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

CRTPA BOARD

MEETING OF MONDAY, MARCH 21, 2016 AT 1 PM

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

MISSION STATEMENT

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

FINAL AGENDA

1. AGENDA MODIFICATIONS

2. CONSENT AGENDA

A. Minutes of the February 8, 2016 CRTPA Board Meeting
B. Draft Fiscal Years 2017 and 2018 Unified Planning Work Program (UPWP)
C. StarMetro 5310 Direct Recipient Designation
D. Apalachee Regional Planning Council (ARPC) Non-Voting Member Addition
E. Wakulla Community Transportation Coordinator Approval
F. CRTPA Connections 2040 Regional Mobility Plan Contract Extension
G. 2016 CRTPA Calendar Revision

3. CONSENT ITEMS PULLED FOR DISCUSSION

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

4. ROLL CALL VOTE AGENDA ITEMS

A. Fiscal Year (FY) 2016 – FY 2020 Transportation Improvement Program (TIP) Amendment

The CRTPA FY 2016 – FY 2020 TIP is proposed to be amended to reflect the following:

- City of Tallahassee/StarMetro Compressed Natural Gas (CNG) Facility (Project #4234452): Add project to reflect funding for the construction of CNG facility (Leon County) (Total funding: $4 million in FY 2016).

5. CRTPA ACTION

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

A. Executive Director Selection Update

This agenda item will provide an update on the status of the Executive Director position.

B. CRTPA Office Location

This agenda item seeks Capital Region Transportation Planning Agency (CRTPA) Board approval of resolution to authorize the Interim Executive Director to enter into a lease agreement for office space located at 1030 East Lafayette Street, Tallahassee, Florida.

C. CRTPA 2016 Transportation Alternatives Program (TAP) Review Criteria

This agenda item seeks approval of an update to the CRTPA's TAP adopted review criteria as recently recommended by the CRTPA's TA Subcommittee.

D. Florida Arts Trail – Gadsden County Board of County Commissioners Report

This item provides the materials that were presented to the Gadsden County Board of County Commissioners (Gadsden County BOCC) on March 1, 2016 regarding the Florida Arts Trail. This includes the actions that are recommended by the Gadsden County BOCC to the CRTPA for inclusion into the Florida Arts Trail Project Development and Environment Study.

E. Florida Arts Trail – Project Development and Environment (PD&E) Study

At the March 1, 2016 Gadsden County Board of County Commissioners (BOCC) meeting, Commissioners approved a motion to incorporate the SR 12 Florida Arts Trail Task Force recommendations into the Florida Arts Trail Project Development and Environment (PD&E) Study. Capital Region Transportation Planning Agency (CRTPA) staff has reviewed these recommendations and will discuss these options with the CRTPA Board.

F. Thomasville Road Planning Study Update

This agenda item provides an update on the Thomasville Road Planning Study.

6. CRTPA INFORMATION

A. Executive Director's Report
- **Capital City to the Sea Trails Update**

B. FY 2017 – FY 2021 Transportation Improvement Program (TIP) Update
C. Correspondence
D. Committee Actions (Citizen's Multimodal Advisory Committee/ Technical Advisory Committee/Transportation Disadvantaged Coordinating Board)
E. Future Meeting Dates (Next Meeting: *May 16, 2016 (*pending approval of Item 2G))
F. CRTPA Expense Reports

7. CRTPA CITIZEN COMMENT

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

8. ITEMS FROM CRTPA BOARD MEMBERS

This portion of the agenda is provided to allow members an opportunity to discuss and request action on items and issues relevant to the CRTPA, as appropriate.

March 21, 2016

Capital Region
Transportation Planning Agency
CRTPA

AGENDA ITEM 1

AGENDA MODIFICATIONS

March 21, 2016

Capital Region Transportation Planning Agency
CRTPA

AGENDA ITEM 2 A

MINUTES

REQUESTED BY: CRTPA Staff	TYPE OF ITEM: Consent

The minutes from the February 8, 2016 CRTPA meeting provided as ***Attachment 1*** and the voting sheet from the meeting is shown as ***Attachment 2***.

RECOMMENDED ACTION

Option 1: Approve the minutes of the February 8, 2016 CRTPA Board meeting.

ATTACHMENT

Attachment 1: Minutes of the February 8, 2016 CRTPA Board meeting.

ATTACHMENT 1

Capital Region Transportation Planning Agency
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CRTPA BOARD

MEETING OF MONDAY, FEBRUARY 8, 2016 AT 1 PM

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

MINUTES

MEMBERS PRESENT

Commissioner Betsy Barfield, Jefferson County, Chair
Commissioner Bryan Desloge, Leon County
Commissioner Kristin Dozier, Leon County
Commissioner Mary Ann Lindley, Leon County
Commissioner Nick Maddox, Leon County
Commissioner Scott Maddox, City of Tallahassee
Commissioner Nancy Miller, City of Tallahassee
Commissioner Curtis Richardson, City of Tallahassee
Commissioner Anthony Viegbesie, Gadsden County
Commissioner Betsey Barfield, Jefferson County
Commissioner Randy Merritt, Wakulla County
Commissioner Joy Bowen, Leon County Schools

Members Absent:

Commissioner Bill Proctor, Leon County
Commissioner John Dailey, Leon County

Staff Present: Jack Kostrzewa, CRTPA , Lynn Barr, CRTPA, Greg Burke, CRTPA, Yulonda Mitchell, CRTPA , Colleen Roland, CRTPA, Thornton Williams, CRTPA Attorney, Ivan Maldonado, StarMetro, Wayne Tedder, PLACE,; Suzanne Lex, FDOT

1. **AGENDA MODIFICATIONS**

No Modifications

2. **AWARDS AND SPECIAL PRESENTATIONS**

- **CRTPA 2015 Chair Recognition to Commissioner Kristin Dozier**

3. **CONSENT AGENDA**

A. Minutes of the November 16, 2015 CRTPA Board Meeting
B. Minutes of the Executive Director Search Committee Meetings

C. CRTPA Travel Resolution

Commissioner Miller wanted to clarify that all applicants have not been background screened, per the City of Tallahassee policy. She noted before an offer was extended the applicant will be backgrounded screened. She wanted to clarify that all applicants have not been screened, as of the date of the meeting.

Board Action: Commissioner Merritt made a motion to approve consent agenda item with the modifications noted to the minutes. Commissioner Desloge seconded the motion. The motion was unanimously passed.

4. CONSENT ITEMS PULLED FOR DISCUSSION

None

5. CRTPA ACTION

A. Orange Avenue

This agenda item seeks approval from the CRTPA Board to expand the limits of the Orange Avenue Project Development and Environment (PD&E) Study (scheduled to begin in 2019) and discuss the pursuit of an Orange Avenue/Lake Bradford Road/Springhill Road Corridor Study prior to the initiation of the PD&E study.

Board Action: Commissioner Merritt made a motion to approve options 1 and 2 for the expanding the limits of the Orange Avenue agenda item. Commissioner Miller seconded the motion. The motion was unanimously passed.

B. Executive Director Selection

This agenda item seeks CRTPA Board approval of the Executive Director Search Committee's recommended order of candidates as follows: Mr. Mike Kozlosky as the top candidate, Mr. Alauddin Kahn as the second candidate and Mr. Greg Slay as the third candidate for the CRTPA Executive Director position. Additionally, the Executive Director Search Committee is requesting approval to begin negotiations with the top candidate or successive candidates (should negotiations not be successful).

Board Action: Commissioner Merritt made a motion to approve options 1 and 2 on the Executive Director Selection agenda item. Commissioner S. Maddox seconded the motion. The motion was unanimously passed.

C. Executive Director Contract

This agenda item is being presented to provide direction to the CRTPA Board regarding the employment of the next Executive Director. The issue before the Board is whether to employ the Executive Director, with or without a contract.

Board Action: Commissioner N. Maddox made a motion to move with no contract. Commission Miller seconded the motion. The motion failed. Richardson, Miller, Barfield, S. Maddox voting in opposition.

Board Action: Commissioner S. Maddox Chair had discretion to negotiate with applicant on contract v. no contract. Commissioner Viegbesie seconded the motion. The motion passed.

D. November 2015 CRTPA Organizational Structure - Clarification

At the November 16, 2015 CRTPA Board meeting members held a lengthy discussion regarding the organizational structure and potential reconfigurations of the CRTPA. This item is being presented to address the votes that were taken at the meeting.

Board Action: Commissioner Dozier made a motion to request an agenda time that looks at an Executive Committee, which would primarily focus on the Executive Director's evaluation and other duties as delegated by the CRTPA Board. Commissioner Merritt seconded the motion. The motion was unanimously passed.

