

Public Involvement Plan and Assessment: Monitor and update the PIP as needed; conduct semi-annual 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 Springtime Tallahassee, Winter Festival, Commuter Choices 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 2009/10)

- Monitor Public Involvement Plan (ongoing).
- Two (2) CRTPA Newsletters (Dec, Jun).
- 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. (November, April)

# SECTION 7

## Systems Planning

## SECTION 7: Systems Planning

UPWP Task Title: BICYCLE AND PEDESTRIAN PLANNING	UPWP Task Number: 7.1	
Agency Responsible: CRTPA	FY 2009 Funding Source: FHWA PL: \$45,000 Local Funds \$10,000	FY 2010 Funding Source: FHWA PL: \$45,000 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 (FY 2008)

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 (July); 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 Winter Festival and Springtime Tallahassee); conducted and assisted with development of bicycle & pedestrian safety education programs for adults and children throughout the CRTPA region, including bicycle safety rodeos and 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 Commuter Choices Week (October/November).

## **METHODOLOGY (FY 2009)**

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.

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 2010)

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 2009/10)

- Implementation of projects recommended in the adopted Master Plan through participation in PPL process, including funding for update to Master Plan to include Gadsden and Wakulla counties (Sep, 2009).
- 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. (FYs 2009/2010)

#### 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: TRANSIT PLANNING	UPWP Task Number: 7.2	
Agency Responsible: StarMetro (City of Tallahassee)	FY 2009 Funding Source: FTA 5307: \$130,000 Local Match (COT): \$16,000	FY 2010 Funding Source: FTA 5307: \$130,000 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 FY 2008

StarMetro completed the following tasks:

#### Replacement Buses:

- As part of its annual bus procurement and replacement plan, StarMetro purchased four replacement buses. These buses are Gillig forty-foot BRT low-floor design. These are the first buses at StarMetro to meet the 2007 emission standards for diesel engines.

#### Fare-box System:

- New Fare Box System – StarMetro completed the installation of its advanced fare-boxes in fiscal year 2007 and work continues on this issue.
- New Fare Media – With these new fare-boxes, StarMetro will issue SmartCard fare media allowing customers greater variety and flexibility on fare media type and use. The SmartCard has contact-less technology and is more secure than any other form of fare payment. StarMetro has plans to offer various customer cards, available online in the future.
- Data Collection – The new fare-boxes come equipped with Geographical Positional System devices, which allow for ridership data to be collected at each stop. This new data collection approach will be a powerful tool when developing new routes, land use development impacts and projecting ridership.

#### Route Changes:

- StarMetro continues to implement the new process making route adjustments every four months. The proposed changes come from community and staff recommendations. Community Listening Sessions are held to determine route and community impact. This change has created a method greatly enhancing community input thereby better addressing community need.

- Community Listening Sessions continue since StarMetro implemented the process of gathering community input on transit system changes, ideas and innovations. Listening Sessions are held throughout the City to present new ideas, listen to recommendations, educate the public and garner support. Two listening sessions are held during the four-month period to gather feedback. Additional listening sessions are held as needed.
- StarMetro has already redesigned those routes serving the Florida State University campus.

#### 80x Express Route:

- The new Express Service is the first of several new approaches to serving the community. As the City continues to grow, development will increase on the edge of the City limits. Express services will allow customers to reach their destinations downtown, or across town, faster and easier than a regular route. This new approach will be expanded to other areas of the community as we continue to grow.
- This new route has been very successful, with an average daily ridership approaching 140 trips a day. Current ridership exceeds initial expectations and is expected to continue with the addition of the North leg of the route.

#### 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 is moving forward with improved services for the student population.

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

- Steele Plaza was constructed in 1985 and is in need of renovations and modernization. StarMetro executed a federal grant in the amount of \$1.2 million to carry out refurbishing of the transit center. Currently, StarMetro is working with City engineers and consultants to develop a structural analysis, rehabilitation plan and long-term use plan.

#### Bus stop/shelter Improvements and Modification:

- StarMetro will complete the installation of new bus shelters this year. The new shelters will be equipped, and existing shelters will be retrofitted with, solar lighting. Some selected shelters will have real-time, solar powered GPS clocks to identify the time before the next bus arrives. Selected bus stops (non-sheltered) will also be equipped with solar lighting. In addition these shelters will be constructed using environmentally friendly materials.

#### Bus Stop Bench Replacement:

- StarMetro has received City funding to purchase and install benches throughout the City of Tallahassee. These funds will be used to replace existing benches that are in poor condition and disrepair. In addition these benches will be constructed using environmentally friendly materials.

### METHODOLOGY (FY 2009)

StarMetro will continue to use the recommendations from FSUDURP and CUTR as well as internal initiatives to improve transit in the City of Tallahassee and the Tallahassee metropolitan statistical area. These activities are as follows:

#### 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 end of the year.

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 four replacement buses and 9 replacement vans.

Intelligent Transit System (ITS):

- StarMetro will begin to implement its Intelligent Transportation System (ITS) this term. It will use a \$1.5 million allocation to implement a project providing customers with real-time information and bus tracking. Once completed, customers will be able to be notified of bus arrivals, plan their transit trips online and sign-up for automatic notification services.
- Customers will know the bus locations at all times and the arrival times of incoming buses. Dispatchers and supervisors can track any buses that are ahead or behind schedule and make corrections as necessary. It alleviates anxiety about whether and when a bus will be arriving, which is one of the strongest reasons why people are reluctant to use public transit.
- With automatic passenger counting, planners can instantly determine areas with heaviest passenger traffic and plan accordingly with increased service, real-time information on trip lengths and times based on the current bus averages and objective, automated observation and assessment of route performance.

Enhanced Safety and Security:

- Bus security cameras protect drivers and passengers. Automated Vehicle Location Systems provide location of all buses. Computers monitor buses for unusual or suspicious detours or behaviors.

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 is moving forward with improved services for the student population.

METHODOLOGY (FY 2010)

StarMetro will continue to use the recommendations from FSUDURP and CUTR as well as internal initiatives to improve transit in the City of Tallahassee and the Tallahassee metropolitan statistical area. These activities are as follows:

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.

Shelters at SouthWood:

- As part of the SouthWood DRI, St. Joe Company will design and construct five (5) new shelters along the 80x Express Shuttle route in the SouthWood development. StarMetro

will oversee the design standards to ensure they meet operational and ADA requirements.

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.

END PRODUCTS/COMPLETION DATES/MILESTONES

Bus Shelters – September 2008

Bus Stop Benches – September 2008

Replacement Buses – ongoing

Route Restructuring - ongoing

• **SECTION 7: Systems Planning**

UPWP Task Title: AVIATION PLANNING	UPWP Task Number: 7.3	
Agency Responsible: TALLAHASSEE REGIONAL AIRPORT	Funding Source: COT - Aviation: \$50,000	Funding Source: 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 2008)**

Coordinated the development of the Airport Master Plan Update; continued the Federal Aviation Regulation Part 150 Noise Study land acquisition program; 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 2009)**

Implementation and monitoring of Airport Master Plan Update; continue implementing the Part 150 Noise Study land acquisition program (multi-year); 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 2010)

Implementation and monitoring of Airport Master Plan Update; continue implementing the Part 150 Noise Study land acquisition program (multi-year); 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 2009/2010)

- Airport Master Plan Update (Dec, Mar).
- Airport Development of Regional Impact Report (Sep).
- Airport Capital Improvement Program (Mar).
- Part 150 Noise Study Implementation Plan (Sep, Dec, Mar, Jun).

#### 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: TRANSPORTATION DISADVANTAGED PLANNING	UPWP Task Number: 7.4	
Agency Responsible: CRTPA	FY 2009 Funding Source: FTA 5303: \$18,314 FDOT 5303 Match: \$2,289 Local 530 Match: \$2,289 TD Trust Fund: \$22,000	FY 2010 Funding Source: FTA 5303: \$18,314 FDOT 5303 Match: \$2,289 Local 530 Match: \$2,289 TD Trust Fund: \$22,000

### TASK SCHEDULE

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

### TASK PURPOSE

Perform planning tasks associated with monitoring the transportation needs of the region's transportation disadvantaged consistent with Chapter 427, Florida Statutes ("Special Transportation and Communication Services"), Rule 41-2, Florida Administrative Rule ("Commission for The Transportation Disadvantaged").