6. CRTPA INFORMATION

A. Executive Director's Report
B. 2016 CRTPA Transportation Alternatives Program (TAP) Update
C. Correspondence
D. Committee Actions (Citizen's Multimodal Advisory Committee/ Technical Advisory Committee/Transportation Disadvantaged Coordinating Board)
E. Future Meeting Dates (Next Meeting: March 21, 2016)
F. CRTPA Expense Reports

7. CRTPA CITIZEN COMMENT

8. ITEMS FROM CRTPA BOARD MEMBERS

This portion of the agenda is provided to allow members an opportunity to discuss and request action on items and issues relevant to the CRTPA, as appropriate.

Adjourned at 2:38 PM

Attested:

Yulonda Mitchell, Recording Secretary **Betsy Barfield, Chair**

Member Name	Representing	Voting Points		Total Points		5a		Total Points		5b		Total Points		5b sub motion		Total Points		5c		Total Points		5d		Total Points				Total Points	
			Vote	FOR	AGST	Vote	FOR	AGST	Vote	FOR	AGST	Vote	FOR	AGST	Vote	FOR	AGST	Vote	FOR	AGST	Vote	FOR	AGST	Vote	FOR	AGST	Vote	FOR	AGST
Commissioner Joy Bowen	LCSB	1.00	y	1.00	0.00	y	1.00	0.00	y	1.00	0.00	y	1.00	0.00	y	1.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00
Commissioner Betsy Barfield	Jefferson	4.00	y	4.00	0.00	y	4.00	0.00	y	4.00	0.00	n	0.00	4.00	y	4.00	0.00		0.00	0.00		0.00	0.00
Vacant	Gadsden Cities	5.00		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00
Commissioner Randy Merritt	Wakulla	8.00	y	8.00	0.00	y	8.00	0.00	y	8.00	0.00	y	8.00	0.00	y	8.00	0.00		0.00	0.00		0.00	0.00
Commissioner Dr. Anthony O. Viegbesie	Gadsden	8.00	y	8.00	0.00	y	8.00	0.00	y	8.00	0.00	y	8.00	0.00	y	8.00	0.00		0.00	0.00		0.00	0.00
Commissioner John Dailey	Leon	5.29		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00
Commissioner Brian Desloge	Leon	5.29	y	5.29	0.00	y	5.29	0.00	y	5.29	0.00	y	5.29	0.00	y	5.29	0.00		0.00	0.00		0.00	0.00
Commissioner Kristin Dozier	Leon	5.29	y	5.29	0.00	y	5.29	0.00	y	5.29	0.00	y	5.29	0.00	y	5.29	0.00		0.00	0.00		0.00	0.00
Commisioner Mary Ann Lindley	Leon	5.29	y	5.29	0.00	y	5.29	0.00	y	5.29	0.00	y	5.29	0.00	y	5.29	0.00		0.00	0.00		0.00	0.00
Commissioner Nick Maddox	Leon	5.29		0.00	0.00	y	5.29	0.00	y	5.29	0.00	y	5.29	0.00	n	0.00	5.29		0.00	0.00		0.00	0.00
Commissioner Bill Proctor	Leon	5.29		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00
Commissioner Jane Sauls	Leon	5.29		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00
Commissioner Scott Maddox	Tallahassee	12.33		0.00	0.00	y	12.33	0.00	y	12.33	0.00	n	0.00	12.33	y	12.33	0.00		0.00	0.00		0.00	0.00
Commissioner Nancy Miller	Tallahassee	12.33	y	12.33	0.00	y	12.33	0.00	y	12.33	0.00	n	0.00	12.33	y	12.33	0.00		0.00	0.00		0.00	0.00
Commissioner Curtis Richardson	Tallahassee	12.33	y	12.33	0.00	y	12.33	0.00	y	12.33	0.00	n	0.00	12.33	n	0.00	12.33		0.00	0.00		0.00	0.00
TOTAL		**100.00**		**61.52**	**0.00**		**79.14**	**0.00**		**79.14**	**0.00**		**38.14**	**41.00**		**61.52**	**17.62**		**0.00**	**0.00**		**0.00**	**0.00**
			Q	100.00%	0.00%	Q	100.00%	0.00%	Q	100.00%	0.00%	Q	48.19%	51.81%	Q	77.74%	22.26%	No Q	#DIV/0!	#DIV/0!	No Q	#DIV/0!	#DIV/0!

ATTACHMENT 2

March 21, 2016

Capital Region Transportation Planning Agency
CRTPA

AGENDA ITEM 2 B

DRAFT FISCAL YEARS 2017 AND 2018 UNIFIED PLANNING WORK PROGRAM (UPWP)

REQUESTED BY: CRTPA Staff	TYPE OF ITEM: Action

STATEMENT OF ISSUE

The Fiscal Years (FYs) 2017 and 2018 Unified Planning Work Program (UPWP) define the tasks and anticipated funding requirements for the Capital Region Transportation Planning Agency (CRTPA) during the fiscal period beginning July 1, 2016 and ending June 30, 2018. Development of the UPWP is one of the requirements of the metropolitan transportation planning process for the CRTPA.

Consistent with state and federal regulations, the DRAFT Fiscal Years 2017 and 2018 UPWP has been developed (***Attachment 1***) for CRTPA transmittal to the Florida Department of Transportation (FDOT), Federal Highway Administration (FHWA) and Federal Transit Agency (FTA) for review and comment.

RECOMMENDATIONS BY CRTPA SUBCOMMITTEES

Citizen Multimodal Advisory Committee (CMAC): The CMAC recommended approval at its March 8, 2016.

Technical Advisory Committee (TAC): The TAC recommended approval at its March 8, 2016 meeting.

RECOMMENDED ACTION

Option 1: Approve transmittal of the DRAFT FYs 2017 and 2018 UPWP to the FDOT, FHWA and FTA for review and comment.

HISTORY AND ANALYSIS

Pursuant to State and Federal requirements, the CRTPA develops a Unified Planning Work Program (UPWP) for the upcoming two state fiscal year (July 1, 2016 to June 30, 2018).

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

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

As identified in the DRAFT FYs 2017 and 2018 UPWP, the CRTPA staff will focus on a comprehensive range of transportation planning activities, including the following:

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

- Long Range Transportation Plan **(Task 3.1: UPWP, Task 5.1: Year 2040 LRTP, Task 8.1: CRTPA Coordination)**. In FYs 2017 & 2018, CRTPA staff will continue its implementation with CRTPA local governments regarding provisions of Year 2040 LRTP. Maintenance and implementation of the adopted plan will continue.

- Public Involvement **(Task 6.1: Public Involvement)**: Activities related to informing the public about the metropolitan planning process as well as the programs and plans of the CRTPA will continue within the CRTPA planning area. Such activities include participation in regional events, development of CRTPA specific project and issue newsletters, placement of current information on the CRTPA's website (www.crtpa.org), conducting public CRTPA meetings to receive input and the use of local media related to CRTPA meetings and programs. Public involvement will also include supporting the intent of Title VI of the Civil Rights Act of 1964 by actively seeking input from the traditionally underserved from the region's population.

- Efficient Transportation Decision Making (ETDM) **(Task 2.1: Data Collection and Distribution; Task 6.1: CRTPA Regional Coordination)**: The ETDM process will continue to be advanced consistent with programmed project activities. The collection of socioeconomic data will

continue related to CRTPA ETDM projects.

- Transportation Disadvantaged Planning (**Task 7.1: Transportation Disadvantaged**): Continuation of the CRTPA's role as the lead planning organization for transportation disadvantaged planning the four counties served by the CRTPA. Development of Transportation Disadvantaged Service Plans, with investigation of developing a regional planning entity will continue during this period.

CHANGES FROM LAST YEAR'S UPWP

While there is a change in the appearance of the UPWP, many of the tasks within the UPWP remain the same from year to year as they address requirements of the metropolitan transportation planning process (including development of the transportation improvement program (TIP), UPWP, LRTP, program administration and public involvement including ensuring access to the transportation planning process for the public including the traditionally underserved). New to this program document is increased detail regarding operating expenses provided to meet a state and federal mandate and facilitate the processing of reimbursements.

Over the last few years, the CRTPA has provided excellent and succinct policy guidance. The FYs 2017 and 2018 UPWP provides a work plan to address these priorities through focusing on planning and project implementation activities related to addressing regional multimodalism as well as bicycle and pedestrian project implementation. Such activities include UPWP tasks related to the break out of the CRTPA's annual project priority lists to ensure all adequate funding for all modes (including bike/pedestrian projects) and enhanced coordination with the CRTPA's transportation partners including StarMetro. The most notable addition to addressing these priorities is the implementation of the Connections 2040 Regional Mobility Plan which provides a long-term assessment of all transportation needs throughout the CRTPA region.

In addition to the changes mentioned above, the format of the tasks within the FYs 2017-2018 UPWP has also been revised to more concisely reflect CRTPA work efforts as well as to break out CRTPA program documents as separate work tasks.

The UPWP, as proposed in this draft, has a slight increase in grant income from the previous two years. In addition, staff has secured additional funds that are restricted to specific uses. Additional funds from the Commission for the Transportation Disadvantaged and Project Management help meet our expected financial needs.

NEXT STEPS

Subsequent to CRTPA approval of transmittal of the DRAFT FYs 2017 and 2018 UPWP to federal and state review agencies, CRTPA staff will transmit the document to the FDOT, FHWA, and FTA for review and comment. Upon receipt of the DRAFT UPWP, the review agencies will provide comments to CRTPA staff within 30 calendar days. Once agency comments are received, CRTPA staff will review the comments and revise as necessary the UPWP prior to CRTPA adoption of the FYs 2017 and 2018

UPWP at the May CRTPA meeting. Following CRTPA adoption of the UPWP, CRTPA staff will transmit the document to the FDOT for final review.

OPTIONS

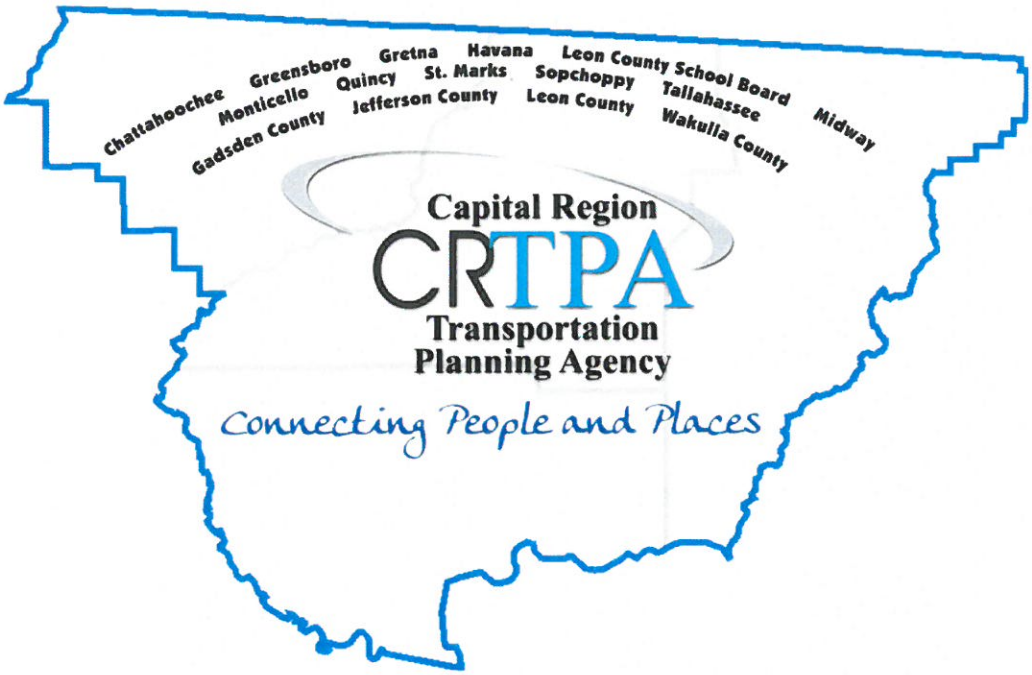
Option 1: Approve transmittal of the DRAFT FYs 2017 and 2018 UPWP to the FDOT, FHWA and FTA for review and comment. (Recommended)

Option 2: Provide other direction.

ATTACHMENTS

Attachment 1: DRAFT FYs 2017 and 2018 UPWP.

ATTACHMENT 1



FISCAL YEARS 2017 AND 2018
UNIFIED PLANNING WORK PROGRAM

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

DRAFT March 2016

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

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V. APPENDIX (provided at Final Adoption)

CRTPA Joint Certification
Non-Discrimination Title VI Policy Statement
Lobbying Certification
Debarment and Suspension Certification
Application for Federal Assistance (5305D) and Assurances
Responses to Review Comments
CRTPA Planning Area Boundary Map

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CAPITAL REGION TRANSPORTATION PLANNING AGENCY FISCAL YEARS 2017 AND 2018

UNIFIED PLANNING WORK PROGRAM

FOR TRANSPORTATION PLANNING ACTIVITIES

ADOPTED BY THE CAPITAL REGION TRANSPORTATION PLANNING AGENCY ON MAY ??, 2016
BY RESOLUTION NO. 2016-5-##

_____

Betsy Barfield, CRTPA Chairperson

Prepared by the Capital Region Transportation Planning Agency

Preparation of this report has been financed in part through grants
From the Florida Department of Transportation,
Federal Highway Administration, (CFDA No. 20.205) and
Federal Transit Administration, (CFDA No 20.505).

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

I. INTRODUCTION

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

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

The draft UPWP was presented to the CRTPA and its subcommittees for comment (March, 2014) and finalized by the CRTPA at its May, 2014 meeting. In addition, the UPWP is posted on the CRTPA's web page (www.crtpa.org). Throughout the year, copies of the document are provided upon request as well as available at public events attended by CRTPA staff.

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

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

In October 2003, the Tallahassee-Leon County Metropolitan Planning Organization (MPO) approved expansion of its Planning Area Boundary (PAB) to include portions of Gadsden and Wakulla counties. In May 2004, the Tallahassee-Leon County MPO approved an Apportionment

Plan reorganizing into the Capital Region Transportation Planning Agency (CRTPA). The Governor approved the Apportionment Plan in August 2004 with subsequent Interlocal Agreements approved during December 2004 and January 2005. CRTPA bylaws were adopted in May 2005. Amendments were made to the Bylaws in November 2006 to reflect the institution of a Management Oversight Committee to provide executive supervision to the CRTPA director and staff.

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

STATUS OF COMPREHENSIVE TRANSPORTATION PLANNING ACTIVITIES

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

- Year 2040 Long Range Transportation Plan (Regional Master Plan) was adopted by the CRTPA in December 2010. This plan identifies roadway, transit, bicycle and pedestrian projects within the CRTPA planning area boundary. The Leon County section of bicycle and pedestrian projects contained within this plan were identified as part of development of the Tallahassee-Leon County Year 2025 Bicycle and Pedestrian Master Plan (discussed below). Other projects will be identified from other member jurisdictions. This plan is available for review on the CRTPA's website (www.crtpa.org).

- Bicycle and Pedestrian Master Plan: The Tallahassee-Leon County Year 2025 Bicycle & Pedestrian Master Plan (BPMP) was adopted by the CRTPA on May 17, 2004. The BPMP includes nearly 70 miles of sidewalks, bike facilities and shared use paths for implementation. On September 27, 2005, the CRTPA adopted the Access to Schools to Priority List that provides a more detailed listing to assist within implementation of the BPMP. Initial development of the BPMP occurred prior to the CRTPA's expansion and, as a result, includes only projects within Tallahassee-Leon County. The next update of the BPMP was completed as part of the Regional Mobility Plan in December 2010.

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

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

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

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

- Jefferson County Transportation Disadvantaged Service Plan Originally adopted on January 16, 2008, the plan's annual update was approved in June 2013. The Apalachee Regional Planning Agency (ARPC) was the official planning agency of the Jefferson County Transportation Disadvantaged Coordinating Board (TDCB). As of July 1, 2013 the CRTPA became the designated Official Planning Agency.

- Wakulla County Transportation Disadvantaged Service Plan: Originally adopted on January 16, 2007 the plan's annual update was approved in June 2013. The Apalachee Regional Planning Agency (ARPC) was the official planning agency of the Wakulla County Transportation Disadvantaged Coordinating Board (TDCB). As of July 1, 2013 the CRTPA is the designated Official Planning Agency. During FY 16 the contract for the Community Transportation Coordinator (Wakulla Senior Services) with the Florida Commission for the Transportation Disadvantaged expired. Staff began and completed the recommendation process and _____ (in progress completed after April 8, 2016)

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

- Tallahassee-Leon County,

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

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

FY 2015/2016 TRANSPORTATION PLANNING ACTIVITIES

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

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

- FY 2014 – FY 2019 Priority Project Lists adoption (September);

- FY 2014 -FY 2019 Transportation Improvement Program adoption (June);

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

- Bicycle and Pedestrian Master Plans were adopted in:

    - Gadsden: August 21, 2012 by Gadsden County
    - Wakulla: July 17, 2012 by Wakulla County
    - Jefferson: January 17, 2013 by Jefferson County

  Implementation and identification of projects continued through FY 16.