### PREVIOUS WORK (FY 2008)

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 2009)

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 2010)

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.

## END PRODUCTS/COMPLETION DATES/MILESTONES (FYs 2009/2010)

- Updated Leon County Transportation Disadvantaged Service Plan (Jul)
- Annual CTC Evaluation (Oct)
- Provide support to the Leon County Transportation Disadvantaged Coordinating Board (ongoing).

## 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)).

## SECTION 7: Systems Planning

UPWP Task Title: MOBILITY MANAGEMENT	UPWP Task Number: 7.5	
Agency Responsible: CRTPA	Funding Source FY 2009:	Funding Source FY 2010:
	FHWA PL: \$15,000	FHWA PL: \$15,000
	FTA 5303: \$9,286	FTA 5303: \$9,286
	FDOT 5303 Match: \$1,161	FDOT 5303 Match: \$1,161
	Local 5303 Match: \$1,161	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 2008)

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 2009)

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 2010)

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 2009/2010)

- 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: CRTPA Coordination	UPWP Task Number: 8.1	
Agency Responsible: CRTPA	Funding Source FY 2009:	Funding Source FY 2010:
	FHWA PL: \$85,195	FHWA PL: \$85,195
	FTA 5303: \$10,000	FTA 5303: \$10,000
	FDOT 5303 Match: \$1,250	FDOT 5303 Match: \$1,250
	Local 5303 Match: \$1,250	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 2008)

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).

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 2009)

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 2010)

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 2009/2010)

- Provision of a coordinated regional transportation perspective (ongoing).
- CRTPA review and comments on legislative proposals as related to transportation issues (Mar, Jun).
- CRTPA compliance with ETDM requirements (as needed).
- Stronger relationship with StarMetro as the public transportation provider. (Ongoing)
- Increased outreach to member governments and coordination with their local issues.
- Increased involvement with local transportation issues affecting system roads.

# SECTION 9

## Other Planning Projects

## SECTION 9: Other Planning Projects

UPWP Task Title: Corridor Analysis	UPWP Task Number: 9.1	
Agency Responsible: CRTPA	FY 2009 Funding Source: FHWA PL Funds: \$30,000	FY 2010 Funding Source: 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 2008)

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 nearly complete, ROW 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 2009)

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): Widen roadway to 6 lanes tapering to 4 lanes south at south end; project being developed by BP 2000;
  - 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 underways 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 2010)

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): Widen roadway to 6 lanes tapering to 4 lanes south at south end; project being developed by BP 2000;
  - 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 2009/2010)**

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

## SECTION 9: Other Planning Projects

UPWP Task Title: Special Transportation Planning Projects	UPWP Task Number: 9.2	
Agency Responsible: CRTPA	FY 2009 Funding Source: FHWA PL : \$30,000	FY 2010 Funding Source: FHWA PL: \$30,000

### 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 2008)

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 2009)

Lake Jackson Ecopassage Project: Staff will be working with the consultant team performing the design phase of the project, prepare the project for prioritization and work with the FDOT and transportation partners to fund the construction phase of the project. Design is expected to be completed in the fall/winter 2008.

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 2010)

Lake Jackson Ecopassage Project: Staff will be working with the consultant team to prepare the project for prioritization and work with the FDOT and transportation partners to fund the construction phase of the project.

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 2009/2010)

- Enhanced awareness of corridor management importance for the region's major corridors (Sep, Dec, Mar, Jun).
- Lake Jackson Ecopassage Project preparation for CRTPA Prioritization.

## OTHER INFORMATION

Information regarding the Lake Jackson Ecopassage project is available on the CRTPA's website ([www.crtpa.org](http://www.crtpa.org)).

## IV.

# UPWP AGENCY PARTICIPATION AND PROPOSED FUNDING SOURCES FOR FISCAL YEARS 2009/10

Table 1.1 FY 2009 Proposed Agency Participation

Table 1.2 FY2010 Proposed Agency Participation

Table 2.1 FY 2009 Proposed Funding

Table 2.2 FY2010 Proposed Funding (see enclosed tables)

Table 1.1 Proposed Agency Participation FY 2009

TASK NUMBER/TITLE	CAPITAL REGION TRANSPORTATION PLANNING AGENCY COST	STARMETRO COST	CITY TRAFFIC ENGINEERING COST	CITY OF TALLAHASSEE AVIATION COST	LEON COUNTY PUBLIC WORKS COST	TOTAL PROGRAM COST
<b>1 ADMINISTRATION</b>						
1.1 Transportation Planning Mgmt.	\$213,000					<b>\$213,000</b>
1.2 CRTPA Certification	\$5,000					<b>\$5,000</b>
1.3 Capital Outlay	\$30,000					<b>\$30,000</b>
1.4 Funding Administration	\$25,000					<b>\$25,000</b>
1.7 Professional Services	\$72,000					<b>\$72,000</b>
<b>2. DATA COLLECTION AND DISTRIBUTION</b>						
2.1 Data Collection and Distribution	\$12,500		\$171,000		\$45,000	<b>\$228,500</b>
<b>3. UNIFIED PLANNING WORK PROGRAM (UPWP)</b>						
3.1 UPWP Development	\$34,250					<b>\$34,250</b>
<b>4. TRANSPORTATION IMPROVEMENT PROGRAM (TIP)</b>						
4.1 TIP Development	\$56,250					<b>\$56,250</b>
<b>5. LONG RANGE TRANSPORTATION PLAN (LRTP)</b>						
5.1 LRTP Development	\$76,250					<b>\$76,250</b>
<b>6. PUBLIC INVOLVEMENT</b>						
6.1 Public Involvement	\$57,500					<b>\$57,500</b>
<b>7. SYSTEMS PLANNING</b>						
7.1 Bicycle and Pedestrian Planning	\$45,000		\$10,000			<b>\$55,000</b>
7.2 Transit Planning		\$146,000				<b>\$146,000</b>
7.3 Aviation Planning				\$50,000		<b>\$50,000</b>
7.4 Transportation Disadvantaged	\$44,892					<b>\$44,892</b>
7.5 Mobility Management	\$26,608					<b>\$26,608</b>
<b>8. CRTPA COORDINATION</b>						
8.1 CRTPA Coordination	\$97,695					<b>\$97,695</b>
<b>9. OTHER PLANNING PROJECTS</b>						
9.1 Corridor Analysis	\$30,000					<b>\$30,000</b>
9.2 Special Transportation Planning	\$30,000					<b>\$30,000</b>
<b>TOTALS</b>	<b>\$855,945</b>	<b>\$146,000</b>	<b>\$181,000</b>	<b>\$50,000</b>	<b>\$45,000</b>	<b>\$1,277,945</b>

Table 1.2 Proposed Agency Participation

TASK NUMBER/TITLE	CAPITAL REGION TRANSPORTATION PLANNING AGENCY COST	STARMETRO COST	CITY TRAFFIC ENGINEERING COST	CITY OF TALLAHASSEE AVIATION COST	LEON COUNTY PUBLIC WORKS COST	TOTAL PROGRAM COST
<b>1 ADMINISTRATION</b>						
1.1 Transportation Planning Mgmt.	\$220,000					\$220,000
1.2 CRTPA Certification	\$5,000					\$5,000
1.3 Capital Outlay	\$18,500					\$18,500
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	\$44,892					\$44,892
7.5 Mobility Management	\$26,608					\$26,608
<b>8. CRTPA COORDINATION</b>						
8.1 CRTPA Coordination	\$107,695					\$107,695
<b>9. OTHER PLANNING PROJECTS</b>						
9.1 Corridor Analysis	\$30,000					\$30,000
9.2 Special Transportation Planning Pr	\$30,000					\$30,000
<b>TOTALS</b>	<b>\$1,001,445</b>	<b>\$146,000</b>	<b>\$181,000</b>	<b>\$50,000</b>	<b>\$45,000</b>	<b>\$1,423,445</b>