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

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

PLANNING PRIORITIES

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

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

PLANNING TASKS

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

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

Regional Mobility Plan/Long Range Transportation Plan (Task 3.1: UPWP, Task 5.1: LRTP, Task 8.1: CRTPA Coordination). The Year 2035 Long Range Transportation Plan (LRTP) was adopted in FY 2010. In FYs 2009/10, CRTPA staff coordinated with CRTPA local governments regarding provision of Year 2035 LRTP information for incorporation in local government comprehensive plans. Additionally, projects contained within the LRTP have been added to the CRTPA's project priority list for funding consideration. The next update of the LRTP began in 2013. As with past plans, all modes of transportation are considered for a longer-range period than the LRTP – 50 years or more.

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

Involvement Plan was adopted in FY10.

Efficient Transportation Decision Making (Task 2.1: Data Collection and Distribution; Task 6.1: CRTPA Coordination): Consistent with the adoption of the Year 2035 LRTP in FY 2010, ETDM eligible projects will continue to be entered into the ETDM Planning Screen. Additionally, CRTPA project already in the ETDM process will continue to be advanced consistent with programmed project activities. The collection of socioeconomic data will continue related to CRTPA ETDM projects.

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

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

LEVEL OF PLANNING EFFORT

The tasks contained within this UPWP reflect the transportation needs of the CRTPA as identified in the CRTPA's plans and programs, as well as priorities explicitly identified by the CRTPA. As identified within the adopted Year 2035 LRTP, the transportation needs of the CRTPA exceed available resources for all modes of travel. This UPWP addresses these limited resources by focusing the CRTPA's planning efforts on the provision of a continuing, cooperative and comprehensive process to ensure adequate public involvement and mobility choices within the CRTPA.

II. ORGANIZATION AND MANAGEMENT

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

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

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

Governmental Entity	Voting/Non-Voting	Weighted Vote	Members
Leon County	Voting	37	7*
City of Tallahassee	Voting	37	3**
Leon County School Board	Voting	1	1
Cities of Gadsden Co (Havana, Midway, Quincy)	Voting	5	1
Gadsden County	Voting	9	1
Wakulla County	Voting	7	1
Jefferson County	Voting	4	1

FL Dep't. of Transportation	Non-voting	0	1
Federal Highway Admin.	Non-voting	0	1

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

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

The originally approved apportionment of the CRTPA is the result of actions initiated in October 13, 2003, when the Tallahassee-Leon County Metropolitan Planning Organization (MPO) approved a revised Planning Area Boundary to include portions of Wakulla and Gadsden Counties, the Cities of Midway and Quincy and the Town of Havana. Subsequently, on May 17, 2004, the MPO approved an Apportionment Plan in accordance with the revised Planning Area Boundary. On June 21, 2004, the MPO approved a resolution changing its name to the Capital Region Transportation Planning Agency (CRTPA). The Governor of Florida approved the apportionment plan on August 17, 2004. During the past 3 years the CRTPA moved to expand the planning area boundary to include all of Gadsden, Wakulla, and Jefferson counties. The Governor approved the new apportionment plan to include all four counties in March 2011. A map of the CRTPA's planning area boundary is located on the last page of this document.

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

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

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

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

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

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

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

CRTPA PARTICIPANTS IN UPWP METROPOLITAN PLANNING PROCESS

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

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

Midway, City of Quincy, and Leon County School Board. The addition of Jefferson County and all of Wakulla County and their municipalities was approved with completion of the interlocal agreements and approval by the Governor's Office in 2011.

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

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

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

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

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

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

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

CRTPA CERTIFICATION STATUS (FEDERAL AND STATE)

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

CRTPA OPERATING PROCEDURES AND BYLAWS

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

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

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

The CRTPA does not currently lease any equipment.

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

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

1. Support the economic vitality of the urbanized area, especially by enabling global competitiveness, productivity and efficiency;
2. Increase the safety of the transportation system;
3. Increase security of the transportation system;
4. Freight Planning and Complete Streets: Increase the accessibility and mobility options available to people and freight;
5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
7. Promote efficient system management and operation, and
8. Emphasize preservation of the existing transportation system.
9. Map 21 Implementation: Transition to Performance Based Planning and Programming.
10. Regional Models of Cooperation: Promote cooperation and coordination across MPO boundaries and across State boundaries where appropriate to ensure a regional approach to transportation planning.
11. Ladders of Opportunity: Access to essential services – as part of the transportation planning process, identify transportation connectivity gaps in access to essential services.

UNIFIED PLANNING WORK PROGRAM TASKS	**MAP-21 PLANNING FACTORS**										
	1	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**
1.1 Transportation Planning Administration	X	X	X	X	X	X	X	X	X	X	X
1.2 CRTPA Certification	X	X	X	X	X	X	X	X	X	X	X
1.3 Capital Outlay	X	X	X	X	X	X	X	X	X	X	X
1.4 Funding Administration	X	X	X	X	X	X	X	X	X	X	X
1.5 FDOT Assistance for PL Funds	X	X	X	X	X	X	X	X	X	X	X
1.6 FDOT Match for 5305D Funds	X	X	X	X	X	X	X	X	X	X	X
2.1 Data Collection and Distribution		X	X	X	X	X	X				
3.1 Unified Planning Work Program	X	X	X	X	X	X	X	X	X	X	X
4.1 Trans. Improvement Program	X	X	X	X	X	X	X	X	X	X	X
5.1 Year 2035 LRTP	X	X	X	X	X	X	X	X	X	X	X
6.1 Public Involvement		X	X	X	X	X	X	X	X	X	X
7.1 Bicycle & Pedestrian Planning		X	X	X	X	X	X		X	X	X
7.2 Transit		X	X	X	X	X	X	X	X	X	X
7.3 Airport	X			X	X	X	X	X			

7.4 Transportation Disadvantaged		X	X	X	X	X	X	X	X	X	X
7.5 Mobility Management		X	X	X	X	X	X	X	X	X	X
8.1 CRTPA Coordination	X	X	X	X	X	X	X	X	X	X	X
9.1 Corridor Analysis	X	X	X	X	X	X	X	X	X	X	X
9.2 Special Trans. Planning Projects	X	X	X	X	X	X	X	X	X	X	X

FDOT DISTRICT 3 PLANNING ACTIVITIES

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

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

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

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

- Provide supporting information and documentation to support MPO planning.

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

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

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

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

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

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

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

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

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

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

- Assist in validation of models.

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

- Review Intergovernmental Coordination and Review Documents (ICARS)

- Review Enhancement applications to determine eligibility.

- Review proposed local government comprehensive plan amendments, and the Evaluation and Appraisal Reports.

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

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

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

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

III. WORK ELEMENTS SECTION

UPWP WORK ELEMENTS DESCRIPTION

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

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

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

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

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

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

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

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

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

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

SECTION 1

ADMINISTRATION

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

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

Estimated Budget Detail for FY 17								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	Local Funds	Trans. Disad.	Total
Personnel Services								
	Staff Salaries Indirect Costs Fringe Costs	$27,473 5,577 16,950	-	$16,484 3,346 10,170-	$3,750	$3,750	-	-
	Subtotal:	**$50,000**	**-**	**$30,000**	**$3,750**	**$3,750**	**-**	**$87,500**
Consultant Services								
		-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
Travel								
		$9,000	-	-	-	-	-	$9,000
	Subtotal:	-	-	-	-	-	-	-
Other Direct Expenses								
Detail attached		$69,625	-	-	-	-	-	$69,625
	Subtotal:		-	-	-	-	-	
	Total:	**$128,625**		**$30,000**	**$3,750**	**$3,750**		**$128,625**

COST ANALYSIS CERTIFICATION AS REQUIRED BY SECTION 216.3475, FLORIDA STATUTES:
I certify that the cost for each line item budget category has been evaluated and determined to be allowable, reasonable, and necessary as required by Section 216.3475, F.S. Documentation is on file evidencing the methodology used and the conclusions reached.

District MPO Liaison (Grant Manager) Name

Signature Date

Estimated Budget Detail for FY 18								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	Local Funds	Trans. Disad.	Total
Personnel Services								
	Staff Salaries Indirect Costs Fringe Costs	$27,473 5,577 16,950	-	$16,484 3,346 10,170-	$3,750	$3,750	-	-
	Subtotal:	**$50,000**	**-**	**$30,000**	**$3,750**	**$3,750**	**-**	**$87,500**
Consultant Services								
	Click here to enter text.	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
Travel								
		$9,000	-	-	-	-	-	**$9,000**
	Subtotal:	-	-	-	-	-	-	-
Other Direct Expenses								
		$70,525	-	-	-	-	-	**$70,525**
	Subtotal:		-	-	-	-	-	.
	Total:	**$129,525**		**$30,000**	**$3,750**	**$3,750**		**$167,025**

COST ANALYSIS CERTIFICATION AS REQUIRED BY SECTION 216.3475, FLORIDA STATUTES:
I certify that the cost for each line item budget category has been evaluated and determined to be allowable, reasonable, and necessary as required by Section 216.3475, F.S. Documentation is on file evidencing the methodology used and the conclusions reached.

District MPO Liaison (Grant Manager) Name

Signature Date

FHWA PL FUNDED UPWP TASK NO 1.1
DIRECT ORGANIZATIONAL REPORT BUDGET
FY2017

Advertising	$ 4,500
Reproduction	$ 8,000
Equipment Repairs	$ 225
Computer Software	$ 10,000
Telephone	$ 1,000
Postage	$ 500
Office Supplies	$ 4,000
Unclassified Supplies	$ 2,000
Travel & Training	$ 9,000
Journals & Books	$ 300
Rent Expense Bldg/Offc	$ 39,100
TOTAL	$ 78,625.00

FHWA PL FUNDED UPWP TASK NO 1.1
DIRECT ORGANIZATIONAL REPORT BUDGET
FY2018

Advertising	$ 4,500
Reproduction	$ 8,000
Equipment Repairs	$ 225
Computer Software	$ 10,000
Telephone	$ 1,000
Postage	$ 500
Office Supplies	$ 4,000
Unclassified Supplies	$ 2,000
Travel & Training	$ 9,000
Journals & Books	$ 300
Rent Expense Bldg/Offc	$ 40,000
TOTAL	$ 79,525

Task 1.2 CERTIFICATION REVIEW	
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 Completed TMA Certification, State Certification	
Required Activities	
FY2017 • 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.).	FY2018 • 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.

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

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

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

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

District MPO Liaison (Grant Manager) Name

Signature Date

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

COST ANALYSIS CERTIFICATION AS REQUIRED BY SECTION 216.3475, FLORIDA STATUTES:
I certify that the cost for each line item budget category has been evaluated and determined to be allowable, reasonable, and necessary as required by Section 216.3475, F.S. Documentation is on file evidencing the methodology used and the conclusions reached.

District MPO Liaison (Grant Manager) Name

Signature Date

Task 1.3 CAPITAL OUTLAY	
Purpose: Ensure the adequate provision of capital resources to conduct the Capital Region Transportation Study in a continuing, cooperative and comprehensive manner.	
Previous Work Completed	
Required Activities	
FY2017 • Capital purchases if needed as a result of CRTPA office relocation.	FY2018 • As needed

End Product	Completion Date	Responsible Agency
Capital resources as needed	2017/2018	CRTPA

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

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

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

District MPO Liaison (Grant Manager) Name

Signature Date

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

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

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

District MPO Liaison (Grant Manager) Name

Signature Date

Task 1.4 FUNDING ADMINISTRATION	
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 Completed Invoices, billings, assistance during Comprehensive Annual Financial Report (CAFR)	
Required Activities	
FY2017 • grant administration • completion of invoices, • compliance with Federal and State laws and regulations involving funding, • annual operating budget development and support. • Assist in annual CAFR	FY2018 • grant administration • completion of invoices, • compliance with Federal and State laws and regulations involving funding, • annual operating budget development and support. • Assist in annual CAFR

End Product	Completion Date	Responsible Agency
Invoices, budgets, grants, audit support.	continuing	CRTPA

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

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

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

_____

District MPO Liaison (Grant Manager) Name

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

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

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

District MPO Liaison (Grant Manager) Name

Signature Date

Task 1.5 FDOT ASSISTANCE FOR FHWA FUNDS	
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 Completed The FDOT provided services including policy direction, technical assistance and administrative support to the CRTPA and its Advisory Committees. This assistance included support in conducting effective, on-going transportation planning programs and processes to develop, implement and maintain plans and programs that were consistent and meet the state and federal requirements.	
Required Activities	
FY2017 • Technical assistance • Policy Direction • Administrative Support	FY2018 • Technical assistance • Policy Direction • Administrative Support

End Product	Completion Date	Responsible Agency
Ongoing support	continuing	FDOT

Estimated Budget Detail for FY 17								
Budget Category	**Budget Category Description**	**FHWA (PL)**	**FHWA (SU)**	**FTA 5303**	**FTA State Match**	**Local Funds**	**Trans Disa d.**	**Total**
Personnel Services								
		-	-	-	-		-	-
	Subtotal:	-	-	-	-		-	-
Consultant Services								
		-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
Travel								
		-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
Other Direct Expenses								
		-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
	Total:	**$145,719**			-	-	-	**$145,719**

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

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

District MPO Liaison (Grant Manager) Name

Signature Date

Estimated Budget Detail for FY 18								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	Local Funds	Trans. Disad.	Total
Personnel Services								
		-	-	-	-		-	-
	Subtotal:	-	-	-	-		-	-
Consultant Services								
		-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
Travel								
		-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
Other Direct Expenses								
		-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
	Total:	$145,719	-	-		-	-	$145,719

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

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

District MPO Liaison (Grant Manager) Name

Signature Date

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

End Product	Completion Date	Responsible Agency
Funding	continuing	FDOT

Estimated Budget Detail for FY 17								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	Local Funds	Trans. Disad.	Total
Personnel Services								
		-	-	$22,036	-		-	$22,036
	Subtotal:	-	-	-	-		-	-
Consultant Services								
		-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
Travel								
		-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
Other Direct Expenses								
		-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
	Total:	-	-	$22,036	-	-	-	$22,036

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

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

District MPO Liaison (Grant Manager) Name

Signature Date

Estimated Budget Detail for FY 18								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	Local Funds	Trans. Disad.	Total
Personnel Services								
		-	-	$22,036	-		-	$22,036
	Subtotal:	-	-	-	-		-	-
Consultant Services								
		-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
Travel								
		-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
Other Direct Expenses								
		-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
	Total:	-	-	$22,036	-	-	-	$22,036

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

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

District MPO Liaison (Grant Manager) Name

Signature Date

Task 1.7 PROFESSIONAL SERVICES	
Purpose: This task addresses the contracted use of legal, auditing, and facilitation services	
Previous Work Completed Legal and auditing services	
Required Activities	
FY2017 • Attorney • Audit Firm	FY2018 • Audit • Audit Firm

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

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

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

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

District MPO Liaison (Grant Manager) Name

Signature Date

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

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

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

District MPO Liaison (Grant Manager) Name

Signature Date

SECTION 2

DATA COLLECTION

Task 2.1 DATA COLLECTION	
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 Completed: Coordination with the City of Tallahassee, FDOT District 3 Traffic Operations (for Gadsden, Wakulla and Jefferson Counties) relative to Intelligent Transportation Systems (ITS), gathering of socio-economic data for 2040 Long Range Plan, ETDM Projects, maps, bicycle and pedestrian, and non-motorized transportation crashes	
Required Activities	

FY2017
• Data Coordination/ Gathering/Exchanging
  ○ Gather socio-economic data
  ○ ETDM Project Data Coordination
  ○ Bicycle and Pedestrian crash data
  ○ Non-motorized transportation crashes
• Partnership with Tallahassee/Leon County Geographic Information System (GIS)
	FY2018
	• Data Coordination/ Gathering/Exchanging
	  ○ Gather socio-economic data
	  ○ ETDM Project Data Coordination
	  ○ Bicycle and Pedestrian crash data
	  ○ Non-motorized transportation crashes
	• Partnership with Tallahassee/Leon County Geographic Information System (GIS)

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

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

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

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

District MPO Liaison (Grant Manager) Name

Signature Date

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

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

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

District MPO Liaison (Grant Manager) Name

Signature Date

SECTION 3

Unified Planning Work Program (UPWP)

Task 3.1 Unified Planning Work Program (UPWP)	
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 Completed: Coordinated with transportation planning partners to identify UPWP tasks (December, January); drafting, and review of FY 2015 and FY 2016 UPWP for possible amendment and for use as a management tool (1st – 4th Quarter). Submitted amendments to reviewing agencies by scheduled deadlines. Begin development of the FYs 2017/2018 UPWP.	
Required Activities	
FY2017 • Work with District and FHWA for pre-Final Adoption revisions • Execution of PL Agreement • Fiscal monitoring of elements	FY2018 • Review UPWP for mid-cycle amendments • Amend UPWP as needed • Prepare Amendments for Subcommittees and CRTPA • Final adoption of amendments • Begin development of 2019/202 UPWP