TABLE 2.1 FY 2009 Proposed Funding Detail Region Transportation Study

TASK NUMBER/ PROJECT TITLE	AGENCY	FHWA SEC. 112 (PL)	FIA SEC. 803 80%	LOCAL MATCH 10%	STATE MATCH FOOT 90%	TOTAL FIA SEC. 803	FIA SEC. 307	LOCAL MATCH (COT)	TOTAL FIA SEC. 307	TD TRUST FUND 100%	LOCAL OTHER 100%	TOTAL FEDERAL (FHWA FTA)	TOTAL STATE	TOTAL LOCAL	GRAND TOTAL
<b>1. ADMINISTRATION</b>															
1.1 Transportation Planning Management	CRTPA	\$188,000	\$20,000	\$2,500	\$2,500							\$209,000	\$2,500	\$2,500	\$213,000
1.2 CRTPA Coordination	CRTPA	\$5,000										\$5,000			\$5,000
1.3 Capital Outlay	CRTPA	\$30,000										\$30,000			\$30,000
1.4 Funding Administration	CRTPA	\$25,000										\$25,000			\$25,000
1.5 FOOT Assistance for R. Link	FOOT											\$0			\$0
1.6 FOOT Match for ESO funds	FOOT											\$0			\$0
1.7 Professional Services	CRTPA	\$12,000										\$12,000			\$12,000
TOTAL Administration		\$200,000	\$20,000	\$2,500	\$2,500	\$25,000						\$340,000	\$2,500	\$2,500	\$345,000
<b>2. DATA COLLECTION AND DISTRIBUTION</b>															
2.1 Data Collection and Distribution	CRTPA COT-TE LC-PW	\$12,500								\$17,000	\$46,000	\$75,500			\$171,000
TOTAL Data Collection and Distribution		\$12,500								\$17,000	\$46,000	\$75,500			\$228,500
<b>3. UNIFIED PLANNING WORK PROGRAM (UPWP)</b>															
3.1 UPWP Development	CRTPA	\$19,000	\$3,000	\$1,625	\$1,625	\$16,250						\$31,000	\$1,625	\$1,625	\$34,250
<b>4. TRANSPORTATION IMPROVEMENT PROGRAM (TIP)</b>															
4.1 TIP Development	CRTPA	\$40,000	\$3,000	\$1,625	\$1,625	\$16,250						\$59,000	\$1,625	\$1,625	\$59,250
<b>5. YEAR 2010 LONG RANGE TRANSPORTATION PLAN (LRTP)</b>															
5.1 LRTP Development	CRTPA	\$90,000	\$3,000	\$1,625	\$1,625	\$16,250						\$110,000	\$1,625	\$1,625	\$113,250
<b>6. PUBLIC INVOLVEMENT</b>															
6.1 Public Involvement	CRTPA	\$50,000	\$6,000	\$750	\$750	\$7,500						\$59,000	\$750	\$750	\$59,500
<b>7. SYSTEMS PLANNING</b>															
7.1 Review/Reevaluation Planning	CRTPA	\$45,000						\$0.000		\$0.000		\$45,000	\$0	\$0.000	\$55,000
7.2 Transit Planning	COT-SM					\$90,000	\$16,000	\$146,000				\$106,000	\$0	\$16,000	\$146,000
7.3 Aviation Planning	COT-40					\$0	\$0.000	\$0				\$0	\$0	\$0.000	\$0.000
7.4 Transportation Disadvantaged	CRTPA	\$18,314	\$2,289	\$2,289	\$2,289							\$18,314	\$2,289	\$2,289	\$44,892
7.5 Mobility Management	CRTPA	\$15,000	\$4,200	\$1,161	\$1,161	\$1,000						\$24,288	\$1,951	\$1,161	\$26,000
TOTAL Systems Planning		\$89,000	\$27,000	\$3,440	\$3,440	\$19,500	\$16,000	\$146,000	\$146,000	\$22,000	\$90,000	\$27,700	\$26,461	\$79,461	\$122,200
<b>8. CRTPA COORDINATION</b>															
8.1 CRTPA Coordination	CRTPA	\$85,195	\$10,000	\$1,290	\$1,290	\$12,500						\$95,195	\$1,290	\$1,290	\$97,005
<b>9. OTHER PLANNING PROJECTS</b>															
9.1 Corridor Analyses	CRTPA	\$10,000													
9.2 Special Transportation Projects	CRTPA	\$10,000													
TOTAL Other Planning Projects		\$20,000	\$10,000	\$12,825	\$12,825	\$128,250	\$10,000	\$16,000	\$146,000	\$146,000	\$22,000	\$276,000	\$27,715	\$104,025	\$304,025
GRAND TOTAL		\$715,635	\$102,900	\$12,825	\$12,825	\$1,029,250	\$10,000	\$16,000	\$1,460,000	\$1,460,000	\$22,000	\$2,029,295	\$27,715	\$104,025	\$1,277,945

(\*) to abbreviations:  
 COT-TE = City of Tallahassee Traffic Engineering  
 COT-40 = City of Tallahassee Aviation Department  
 COT-SM = City of Tallahassee Shuttle

CRTPA = Capital Region Transportation Planning Agency  
 FHWA = Federal Highway Administration  
 FTA = Federal Transit Administration  
 LC-PW = Leon County Public Works

TD = Commission for the Transportation Disadvantaged

TABLE 22: FY 2010 Proposed Funding of Capital Region Transportation Study

MARK NUMBER PROJECT TITLE	AGENCY	FHWA SEC. 112 (M)	FIA SEC. 5002 80%	LOCAL MATCH 10%	STATE MATCH 10%	TOTAL FIA SEC. 5002	FIA SEC. 5007	LOCAL MATCH (COT)	TOTAL FIA SEC. 5007	TD TRUST FUND 100%	LOCAL OTHER 100%	TOTAL FEDERAL (FHWA, FIA)	TOTAL STATE	TOTAL LOCAL	GRAND TOTAL
<b>I. ADMINISTRATION</b>															
1.1 Transportation Planning Management	CRTPA	\$52,437	\$20,000	\$2,300	\$2,300							\$21,500	\$2,300	\$2,300	\$28,000
1.2 CRTPA Coordination	CRTPA	\$5,000										\$5,000	\$0	\$0	\$5,000
1.3 CRTPA O&M	CRTPA	\$25,500										\$25,500	\$0	\$0	\$25,500
1.4 Funding Administration	CRTPA	\$25,000										\$25,000	\$0	\$0	\$25,000
1.5 FDOT Assistance for L. Line	FDOT											\$0	\$0	\$0	\$0
1.6 FDOT Match for 5507 Lines	FDOT											\$0	\$0	\$0	\$0
1.7 Pedestrian Services	CRTPA	\$72,000										\$72,000	\$0	\$0	\$72,000
TOTAL ADMINISTRATION		\$172,937	\$20,000	\$2,300	\$2,300	\$25,000						\$233,530	\$2,300	\$2,300	\$197,910
<b>II. DATA COLLECTION AND DISTRIBUTION</b>															
2.1 Data Collection and Distribution	CRTPA	\$22,500										\$22,500			\$22,500
	OT-IE									\$171,000		\$171,000			\$171,000
	LC-FW	\$55,000								\$45,000		\$45,000			\$45,000
TOTAL DATA COLLECTION AND DISTRIBUTION		\$77,500								\$216,000		\$216,000			\$216,000
<b>III. UNFINISHED WORK PROGRAMS</b>															
3.1 LRP Development	CRTPA	\$10,000	\$10,000	\$1,625	\$1,625	\$16,250						\$31,000	\$1,625	\$1,625	\$34,250
4.1 TRIP Development	CRTPA	\$40,000	\$13,000	\$1,625	\$1,625	\$16,250						\$53,000	\$1,625	\$1,625	\$56,250
5. YEAR 2030 LONG RANGE TRANSPORTATION PLAN (LRTP)	CRTPA	\$90,000	\$33,000	\$1,625	\$1,625	\$16,250						\$73,000	\$1,625	\$1,625	\$76,250
5.1 LRTP Development	CRTPA	\$90,000	\$33,000	\$1,625	\$1,625	\$16,250						\$73,000	\$1,625	\$1,625	\$76,250
	FDOT		\$140,000									\$140,000			\$140,000
TOTAL UNFINISHED WORK PROGRAMS		\$140,000	\$176,000	\$3,250	\$3,250	\$32,500						\$196,000	\$3,250	\$3,250	\$202,500
<b>IV. PUBLIC INVOLVEMENT</b>															
6.1 Public Involvement	CRTPA	\$30,000	\$0	\$750	\$750	\$7,500						\$38,250	\$750	\$750	\$46,500
<b>V. SYSTEMS PLANNING</b>															
7.1 System Program Planning	CRTPA	\$45,000								\$45,000		\$45,000	\$0	\$10,000	\$55,000
7.2 Travel Planning	OT-SW					\$30,000	\$16,000	\$46,000				\$30,000	\$0	\$16,000	\$46,000
7.3 Aviation Planning	OT-FAD							\$50,000				\$50,000	\$0	\$0	\$50,000
7.4 Transportation Development	CRTPA	\$183,444	\$2,288	\$2,288	\$22,880					\$22,000		\$20,000	\$2,288	\$2,288	\$44,800
7.5 Mobility Management	CRTPA	\$55,000	\$0,288	\$1,161	\$11,608					\$22,000		\$24,296	\$1,161	\$1,161	\$26,618
TOTAL SYSTEMS PLANNING		\$333,444	\$2,576	\$3,449	\$34,500	\$30,000	\$16,000	\$146,000		\$22,000		\$297,600	\$3,449	\$3,449	\$322,500
<b>VI. CRTPA COORDINATION</b>															
8.1 CRTPA Coordination	CRTPA	\$88,195	\$10,000	\$1,250	\$1,250	\$12,500						\$99,195	\$1,250	\$1,250	\$101,695
<b>VII. OTHER PLANNING PROJECTS</b>															
9.1 Other Airside	CRTPA	\$30,000										\$30,000			\$30,000
9.2 Special Transportation Projects	CRTPA	\$30,000										\$30,000			\$30,000
TOTAL OTHER PLANNING PROJECTS		\$60,000										\$60,000			\$60,000
GRAND TOTAL		\$528,122	\$102,600	\$12,625	\$12,625	\$128,250	\$130,000	\$16,000	\$146,000	\$22,000	\$276,000	\$633,795	\$19,425	\$19,425	\$1,280,425