End Product	Completion Date	Responsible Agency
Execution of PL Agreement	July, 2016	CRTPA/FDOT
Development of UPWP Amendments	Jan-Mar, 2017	CRTPA
Development/Adoption of 2019/2020 UPWP	December 2017 to June 30, 2018	CRTPA

Estimated Budget Detail for FY 17								
Budget Category	**Budget Category Description**	**FHWA (PL)**	**FHWA (SU)**	**FTA 5303**	**FTA State Match**	**Local Funds**	**Trans. Disad.**	**Total**
Personnel Services								
	Staff Salaries	$10,990		$13,736				$24,726
	Indirect Costs	2,230	-	2,788	$3,125	$3,125.	-	5,018
	Fringe Costs	6,780		8,476				6,250
								15,256
	Subtotal:	**$20,000**	**-**	**$25,000**	**-**		**-**	**$31,250**
Consultant Services								
		-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
Travel								
		-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
Other Direct Expenses								
			-	-	-	-	-	
	Subtotal:		-				-	
	Total:	**$20,000**	**-**	**$25,000**	**$3,125**	**$3,125**	**-**	**$31,250**

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

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

District MPO Liaison (Grant Manager) Name

Signature Date

Estimated Budget Detail for FY 18								
Budget Category	**Budget Category Description**	**FHWA (PL)**	**FHWA (SU)**	**FTA 5303**	**FTA State Match**	**Local Funds**	**Trans. Disad.**	**Total**
Personnel Services								
	Staff Salaries Indirect Costs Fringe Costs	$10,990 2,230 6,780	-	$13,736 2,788 8,476	$3,125	$3,125		$31,250
	Subtotal:	**20,000**	**-**	**25,000**	**3.125**	**$3,125**	**-**	**$31,250**
Consultant Services								
		-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
Travel								
		-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
Other Direct Expenses								
	Subtotal:							
	Total:	**$20,000**	**-**	**$25,000**	**$3,125**	**$3,125**	**-**	**$31,250**

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

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

District MPO Liaison (Grant Manager) Name

Signature Date

SECTION 4

Transportation Improvement Program (TIP)

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

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

Estimated Budget Detail for FY 17								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	Local Funds	Trans. Disad.	Total
Personnel Services								
	Staff Salaries Indirect Costs Fringe Costs	$21,980 4,460 13,560	-	$21,980 4,460 13,560	$5,000	$5,000.	-	$90,000
	Subtotal:	**$40,000**		**$40,000**	**$5,000**	**$5,000**	-	**$90,000**
Consultant Services								
		-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
Travel								
		-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
Other Direct Expenses								
			-	-	-	-	-	
	Subtotal:		-	-	-	-	-	
	Total:	**$40,000**		**$40,000**	**$5,000**	**$5,000**		**$90,000**

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

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

District MPO Liaison (Grant Manager) Name

Signature Date

Estimated Budget Detail for FY 18								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	Local Funds	Trans. Disad.	Total
Personnel Services								
	Staff Salaries Indirect Costs Fringe Costs	$21,980 4,460 13,560	-	$21,980 4,460 13,560	$5,000	$5,000	-	$90,000
	Subtotal:	**$40,000**	**-**	**$40,000**	**$5,000**	**$5,000**	**-**	**$90,000**
Consultant Services								
	Click here to enter text.	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
Travel								
	Click here to enter text.	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
Other Direct Expenses								
			-	-	-	-	-	
	Subtotal:		-	-	-	-	-	
	Total:	**$40,000**	**-**	**$40,000**	**$5,000**	**$5,000**	**-**	**$90,000**

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

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

District MPO Liaison (Grant Manager) Name

SECTION 5

Long Range Transportation Plan (LRTP)

Task 5.1: Long Range Transportation Plan Connections 2040 Regional Mobility Plan (RMP)	
Purpose: Maintain and disseminate the CRTPA's Long Range Transportation Plan (LRTP), known as the Connections 2040 Regional Mobility Plan (RMP). Assist local governments and transportation partners in the region through provision of information related to the LRTP for use in ensuring consistency between CRTPA plans and local government comprehensive plans. Additionally, the CRTPA will be monitoring the adopted RMP for potential modification or amendment.	
Previous Work Completed: In 2015 the tasks completed for the RMP include the development and approval of the Evaluation Criteria, Opportunity Plan, Needs Plan, Cost Feasible Plan. Additional tasks that were completed in the process include the Transit Development Plan (TDP) in conjunction with staff from StarMetro and an Air Quality Analysis. Ultimately, a public hearing was held in October 2015 with adoption of the RMP by the CRTPA Board On November 16, 2015.	
Required Activities:	
FY 2017 • Monitoring, implementing, modifying, and amending the RMP as necessary in conjunction with collaboration efforts with transportation partners in the region, the Florida Department of Transportation (FDOT), the Federal Transit Administration (FTA) and the Federal Highway Administration (FHWA). • Distribute RMP to transportation partners and citizens. • Assist local governments with adopting the RMP into local government comprehensive plans. • Initiate the development of the scope of services (SOS) for the update to the 2045 Long Range Transportation Plan.	FY 2018 • Monitoring, implementing, modifying, and amending the RMP as necessary in conjunction with collaboration efforts with transportation partners in the region, the Florida Department of Transportation (FDOT), the Federal Transit Administration (FTA) and the Federal Highway Administration (FHWA). • Distribute RMP to transportation partners and citizens. • Develop and released Request for Proposals, short-list firms and select final consultant to perform work. • Development of Goals and Objectives, Existing Conditions, Plan Development, GIS, and Public Involvement.

End Product	Completion Date	Responsible Agency
Monitor and Implement adopted plan	ongoing	CRTPA
Distribution of plan	Ongoing	CRTPA
Technical Assistance to Member Governments	Ongoing	CRTPA
2045 Scope Development	2017	CRTPA

Estimated Budget Detail for FY 17								
Budget Category	**Budget Category Description**	**FHWA (PL)**	**FHWA (SU)**	**FTA 5303**	**FTA State Match**	**Local Funds**	**Trans. Disad.**	**Total**
Personnel Services								
	Staff Salaries Indirect Costs Fringe Costs	$16,635 3,370 9,995	-	$10,990 2,230 6,780	$2,500	$2,500	-	$55,000
	Subtotal	$30,000		$20,000	$2,500	$2,500		$55,000
Consultant Services								
		-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
Travel								
		-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
Other Direct Expenses								
			-	-	-	-	-	
	Subtotal:							
	Total:	**$30,000**		**$20,000**	**$2,500**	**$2,500**		**$55,000**

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

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

District MPO Liaison (Grant Manager) Name

Signature Date

Estimated Budget Detail for FY 18								
Budget Category	**Budget Category Description**	**FHWA (PL)**	**FHWA (SU)**	**FTA 5303**	**FTA State Match**	**Local Funds**	**Trans. Disad.**	**Total**
Personnel Services								
	Staff Salaries Indirect Costs Fringe Costs	$16,635 3,370 9,995	-	$10,990 2,230 6,780	$2,500	$2,500	-	$55,000
	Subtotal:	$30,000		$20,000	$2,500	$2,500		$55,000
Consultant Services								
		-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
Travel								
		-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
Other Direct Expenses								
	Subtotal:							
	Total:	**$30,000**		**$20,000**	**$2,500**	**$2,500**		**$55,000**

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

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

District MPO Liaison (Grant Manager) Name

Signature Date

SECTION 6

Public Involvement

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

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

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

Estimated Budget Detail for FY 17								
Budget Category	**Budget Category Description**	**FHWA (PL)**	**FHWA (SU)**	**FTA 5303**	**FTA State Match**	**Local Funds**	**Trans. Disad.**	**Total**
Personnel Services								
	Staff Salaries Indirect Costs Fringe Costs	$27,000 4, 460 13,540	-	$10,990 2,230 6,780	$2,500	$2,500	-	-
	Subtotal:	**$45,000**	**-**	**$20,000**	**$2,500**	**$2,500**	**-**	**$65,000**
Consultant Services								
		-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
Travel								
		-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
Other Direct Expenses								
			-	-	-	-	-	
	Subtotal:							
	Total:	**$45,000**	**-**	**$20,000**	**$2,500**	**$2,500**	**-**	**$65,000**

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

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District MPO Liaison (Grant Manager) Name

Signature Date

Estimated Budget Detail for FY 18								
Budget Category	**Budget Category Description**	**FHWA (PL)**	**FHWA (SU)**	**FTA 5303**	**FTA State Match**	**Local Funds**	**Trans. Disad.**	**Total**
Personnel Services								
	Staff Salaries Indirect Costs Fringe Costs	$27,000 4, 460 13,540	-	$10,990 2,230 6,780	$2,500	$2,500	-	$65,000
	Subtotal:	**$45,000**	**-**	**$20,000**	**$2,500**	**$2,500**	**-**	**$65,000**
Consultant Services								
		-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
Travel								
		-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
Other Direct Expenses								
			-	-	-	-	-	
	Subtotal:		-				-	
	Total:	**$45,000**	**-**	**$20,000**	**$2,500**	**$2,500**	**-**	**$65,000**

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District MPO Liaison (Grant Manager) Name

Signature Date

SECTION 7

Systems Planning

Task 7.1: Bicycle and Pedestrian Planning
Purpose: Implement projects identified within the CRTPA's Regional Mobility Plan, Bicycle and Pedestrian Master Plans and other CRTPA plans/programs through coordination with the CRTPA's transportation partners in the development of the CRTPA Transportation Improvement Program (TIP) and project priority lists (PPLs). Identify and participate in programs to promote coordination, awareness, safety, and opportunities for increased mobility for cyclists, pedestrians, and other non-automotive travelers within the region.
Previous Work Completed: Development and adoption of the Connections 2040 Regional Mobility Plan and associated priority Project Lists (FY 2018 – FY 2022 CRTPA Priority Project Lists for Bicycle and Pedestrian and Transportation Alternatives). Coordination with Bicycle Work Group in Leon County, Leon County Schools, Community Traffic Safety Team Members locally and with District 3 FDOT, and with other agencies to develop programs and outreach opportunities to promote safety and mobility options for all within the region. Coordination with Florida DEP and FDOT for the Capital to the Sea Trails programming through CRTPA and SunTrails. Support of regional trail systems from the Bicycle and Pedestrian Master Plans such as the Florida Arts Trail and Ochlocknee Bay Trail.
Required Activities
• Continue working with state and local government staff and other appropriate agencies to develop and fund recommended programs, policies and projects within entire CRTPA area; work with other jurisdictions to identify and begin programs, policies, and projects that are applicable to implementation of the Regional Mobility Plan and other CRTPA efforts; continue representing the CRTPA in various local efforts related to transportation and bicycle and pedestrian issues in the CRTPA area; work with CRTPA local government agencies to coordinate development of data on bicycle & pedestrian facilities within their jurisdictions; continue development of Citizen's Multimodal Advisory Committee. • Comprehensive Programs (EDUCATION Activities): Coordinate with CRTPA member local governments and other agencies on opportunities and needs related to improving bicycle and pedestrian mobility and safety; distribute safety education material by request to the public and through the Community Traffic Safety Teams and other ongoing efforts; assist with development of bicycle & pedestrian safety education programs for adults and children, such as bicycle safety rodeos and walking school bus groups with the Safe Ways to School Program; provide engineering and design standards to professionals involved in project development. • (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 Safety Fairs, Active Living/Healthy Living Fairs, and activities aimed at students; continue work on development and distribution of an updated bicycle map for the City/County/Region and to help local governments achieve Bicycle Friendly Community Status.	
FY 2017 • Development and adoption of the FY 2019 – FY 2023 CRTPA Priority Project Lists for Bicycle and Pedestrian projects. • Monthly participation in the Leon County Bike Work Group • Coordination with the CRTPA's CMAC to identify and program key bicycle and pedestrian projects and programs for the region. • Disseminate bicycle and pedestrian safety materials throughout the year at key events such as the Leon County Safety Fair, that target a wide range of the population of the CRTPA area. • Coordinate with the CTST's to promote responsible transportation behavior for all users of the network • Coordinate with technical and citizen's groups to identify roadway design improvements as opportunities arise to improve the system.	FY 2018 • Monthly participation in the Leon County Bike Work Group • Coordination with the CRTPA's CMAC to identify and program key bicycle and pedestrian projects and programs for the region. • Disseminate bicycle and pedestrian safety materials throughout the year at key events such as the Leon County Safety Fair, that target a wide range of the population of the CRTPA area. • Coordinate with the CTST's to promote responsible transportation behavior for all users of the network • Coordinate with technical and citizen's groups to identify roadway design improvements as opportunities arise to improve the system. • Development and adoption of the FY 2020 – FY 2024 CRTPA Priority Project Lists for Bicycle and Pedestrian projects.

End Product	Completion Date	Responsible Agency
Comprehensive Programs	ongoing	CRTPA
Public Education	ongoing	CRTPA
CMAC Coordination	ongoing	CRTPA
2019-2024 Priority Project Lists for Bicycles and Pedestrians	June	CRTPA
Community Traffic Safety Team Support and Coordination	ongoing	CRTPA
2020-2025 Priority Project Lists for Bicycles and Pedestrians	June	CRTPA

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

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

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District MPO Liaison (Grant Manager) Name

Signature Date

Estimated Budget Detail for FY 17								
Budget Category	**Budget Category Description**	**FHWA (PL)**	**FHWA (SU)**	**FTA 5303**	**FTA State Match**	**Local Funds**	**Trans. Disad.**	**Total**
Personnel Services								
	Salary	$27,000						$27,000
	Indirect	4,460						4,460
	Fringe	13,560						13,560
	Subtotal:	**$45,000**	-	-	-		-	**$45,000**
Consultant Services								
		-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
Travel								
		-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
Other Direct Expenses								
			-	-	-	-	-	
	Subtotal:		-	-	-	-	-	
	Total:	**$45,000**						**$45,000**

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

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District MPO Liaison (Grant Manager) Name

Signature Date

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

End Product	Completion Date	Responsible Agency
Mobile Fare Application	1st Quarter FY17	FDOT/StarMetro
CNG Fueling Facility	3rd Quarter FY17	City of Tallahassee
Information Kiosks at C.K. Steele Plaza	1st Quarter FY18	City of Tallahassee

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

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

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

District MPO Liaison (Grant Manager) Name

Signature Date

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

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

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District MPO Liaison (Grant Manager) Name

Signature Date

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

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

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

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

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

District MPO Liaison (Grant Manager) Name

Signature Date

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

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

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

District MPO Liaison (Grant Manager) Name

Signature Date

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

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

Estimated Budget Detail for FY 17								
Budget Category	**Budget Category Description**	**FHWA (PL)**	**FHWA (SU)**	**FTA 5303**	**FTA State Match**	**Local Funds**	**Trans. Disad.**	**Total**
Personnel Services								
	Staff Salaries Indirect Costs Fringe Costs	$47,000 $9,541 $28,999	-	$1,649 $335 $1,017	-		$47,000 $ 9,541 $28,999 -	$88,452
	Subtotal:	**$85,540**	**-**	**$3,000**	**-**		**-**	**$88,452**
Consultant Services								
		-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
Travel								
		-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
Other Direct Expenses								
			-	-	-	-	-	
	Subtotal:		-	-	-	-	-	
	Total:	**$85,540**		**$3,000**				**$ 88,540**

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

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

District MPO Liaison (Grant Manager) Name

Signature Date

Estimated Budget Detail for FY 18								
	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	Local Funds	Trans. Disad.	Total
Personnel Services								
	Staff Salaries Indirect Costs Fringe Costs		-	$1,648 $335 $1,017	$300	$300	$47,000 $ 9,541 $28,999 -	$89,140
	Subtotal:		-	**$3,000**	**$300**	$300	**$85,540**	-
Consultant Services								
		-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
Travel								
		-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
Other Direct Expenses								
			-	-	-	-	-	
	Subtotal:			-	-	-	-	
	Total:			**$3,000**	**$300**	**$300**		**$89,140**

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

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

District MPO Liaison (Grant Manager) Name

Signature Date

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

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

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

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

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

District MPO Liaison (Grant Manager) Name

Signature Date

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

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

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District MPO Liaison (Grant Manager) Name

Signature Date

SECTION 8

Regional Planning and CRTPA Coordination

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

review, participation on committees/boards/workgroups, legislative program review to ensure CRTPA compliance with state and federal requirements (including recent MAP-21 requirements related to the LRTP, RMP, TIP, TMA certification and other issues), transportation grant funding coordination and other activities related to inter-jurisdictional transportation issues. • 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 • Monitoring Air Quality: the CRTPA will continue to monitor air quality information as it becomes available should non-attainment status be reached in the region.	review, participation on committees/boards/workgroups, legislative program review to ensure CRTPA compliance with state and federal requirements (including recent MAP-21 requirements related to the LRTP, RMP, TIP, TMA certification and other issues), transportation grant funding coordination and other activities related to inter-jurisdictional transportation issues. • 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 • Monitoring Air Quality: the CRTPA will continue to monitor air quality information as it becomes available should non-attainment status be reached in the region.