Reporting Agency: Statewide Data provided by estimate of 2008 designation of \$145,000, amount of \$17,500, and \$1,000 of \$17,500

CRTPA = Capital Region Transportation Planning Agency  
 OT-IE = City of Indianapolis  
 OT-FAD = City of Indianapolis  
 OT-SW = City of Indianapolis  
 FHWA = Federal Highway Administration  
 FIA = Federal Intermodal Administration  
 FDOT = Federal Department of Transportation  
 TD = Transportation Development  
 LC-FW = Local County Funds

## **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



## *Florida Department of Transportation*

CHARLIE CRIST  
GOVERNOR

1074 Highway 90  
Chipley, FL 32428

STEPHANIE C. KOPELOUSOS  
SECRETARY

April 2, 2008

Mr. Harry Reed  
Executive Director  
Capital Region Transportation Planning Agency  
300 South Adams Street  
Tallahassee, Florida 32301

**Subject: Capital Region TPA FY2009 - 2010 Draft UPWP Review**

Dear Mr. Reed:

Attached to this transmittal are the Florida Department of Transportation (FDOT) comments on the Draft UPWP provided for our review. These comments are meant to relay the concerns of the FDOT and provide the TPA Staff a basis for improving the UPWP. FDOT is prepared to discuss these comments with TPA Staff at your earliest convenience.

The Department continues to be concerned with the percentage of federal planning funds allocated to the administrative tasks. We encourage the CRTPA to consider alternatives to reduce the overall cost of administrative tasks, thereby making more funds available for transportation planning tasks.

The Department recognizes and appreciates the efforts of the CRTPA staff to produce the new two year UPWP in a timely manner. The requirements of the two year UPWP have been incorporated into the document and provide the CRTPA a solid foundation for their work plan for upcoming two year period.

Any future comments received from the remaining reviewing agencies will be forwarded to your attention. FDOT requests the final UPWP, that addresses all reviewing agency comments, be provided to our office by May 30, 2008. This will allow sufficient time to coordinate with the other agencies to ensure UPWP approval by July 1, 2008.

If you have any questions or concerns please contact me at your earliest convenience. I can be reached at (850) 415 9371 or [bryant.paulk@dot.state.fl.us](mailto:bryant.paulk@dot.state.fl.us).

Sincerely,

Bryant T. Paulk, AICP  
Urban Liaison

cc: Ed DePuy  
Colleen Roland  
Jason Peters  
Stacie Blizzard

## **CRTPA FY09/10 UPWP Review Comments** *(Responses are italicized)*

- Correct FM # to 41620511401 and FAP # to 0220 046 M on the cover page. *The correction has been made.*
- Update and move FM # and FAP # from page iv. to page iii. *The correction has been completed.*
- Remove blank table and duplicate planning factor references under the Federal Planning Factors section. pp. 11-13 *The correction has been completed.*
- Reference to working with CRTPA committees to develop mission statement in both FY09 and 10 Methodology sections. Will this occur in both years? pp. 18,19 *The work will occur in FY 09 and FY10 has had this reference deleted.*
- Please remove reference to purchase of supplies from the Capital Outlay task. p. 22 *The correction has been made.*
- Total for FDOT/Sec 5303 match on Task 1.6 (\$12,481) do not match total on Tables 2.1 and 2.2 (\$12,825). pp. 25, 71, 72 *The correction has been made.*
- Reference to \$7,200 FDOT Match on Task 1.7, but no allocation of funds in Tables 2.1 and 2.2. pp. 26, 71, 72. *The correction has been made.*
- Reference to an agreement developed between COT and FDOT for surveillance cameras during I-10 Construction in FY09 and 10 Methodology. These agreements appear to have been executed and would not be required in FY09 and 10. pp. 29, 30 *The reference has been deleted.*
- Reference to continued development of JPAs related to the ITS and Traffic Management activities in FY09 and 10 Methodology. Is it anticipated the agreement development would span both years of the UPWP? pp. 29,30. *Depending on the time it takes for the City to review and execute the agreement, it may. If it is completed during FY 09, will will amend FY 10 to reflect the completed action.*

- Update reference to UPWP development to FY2011/2012 in the FY09/10 Methodology and End Products section of Task 2.1. p. 32. *The update has been completed.*
- Add Amending FY2010/2014 TIP to End Products of Task 4.1. p. 35. *The correction has been made.*
- Add discussion of public involvement activities outside of Tallahassee/Leon County area in Task 6.1. pp. 42, 43 *The reference has been added.*
- Increase discussion of Bicycle/Pedestrian planning activities outside of the Tallahassee/Leon County area in Task 7.1. pp. 45-48 *Additional information regarding activities has been provided.*
- Correct reference to Section 112 funds to PL funds on Task 9.1 and 9.2. pp. 63, 67 *The correction has been made.*
- Identify end products on all tasks by Month and Year if they will be reoccurring in the second year of the UPWP. *The corrections have been made.*

FEDERAL HIGHWAY ADMINISTRATION (FHWA) COMMENTS AND CAPITAL REGION  
TRANSPORTATION PLANNING AGENCY (CRTPA) RESPONSES

**FHWA:**

1. The CRTPA is commended for the work on the first two-year UPWP and its timely submission.
2. Cover Page: Please correct the Federal Aid Program number from (045) to (046).
3. General comment for all Tasks: For work that has not been completed:
  - Explain the reason for the delay in the work completed section.
  - Identify how much funding was not spent due to the delay.
  - Identify in the work proposed section what work still needs to be completed from the prior year.
  - The task table should show the funding from the prior year that is associated with the work still to be performed.

*CRTPA Response: The above comments have been noted and corrections made as applicable.*

**FHWA:**

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

CRTPA Response: The above comment duly noted, and tasks reviewed and applicable corrections made.

**FHWA:**

5. General Comment - In some of the tasks the methodology (work to be performed) is separated by fiscal years, in others the two years of work to be performed is combined in one section. Please be consistent and break out the work to be performed by fiscal year in all tasks.

CRTPA Response: All tasks are now consistent; work is broken out for each fiscal year.

***FHWA:***

6. General Comment for all Tasks: Completion dates and/or milestones appear to be inconsistently identified on end products and for work to be performed. Please review the document and insert these required times consistently throughout the tasks and include the fiscal year for each.

CRTPA Response: The document has been reviewed and dates and/or milestones have been added as needed.

***FHWA:***

7. Organization and Agreement – There is a concern that a staff services agreement has not been updated and executed. The need for this agreement was discussed during the first Transportation Management Area Federal Certification and will be a topic of discussion for the next one in May 2008.

CRTPA Response: Duly noted; no changes necessary to document.

***FHWA:***

8. The tables on page 12 and 13 are duplicative.

CRTPA Response: The duplicate table has been deleted.

***FHWA:***

9. General Comment - There is a concern that the CRFPA continues to dedicate a large percentage of its federal planning funds (PL) to administrative costs rather than funding transportation related studies to benefit the TPA area. The FHWA and FTA encourage the CRTPA to consider alternatives to reduce the administrative costs that are paid using the PL funds so these funds will be available for other planning activities.

CRTPA Response: Duly noted; the CRTPA will evaluate possible methods of reducing this cost.

***FHWA:***

10. Task 1 page 18-19 in previous work please provide what training workshops and conferences were attended. Were those attended limited to the example list given or were there more? How much of this task funding is for staff/board member travel? How much funding is dedicated to a consultant performing work? What exact work will the consultant be performing that staff will not be performing? Consultant funding should be identified in a separate line in each task budgets.

CRTPA Response: Additional, specific trainings and conferences were added to the previous work in Task 1.1. All funds were used for staff/board member travel.

**FHWA:**

11. Page 22 – Tasks not completed – How much funding was used/not used? Will any of this task for relocating occur in the 2008/2009 year? If so please identify it and the funding associated with it in the methodology section of work to be performed.

CRTPA Response: It is unknown if relocation will occur during the upcoming year. Control of this issue lies with the host government, and contingent upon the completion of other renovations and relocations within and outside City Hall. To date, only \$616 of the total amount has been spent and invoiced. It is unknown if additional purchases will be made prior to June 30, 2008 at this time.

**FHWA:**

12. Page 22 – Capital Purchases made by the TPO with PL funds must remain in possession of the TPO and should be shown in the inventory files of the TPO. Those items purchased with PL funds should be used for mainly TPO work. Please review the MPO Handbook Chapter 3 located at <http://www.dot.state.fl.us/planning/policy/mpohandbook/ch3.pdf> for a more detailed discussion of the requirements for purchases.

CRTPA Response: Duly noted.

**FHWA:**

13. Page 23 what work will be performed each year under the methodology section?

CRTPA Response: Additional detail has been added to that task.

**FHWA:**

14. Page 24 - The FDOT should supply the CRTPA with a write-up of its activities it has and will conduct for planning activities in support of the TPA as it has in past years.

CRTPA Response: FDOT has discussed their planning activities in the narrative section of the document, as in past years. Please refer to page 13.

**FHWA:**

15. Page 26 -- what are the deadlines and milestones for these products?

CRTPA Response: Deadlines and milestones have been added for legal services, retreat facilitation, and the annual audit.

***FHWA:***

16. Page 28 - What funds are being used by the CRTPA in the Task Budget table for this task? PL funds? Local funds? Are the funds being used by the Public Works office City of Tallahassee Local funds, Leon County local funds, or other funds?

CRTPA Response: The funding sources for this task (2.1 Data Collection) have been identified.

***FHWA:***

17. Page 29-30 Methodology sections – will it take two years to develop the JPA between COT and FDOT? Will tools and equipment need to be purchased both years to complete the training of staff and to collect sign inventory data?

CRTPA Response: Task 2.1 Data Collection, has been edited to more closely reflect the anticipated activity.

***FHWA:***

18. Page 32 – There should be a methodology section for 2008/2009 year work to be performed Included in it should be the development of the draft 2009/2010 UPWP draft. The draft for the 2009/10 UPWP should be corrected to the 2010/2011 UPWP. Please update end product section to include both UPWPS and include draft dates.

CRTPA Response: Duly noted; corrections made.

***FHWA:***

19. For the Final UPWP, the MPO should consult the latest funding tables from the Florida Department of Transportation (FDOT) to verify the total PL fund projection is equal or less than the estimated available funding for the subject MPO area.

CRTPA Response: Duly noted and verified with FDOT.

***FHWA:***

20. All Agreements or Certifications including Debarment and Suspension, Contracts, Grants, and Cooperative Agreements, Title VI agreements and DBE statements should be signed and dated, and included in the document.
21. Please see The FDOT MPO Handbook Chapter 7 located at <http://www.dot.state.fl.us/planning/policy/mpohandbook/ch7.pdf> for the information regarding what documentation must be included in the final UPWP for the annual certification.

CRTPA Response: Duly noted.

# SAFETEA-LU LONG RANGE TRANSPORTATION PLAN COMPLIANCE

## **Federal Question 1**

Discuss how the plan addresses the new 8 planning factors.

### **CRTPA Response:**

The individual Planning Factor is shown in italics followed by the CRTPA response.

**Document:** Not found in the currently distributed document. Future distributions will include the Goals and Objectives as Appendix B.

**CD:** Under Miscellaneous Documents.

1. *Support the Economic Vitality of the Metropolitan Area, especially by Enhancing Global Competitiveness, Productivity, and Efficiency;*

### **Goal B: To support and enhance economic vitality of the Capital Region.**

#### Objectives:

1. Give priority to transportation projects that are consistent with economic development priorities established in local government comprehensive plans and enhance economic development and redevelopment in targeted areas of the Capital Region.
  3. ~~Improve the connectivity of the local and regional transportation network with intraregional, interregional, and interstate transportation systems and facilities.~~
  4. ~~Improve access to major employment centers and major activity centers.~~
2. *Increase the Safety of the Transportation System for Motorized and Nonmotorized Users;*

### **Goal F: To improve the safety and security of the transportation system.**

#### Objectives:

1. Encourage capital investments and programs that will increase the security and safety of the transportation system.
  2. Consider clearance time on roads that function as evacuation routes when establishing roadway improvement priorities.
  3. Reduce conflicts between public transit, pedestrians and automobile traffic.
  4. Recommend lighting and median improvements that can enhance the comfort level and safety of all users of the transportation system.
  5. Identify, in coordination with the FDOT Safety office, high crash incidence locations and projects that increase the safety of users of the transportation system.
  6. Give appropriate weighting to projects that reduce pedestrian, bicycle and automobile crashes at high crash locations as well as projects that increase security and safety of the entire transportation system.
    8. Provide an arterial street network with adequate capacity or alternative routes for emergency vehicles to respond within established criteria.
3. *Increased Security of the Transportation System for Motorized and Non-motorized Users;*

### **Goal F: To improve the safety and security of the transportation system.**

#### Objectives:

7. Identify the implications of homeland security on the region's transportation

system.

4. *Increase the Accessibility and Mobility of People and for Freight;*

**Goal B: To support and enhance economic vitality of the Capital Region.**

Objectives:

2. Provide for and enhance the movement of visitors and freight efficiently within and through the urbanized area, particularly on SIS-designated facilities.
  4. Improve access to major employment centers and major activity centers.
  6. Improve access to historic sites, museums, and national, state, and local recreation areas for residents and visitors.
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;*

**Goal D: To promote coordination of transportation and land use policy decisions.**

Objectives:

1. Ensure consistency with the Future Land Use and transportation related elements (Transportation, Traffic Circulation, and Transit) of local comprehensive plans.
2. Ensure consistency with growth management strategies of local governments within the Capital Region.
3. Ensure consistency with the Florida Department of Transportation's long- and short-range plans and programs.
5. Coordinate with local governments and other agencies and encourage the control of access along major facilities.
6. Minimize the disruption of existing land uses for transportation related improvements.
9. Coordinate with local governments and other agencies, to discourage development of strip commercial land use, encourage mixed-use development, and encourage transit oriented development and more intense non-residential development in existing and planned transit corridors.

**Goal G: To support local, state and federal initiatives to protect and enhance environmental and historical resources.**

Objectives:

1. Utilize innovative transportation planning techniques to minimize disruption of the natural environment and design transportation facilities that enhance the beauty of the natural environment, when possible.
  2. Minimize the long-term as well as the immediate impact of transportation improvements on air and water resources and noise.
  3. Promote regional stormwater retention and treatment in the design of future transportation projects to minimize impacts on the natural environment, improve aesthetics of treatment facilities, protect land values adjacent to treatment facilities, and encourage recreational utility of these facilities.
  4. Plan for projects that compliment community amenities such as greenway spaces, recreational trails, and recreational stormwater facilities in major roadway/reconstruction projects where possible.
  5. Identify enhancement projects, such as bicycle and pedestrian facilities, greenways, and landscaping and beautification projects.
  6. When planning for limited access corridors, identify opportunities for adjacent bicycle and pedestrian greenways as part of the corridor planning process.
  7. Prioritize projects that have been evaluated through the FDOT Efficient Transportation Decision Making and Socio-Cultural Effects process.
6. *Enhance the Integration and Connectivity of the Transportation System, Across and Between Modes, for People and Freight;*

**Goal E: To expand, enhance and increase the use of transit.**

Objectives:

1. Continue to search for and expand the provision of transit dollars through local, state, and Federal revenue sources.
  2. Continue to evaluate an expanded service area and provide more efficient public transit service for the public. Use FDOT's Transit Quality of Service Guidelines in this evaluation.
  3. To the extent possible, meet the needs of the transportation disadvantaged (as defined in Chapter 427.011, Florida Statutes) including the elderly, persons with disabilities and economically disadvantaged through public transportation routes.
  4. Expand and enhance transit access, including passenger stop and waiting facilities
  5. Coordinate with the ongoing TalTran Transit Development Plan and incorporate appropriate recommendations into the Long Range Transportation Plan.
  6. Identify areas of the community in which alternative transportation modes currently have, or should have, greater priority pursuant to the comprehensive plan, and recommended designation of such areas as multimodal transportation planning districts pursuant to 1999 legislative amendments to Chapter 163, Florida Statutes.
  7. Support a seamless transportation system throughout the region by improving interconnections between all transportation modes.
  8. Ensure that multimodal transportation projects are planned for regional activity centers such as college campuses, shopping centers, medical centers, or large places of employment.
7. *Promote Efficient System Management and Operation; and*

**Goal H: To economically, efficiently, and equitably maintain and expand the transportation system.**

Objectives:

3. Consider life cycle costs in the evaluation of transportation alternatives.
  5. Improve connectivity of the collector roadway network to relieve congestion on arterial and interstate facilities.
  6. Consider a comprehensive range of congestion relief strategies during development of LRTP alternatives.
  7. Consider geographic equity as a factor in recommending projects for the Cost Feasible Plan.
8. *Emphasize the Preservation of the Existing Transportation System.*

**Goal C: To meet present and future transportation needs through the more efficient use of existing facilities.**

Objectives:

1. Give priority to improvements that do not require additional travel lanes (i.e., changes in signal timing, addition of turn lanes, transportation systems management, and intelligent transportation systems.)
2. Encourage transportation demand strategies to reduce the number of single occupant vehicles.
3. Add capacity to an existing facility and/or construct a new road only after all other alternatives have been considered.
4. Give priority to transportation corridors with reserved right-of-way.
5. Expand and enhance access to alternative transportation modes.
6. Give priority to facilities that are currently deficient.
7. Coordinate with the region's congestion management system in relieving existing congestion and preventing congestion where it has not yet occurred.
8. Establish performance measures to evaluate the effectiveness of transportation operations improvements.

## Federal Question 2

Identify transportation facilities (including major roadways, transit, multimodal and intermodal facilities, and intermodal connectors) that function as an integrated system, giving emphasis to facilities that serve important national, state, and regional transportation functions.

### **CRTPA Response:**

Document: Cost Feasible Plan 3-2 through 3-6.

CD: **In the Cost Feasible Plan (FR1\_CRTPA Cost Feasible\_complete\_DS.pdf) pages 3-2 through 3-6.**

Yes. The CRTPA Year 2030 LRTP was developed, in conjunction with the Tallahassee-Leon County Bicycle and Pedestrian Master Plan (BPMP) with the integration of all modes of transportation in mind. Contained in the LRTP are facilities such as the Capital Circle, Northwest Corridor from Interstate 10 to the Tallahassee Regional Airport as well as the Mahan Drive/Tennessee Street Corridor from the Greyhound bus terminal to Interstate 10 which serve as Florida Strategic Intermodal System Connector Roads. These roads are designed to provide a higher level of service to and from intermodal connections such as the airport and the Greyhound bus terminal.

Additionally, the LRTP includes the Red Hills Coastal Parkway, which is a road that connects US 319 to US 98 and is intended to provide access to and from the Interstate from North and South as a limited access facility for the movements of people, goods and services. Although the corridor is located in eastern Leon County that does not necessarily mean that the corridor will be located in eastern Leon County. The intention is to have a North-South corridor to serve both US 319 and US 98. The Red Hills Coastal Parkway would also include a bicycle and pedestrian path or corridor to provide alternative transportation opportunities.

In addition to roadways the LRTP also includes several “super stops” at Florida State University as well as Florida A&M University to provide a higher level of service to those utilizing transit in Leon County. The transit component also includes several Bus Rapid Transit routes, which serve corridors of high intensity transit usage to compliment transit opportunities in the downtown areas.

While there is no specific section of the LRTP that identifies these facilities as a component to an integrated system the Evaluation Criteria clearly indicates the intent to coordinate these systems.

### **Federal Question 3**

Include discussion of the types of potential environmental mitigation activities and potential areas to carry out these activities, including activities that may have the greatest potential to restore and maintain the environmental functions affected by the plan. This discussion shall be developed in consultation with federal, state, and tribal wildlife, land management, and regulatory agencies.

#### **CRTPA Response:**

**Document:** Appendix B.

**CD:** Under Miscellaneous Documents.

Yes. One of the new efforts in place by the Florida Department of Transportation (FDOT) is the Efficient Transportation Decision Making process or ETDM. This effort includes an inter-agency coordinated effort to identify a multitude of issues relating to the development of projects ranging from sidewalks to roadway widenings. The process includes environmental reviews to ensure that issues are identified upfront to locate potential issues as the projects moves through the FDOT process for development. By far, having this tool in place will allow the CRTPA to identify, early-on, any potential environmental, tribal land, land use, watershed, wetland, coastal, and other issues prior to moving forward with any project to ensure that these issues are addressed.

Additionally, this issue is addressed in Goal G as shown below:

#### **Goal G: To support local, state and federal initiatives to protect and enhance environmental and historical resources.**

##### *Objectives:*

1. Utilize innovative transportation planning techniques to minimize disruption of the natural environment and design transportation facilities that enhance the beauty of the natural environment, when possible.
2. Minimize the long-term as well as the immediate impact of transportation improvements on air and water resources and noise.
3. Promote regional stormwater retention and treatment in the design of future transportation projects to minimize impacts on the natural environment, improve aesthetics of treatment facilities, protect land values adjacent to treatment facilities, and encourage recreational utility of these facilities.
4. Plan for projects that compliment community amenities such as greenway spaces, recreational trails, and recreational stormwater facilities in major roadway/reconstruction projects where possible.

### **Federal Question 4**

Include a financial plan that demonstrates how the adopted transportation plan can be implemented and indicates public and private resources that can be made available to carry out the plan.

**CRTPA Response:**

**Document:** Financial Resources pages 5-1 through 5-7.

**CD:** In the Financial Resources document (FR1\_CRTPA Financial Resources\_DS) pages 5-1 through 5-7.

Yes. The CRTPA LRTP includes a Financial Resources document that outlines existing revenue sources, revenue sources that have yet to be used and revenues from local governments and the State of Florida (projections for the year 2030). The projections, plus any revenue source that is currently utilized was used to apply against the Needs Plan for project development. The CRTPA was also presented the information regarding revenue sources that are currently available but not used, of which, members opted not to pursue for funding project.

One component of updating the LRTP included discussions with developers of large property holdings to determine the level of build out at the year 2030. Since the internal road system to these developments is the responsibility of the developers it was assumed that “private” or developers would pay for these improvements.

Florida has several funding programs such as the Strategic Intermodal System (SIS) and Transportation Regional Incentives Program (TRIP). Although the TRIP funds are applied year to year it is impossible to determine what projects may or may not utilize these funds so they are not accounted for. However, the SIS projects present a different opportunity. These projects are identified in advance and are indicated to be funded through this program. Therefore, Capital Circle, Northwest from Interstate 10 to the Tallahassee Regional Airport and Mahan Drive from Dempsey Mayo Road to Walden Road are programmed to be funded by SIS.

In 1999 the voters of Leon County passed a Local Option Sales Tax that provided funds to a program known as Blueprint 2000. The direction of this program is to widen Capital Circle from Apalachee Parkway to Interstate 10 (west). Therefore, the Capital Circle projects within these limits are identified as funded by Blueprint 2000.

Lastly, the development of the LRTP included discussions with the local governments to determine which projects are funded through local funds. These projects are identified as having the City of Tallahassee or Leon County as the funding source.

## **Federal Question 5**

Include operational and management strategies to improve the performance of existing transportation facilities to relieve vehicular congestion and maximize the safety and mobility of people and goods.

### **CRTPA Response:**

**Document:** Cost Feasible Plan 3-2 through 3-4.

**CD:** In the Cost Feasible Plan (FR1\_CRTPA Cost Feasible\_complete\_DS.pdf) pages 3-2 through 3-6.

**Emphasize optimization of the existing transportation system.** The main indicator of systems optimization is the ability of transportation projects to benefit roadway corridors previously identified as deficient, backlogged, constrained, or regressing to capacity deficient levels based on data from local concurrency management systems. Projects can achieve this criterion by improving the LOS of the project roadway or a parallel facility.

**Improve safety and security of the transportation system.** Integration of motorized and non-motorized users of the transportation system must be accomplished with safety in mind. Enhancing safety and security for automotive and transit travelers and trucks are major factors in prioritizing roadway projects. Safety was quantified through a review of FDOT data on high-accident locations while security was assessed by identifying projects located on the STRAHNET/National Highway System. Bus Rapid Transit systems include provisions for enhanced security such as cameras and dynamic message signs located at transit stations. In addition, increased capacity along designated hurricane evacuation routes could improve safety under emergency situations.

## **Federal Question 6**

Include capital investment and other strategies to preserve the existing and future system and provide for multimodal capacity increases based on regional priorities and needs.

### **CRTPA Response:**

**Document:** Financial Resources document 4-14 through 4-19.

**CD:** In the Financial Resources document (FR1\_CRTPA Financial Resources\_DS) pages 4-14 through 4-19.

Yes. There are several strategies that were evaluated for CRTPA consideration and are contained in the Financial Resources document. These included efforts such as the advanced construction/partial conversion of advance construction, Tapered match, flexible match, toll credits, GARVEE Bonds, Section 129 loans, State Infrastructure Banks, TIFIA, and value pricing.

## **Federal Question 7**

Include proposed transportation and transit enhancement activities.

### **CRTPA Response:**

Document: Needs Plan pages 7-1 through 7-27.

**CD: In the Needs Plan document (FR1\_CRTPA Needs Plan\_complete\_DS) pages 7-1 through 7-27. Cost Feasible Plan (FR1\_CRTPA Cost Feasible\_complete\_DS.pdf) pages 5-3 through 5-10.**

Yes. The CRTPA's LRTP includes projects that range from transit to roadway widenings to bike and pedestrian projects. Included in the transit projects are funds to establish "super stops" at FSU and FAMU, which would serve as major transit hub centers in conjunction with the existing CK Steele Plaza. Additionally, the LRTP calls for plans to establish two Bus Rapid Transit (BRT) routes. The first would connect SouthWood to the downtown area and the second would connect the universities to Apalachee Parkway. In addition to the BRT routes there are plans to make headway improvement to some 30 routes as well as express shuttle service to Quincy.

### **Federal Question 8**

Employ visualization techniques to describe the plan. These can include maps, charts, graphs, and diagrams, and techniques such as scenario planning.

### **CRTPA Response:**

Document: Needs Plan and Cost Feasible Plan.

**CD: Scattered in the reports.**

Yes, there are figures, maps, graphs, etc... to help visualize the plan. Some of the graphics include constrained facilities, deficiency, and area maps, level-of-service tables, areas served by transit maps, and statistical comparison charts for those citizens interested in the modeling aspects of the plan. The efforts will be further enhanced as part of the next update.

### **Federal Question 9**

Make public information available in electronically accessible formats such as the World Wide Web.

### **CRTPA Response:**

Document: Final Public Involvement document.

**CD: Not on the CD.**

Yes. The public involvement process for the LRTP was very strong. There were several methods used for letting citizens know about the plan as well as providing a lot of opportunities to receive feedback from citizens. The efforts included a separate website for the LRTP, which included information regarding the project ranging from meeting dates to newsletter to surveys. Additionally, efforts included the printing and distribution of three separate newsletters, public

service announcements, newspapers articles, and radio ads. Upon the completion of the project the CRTPA was provided a notebook of all the public involvement activities for use as reference.

### **Federal Question 10**

Include public meetings at convenient and accessible times and locations.

#### **CRTPA Response:**

**Document:** Final Public Involvement document.

**CD:** Not on the CD.

Yes. The meetings that were held for the LRTP were at various locations in the region at various times. Every effort was made to make the meeting location accessible by transit routes, and those that weren't were provided notice for transportation service to and from the meeting.

### **Federal Question 11**

Identify the projected transportation demand of persons and goods in the metropolitan planning area over the period of the plan.

#### **CRTPA Response:**

**Document:** Appendix A.

**CD:** Not on the CD.

Yes. This projection of this information was accomplished through former staff to the research section of the Tallahassee-Leon County Planning Department.

## **Federal Question 12**

Identify adopted congestion management strategies including, as appropriate, traffic operations, ridesharing, pedestrian and bicycle facilities, alternative work schedules, freight movement options, high occupancy vehicle treatments, telecommuting, and public transportation improvements (including regulatory, pricing, management, and operational options), that demonstrate a systematic approach in addressing current and future.

### **CRTPA Response:**

**Document:** Bicycle and Pedestrian Master Plan, Needs Plan pages 8-16 through 8-20.

**CD:** Needs Plan (FR1\_CRTPA Needs Plan\_complete\_DS) Pages 8-16 through 8-20.

Yes. Some of these were provided to the CRTPA as options to consider. The CRTPA actually has a separate Bicycle and Pedestrian Master Plan (BPMP) that was completed under the auspices of the former Tallahassee-Leon County MPO. Transportation pricing is also discussed in the Financial Resources document.

## **Federal Question 13**

Identify pedestrian walkway and bicycle transportation facilities in accordance with 23 U.S.C. 217(g)

### **CRTPA Response:**

**Document:** Bicycle and Pedestrian Master Plan, Needs Plan pages 8-16 through 8-20.

**CD:** Needs Plan (FR1\_CRTPA Needs Plan\_complete\_DS) Pages 8-16 through 8-20

As part of the development of the Bicycle and Pedestrian Master Plan (BPMP), completed in 2004, there were major efforts made in mapping all the sidewalks, and bike lanes, in Leon County. This information was the basis for the bicycle and pedestrian component of the LRTP. In fact this information is available in a GIS form through the Tallahassee-Leon County GIS Cooperative.

## **Federal Question 14**

Reflect the consideration given to the results of the management systems required by 23 C.F.R. 500.109 (Congestion Management System), 500.110 (Public Transportation Management System), and 500.111 (Intermodal Management System). A CMS is required in TMAs. The CMS, PTMS and IMS are required in all metropolitan areas to the extent appropriate.

### **CRTPA Response:**

Document: **Appendix B.**

CD: **Under Miscellaneous Documents.**

The Congestion Management Process was considered as a function of Goals C and H, which read:

**Goal C: To meet present and future transportation needs through the more efficient use of existing facilities.**

7. Coordinate with the region's congestion management system in relieving existing congestion and preventing congestion where it has not yet occurred.

**Goal H: To economically, efficiently, and equitably maintain and expand the transportation system.**

5. Improve connectivity of the collector roadway network to relieve congestion on arterial and interstate facilities.
6. Consider a comprehensive range of congestion relief strategies during development of LRTP alternatives.

In terms of a PTMS the Year 2030 LRTP did include a detailed transit evaluation process and has a separate transit component that speaks to costing out transit facilities.

## **Federal Question 15**

Describe proposed improvements in sufficient detail to develop cost estimates.

### **CRTPA Response:**

Document: Cost Feasible Plan pages 2-1 through 2-10.

CD: **Cost Feasible Plan (FR1\_CRTPA Cost Feasible\_complete\_DS.pdf) pages 2-1 through 2-10.**

Yes. There is a section in the Cost Feasible Plan component that describes how the costs were estimated, including transit and roadway. There are tables that provide basic information on each project.

## **Federal Question 16**

Reflect a multimodal evaluation of the transportation, socioeconomic, environmental, and financial impact of the overall plan, including all ongoing major transportation investments.

### **CRTPA Response:**

Document: Cost Feasible Plan pages 3-2 through 3-11.

CD: **Cost Feasible Plan (FR1\_CRTPA Cost Feasible\_complete\_DS.pdf) pages 3-2 through 3-11.**

Yes. During the development of the Cost Feasible Plan the CRTPA developed and approved a set of Evaluation Criteria to rate the projects from the Needs Plan. These criteria included:

#### **Support the Economic Vitality of the Metropolitan Area**

Connectivity to Regional Economic Hubs

#### **Emphasize Optimization of the Existing Transportation System**

Existing Capacity Deficiency

Transit Level-of-Service based on Service Frequency (Headways)

#### **Address the Interrelationships of Transportation and Land Use**

Promote Sustainable Development

Consistency with Local Government Comprehensive Plans

#### **Promote the Use of Transit and Alternative Modes of Transportation**

#### **Improve Safety and Security of the Transportation System**

Transportation Safety and Security

Hurricane Evacuation

## **Minimize Negative Community and Environmental Impacts**

Regional Impacts

Title VI Impacts

## **Expand Regional Transportation System in an Efficient Manner**

Systems Continuity

Project Status

Year 2030 Vehicle to Capacity without the project

Year 2030 Estimated Transit Ridership Potential

## **Federal Question 17**

For ongoing major transportation investments for which analyses are not complete, indicate that the design concept and scope (mode and alignment) have not been fully determined and will require further analysis. The plan shall identify such study corridors and sub-areas and may stipulate either a set of assumptions (assumed alternatives) concerning the proposed improvements or a no build condition pending the completion of a corridor or sub-area level analysis under 23 C.F.R. 450.318.

### **CRTPA Response:**

**Document:** Not included.

**CD:** Not included.

No, that information is not contained in the Year 2030 LRTP. The reader would not be able to determine the status of each and every project based on its inclusion in the LRTP.

However, the inclusion of this information would be a constant source of updating which is more reflective of a Transportation Improvement Program than a Long Range Transportation Plan and 23 CFR 450.318, appears to support that conclusion.

If the intention is to add a blanket statement that states the following then we can certainly do that:

“The following projects have not gone through the Project Development and Environment (PD&E) process or the Efficient Transportation Decision Making (ETDM) process. Additionally, the projects listed below do not have pre-determined alignments and are concepts for roadway placement and configuration.”

## **Federal Question 18**

Reflect, to the extent that they exist, consideration of and coordination with: the area's comprehensive long-range land use plan and metropolitan development objectives; national, state, and local housing goals and strategies, community development and employment plans and strategies, and environmental resource plans; local, state, and national goals and objectives such as linking low income households with employment opportunities; and the area's overall social, economic, environmental, and energy conservation goals and objectives.

### **CRTPA Response:**

Document: Cost Feasible Plan pages 3-2 through 3-11.

**CD: Cost Feasible Plan (FR1\_CRTPA Cost Feasible\_complete\_DS.pdf) pages 3-2 through 3-11.**

Yes, but not for all of the identified items stated. The comprehensive plans were considered heavily for future development and employment, environmental issues, sustainable communities, Title VI Impacts, and safety were all considered during the Cost Feasible Plan component, specifically, the Evaluation Criteria.

## **State Question 1**

Identify transportation facilities that should function as an integrated metropolitan transportation system, giving emphasis to facilities that serve important national, state, and regional transportation functions. Those facilities include the facilities on the Strategic Intermodal System designated under s. 339.63 and facilities for which projects have been identified pursuant to s. 339.2819 (Transportation Regional Incentive Program).

### **CRTPA Response:**

Yes. The LRTP includes the projects that serve national, state and regional interests. The plan includes the project identified on the SIS network as well as those with TRIP funds.

## **State Question 2**

Address the prevailing principles to be considered in the long-range transportation plan: preserving the existing transportation infrastructure; enhancing Florida's economic competitiveness; and improving travel choices to ensure mobility. The LRTP must be consistent, to the maximum extent feasible, with future land use elements and the goals, objectives, and policies in the approved local government comprehensive plans of the units of local government located within the jurisdiction of the MPO.

### **CRTPA Response:**

Yes. To the fullest extent possible, Goal C of the LRTP was: "To meet present and future transportation needs through the more efficient use of existing facilities". The local government comprehensive plans were considered when developing the socioeconomic data and forecasts. Additionally, consistency with local government comprehensive plans was a Cost Feasible Plan Evaluation Criteria.

## **State Question 3**

Identify transportation facilities, including, but not limited to, major roadways, airports, seaports, spaceports, commuter rail systems, transit systems, pedestrian walkways, bicycle transportation facilities and intermodal or multimodal terminals that will function as an integrated metropolitan transportation system.

### **CRTPA Response:**

Yes. For the second LRTP cycle (2000 and 2005) the CRTPA LRTP reflects the integration of various transportation modes including, bike, pedestrian, transit, and roadway.

## **State Question 4**

Consider the goals and objectives identified in the Florida Transportation Plan.

### **CRTPA Response:**

Yes. Many of the goals of the Florida Transportation Plan (FTP) are similar in nature to those of the CRTPA's LRTP. The LRTP's goals are listed below:

- Goal A: To provide a proactive public involvement process.
- Goal B: To support and enhance economic vitality of the Capital Region.
- Goal C: To meet present and future transportation needs through the more efficient use of existing facilities.
- Goal D: To promote coordination of transportation and land use policy decisions.
- Goal E: To expand, enhance and increase the use of transit.
- Goal F: To improve the safety and security of the transportation system.
- Goal G: To support local, state and federal initiatives to protect and enhance environmental and historical resources.
- Goal H: To economically, efficiently, and equitably maintain and expand the transportation system.

## **State Question 5**

If a project is located within the boundaries of more than one MPO, the MPOs must coordinate plans regarding the project in their LRTPs.

### **CRTPA Response:**

Not Applicable

## **State Question 6**

Include a financial plan that demonstrates how the plan can be implemented, indicating resources from public and private sources which are reasonably expected to be available to carry out the plan, and recommends any additional financing strategies for needed projects and programs.

### **CRTPA Response:**

Yes. The Financial Resources document outlines the existing revenues, alternatives revenues that could be used, and funding opportunities that show potential to be used to fund other transportation efforts.

## **State Question 7**

Assess capital investment and other measures necessary to ensure the preservation of the existing metropolitan transportation system and make the most efficient use of existing transportation facilities to relieve vehicular congestion and maximize the mobility of people and goods.

### **CRTPA Response:**

Yes, to an extent. Alternative revenue opportunities were provided to the CRTPA for consideration to preserve the transportation system as a whole. However, these opportunities were not specifically provided to relieve vehicle congestion as much as to improve the transportation system as a whole.

## **State Question 8**

Indicate, as appropriate, proposed transportation enhancement activities, including, but not limited to, pedestrian and bicycle facilities, scenic easements, landscaping, historic preservation, mitigation of water pollution due to highway runoff, and control of outdoor advertising.

### **CRTPA Response:**

The LRTP includes, by reference, an entire document dedicated bicycle and pedestrian improvements. Scenic easements, landscaping, historic preservation, and water pollution mitigation are not addressed in the LRTP.

## **State Question 9**

Be approved on a recorded roll call vote of the MPO membership present.

### **CRTPA Response:**

The LRTP was approved unanimously by the CRTPA. However, a roll call vote was not recorded as part of this process.

# Joint Certification Package