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

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

Estimated Budget Detail for FY 17								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	Local Funds	Trans. Disad.	Total
Personnel Services								
	Staff Salaries	$30,220		$16,484				$46,704
	Indirect Costs	4,460	-	3,346	-		-	7,806
	Fringe Costs	13,560		10,170				23,730
				-				
	Subtotal:	**$55,000**	**-**	**$30,000**	**-**		**-**	**$85,000**
Consultant Services								
		-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
Travel								
		-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
Other Direct Expenses								
			-	-	-	-	-	
	Subtotal:				-		-	
	Total:	**$55,000**	**-**	**$30,000**	**-**		**-**	**$85,000**

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

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

District MPO Liaison (Grant Manager) Name

Signature Date

Estimated Budget Detail for FY 17								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	Local Funds	Trans. Disad.	Total
Personnel Services								
	Staff Salaries	$30,220		$16,484				$46,704
	Indirect Costs	4,460	-	3,346	-		-	7,806
	Fringe Costs	13,560		10,170				23,730
				-				
	Subtotal:	**$55,000**	**-**	**$30,000**	**-**		**-**	**$85,000**
Consultant Services								
		-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
Travel								
		-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
Other Direct Expenses								
			-	-	-	-	-	
	Subtotal:							
	Total:	**$55,000**	**-**	**$30,000**	**-**		**-**	**$85,000**

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

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

District MPO Liaison (Grant Manager) Name

SECTION 9

Other Planning Projects

Task 9.1 Corridor Analysis/Other Transportation Projects	
Purpose: Participate in corridor studies through coordinative and management efforts as may be required by the MPO process.	
Previous Work (examples, not complete list) • SR 12 (Gadsden County) Shoulder Widening • US 319 Trail Extension into Sopchoppy • Funding Cascades Trail Pedestrian Bridge • Funding Magnolia Drive Shared-Use Path • Crawfordville Road Project Development and Environment Study Update	
Required Activities	
FY 2017 • CRTPA will continue coordination efforts with FDOT, BP2000, consultants and CRTPA member governments related to corridor studies within the CRTPA region. • Coordination efforts include participation in public meetings, agency working groups, consultant selection, provision of information to CRTPA and other activities as required by the MPO process. • The CRTPA will continue to participate in the region's corridor studies during FY 15	FY 2018 • CRTPA will continue coordination efforts with FDOT, BP2000, consultants and CRTPA member governments related to corridor studies within the CRTPA region. • Coordination efforts include participation in public meetings, agency working groups, consultant selection, provision of information to CRTPA and other activities as required by the MPO process. • The CRTPA will continue to participate in the region's corridor studies during FY 15

End Product	Completion Date	Responsible Agency
Coordination with partner governments	ongoing	CRTPA

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

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

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

District MPO Liaison (Grant Manager) Name

Signature Date

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

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

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

District MPO Liaison (Grant Manager) Name

Signature Date

Task 9.2 Other Transportation Projects	
Purpose Identify and participate in special transportation planning studies and projects.	
Previous Work Completed (examples, not complete list) • 6th Avenue (Tallahassee) Pedestrian Improvements • Lafayette Street Pedestrian Improvements • Lake Ella Pedestrian Improvements • Capital City to the Sea Trails • Coastal Trail Project Development and Environment Study • North Trout Pond Trail Environmental assessment • Florida Arts Trail Project Development and Environment Study • SR 12 (Gadsden County) Shoulder Widening	
Required Activities	
FY 2017 • 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.	FY 2018 • 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 Product	Completion Date	Responsible Agency
Corridor Management	ongoing	CRTPA
Development and Support of Additional Studies	ongoing	CRTPA

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

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

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

District MPO Liaison (Grant Manager) Name

Signature Date

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

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

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

District MPO Liaison (Grant Manager) Name

Signature Date

IV.

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

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

TABLE 1.1: FY 17 Proposed Funding Capital Region Transportation Study

TASK NUMBER/ PROJECT TITLE	AGENCY	FHWA SEC. 112 (PL) (2)	FTA SEC. 5303 80%	LOCAL MATCH 10%	STATE MATCH FDOT 10%	TOTAL FTA SEC 5303	LOCAL MATCH (COT)	TD TRUST FUND 100%	TOTAL FEDERAL (FHWA, FTA)	TOTAL STATE	TOTAL LOCAL	GRAND TOTAL
1. ADMINISTRATION												
1.1 Transportation Planning Manageme	CRTPA	$128,625	$30,000	$3,750	$3,750	$ 37,500						**$159,500**
1.2 CRTPA Certification	CRTPA	$5,000										**$5,000**
1.3 Capital Outlay	CRTPA	$10,000										**$10,000**
1.4 Funding Administration	CRTPA	$20,000										**$20,000**
1.5 FDOT Assistance for PL funds (1)	FDOT									$ 145,719		**$145,719**
1.6 FDOT Match for 530 funds	FDOT				3750							**$3,750**
1.7 Professional Services	CRTPA	$72,000										**$72,000**
TOTAL Administration		**$235,625**	$30,000	$3,750	$3,750	**$37,500**			**$37,500**	**$145,719**	**$3,750**	**$415,969**
2. DATA COLLECTION AND DISTRIBUTION												
2.1 Data Collection and Distribution	CRTPA	$10,000							**$10,000**			**$10,000**
TOTAL Data Collection and Distribution		**$10,000**							**$10,000**		**$0**	**$10,000**
3. UNIFIED PLANNING WORK PROGRAM (UPWP)												
3.1 UPWP Development	CRTPA	**$18,000**	$25,000	$3,125	$3,125	**$31,250**			**$31,250**	**$3,125**	**$0**	**$34,375**
4. TRANSPORTATION IMPROVEMENT PROGRAM (TIP)												
4.1 TIP Development	CRTPA	**$40,000**	$40,000	$5,000	$5,000	**$50,000**			**$50,000**	**$5,000**	**$0**	**$55,000**
5. YEAR 2030 LONG RANGE TRANSPORTATION PLAN (LRTP)												
5.1 LRTP Development	CRTPA	**$30,000**	$20,000	$2,500	$2,500	**$25,000**			**$25,000**	**$2,500**	**$0**	**$27,500**
see also Task 1.5	FDOT											**$0**
6. PUBLIC INVOLVEMENT												
6.1 Public Involvement	CRTPA	**$45,000**	$20,000	$2,500	$2,500	**$25,000**			**$25,000**	**$2,500**	**$0**	**$27,500**
7. SYSTEMS PLANNING												
7.1 Bicycle / Pedestrian Planning	CRTPA	$45,000										**$45,000**
7.2 Transit Planning	COT-SM						$530,000					**$530,000**
7.3 Aviation Planning	COT-AD											**$0**
7.4 Transportation Disadvantaged	CRTPA		$2,000	$250	$250	$2,500		$86,000				**$88,500**
7.5 Mobility Management	CRTPA	$10,000	$9,286	$1,161	$1,161	$11,608						**$22,608**
TOTAL Systems Planning		**$55,000**	$11,286	$1,411	$1,411	**$14,108**	**$530,000**	**$86,000**	**$14,108**	**$87,411**	**$530,000**	**$686,108**
8. CRTPA COORDINATION												
8.1 CRTPA Coordination	CRTPA	**$110,000**	$30,000	$3,750	$3,750	**$37,500**			**$37,500**	**$3,750**	**$0**	**$41,250**
9. OTHER PLANNING PROJECTS												
9.1 Corridor Analysis	CRTPA	$20,000										**$20,000**
9.2 Special Transportation Projects	CRTPA	$10,000										**$10,000**
TOTAL Other Planning Projects		**$30,000**							**$0**			**$30,000**
GRAND TOTAL		$573,625	**$176,286**	**$22,036**	**$22,036**	**$220,358**	**$530,000**	**$86,000**	**$230,358**	**$395,724**	**$533,750**	**$1,327,702**

Key to abbreviations:
(1) HP funds
(2) FDOT soft match included

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

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

TABLE 1.2: FY 18 Proposed Funding Capital Region Transportation Study

TASK NUMBER/ PROJECT TITLE	AGENCY	FHWA SEC. 112 (PL) (2)	FTA SEC. 5303 80%	LOCAL MATCH 10%	STATE MATCH FDOT 10%	TOTAL FTA SEC 5303	LOCAL MATCH (COT)	TD TRUST FUND 100%	TOTAL FEDERAL (FHWA, FTA)	TOTAL STATE	TOTAL LOCAL	GRAND TOTAL
1. ADMINISTRATION												
1.1 Transportation Planning Manageme	CRTPA	$129,525	$30,000	$3,750	$3,750	$ 37,500						**$159,500**
1.2 CRTPA Certification	CRTPA	$5,000										**$5,000**
1.3 Capital Outlay	CRTPA	$10,000										**$10,000**
1.4 Funding Administration	CRTPA	$20,000										**$20,000**
1.5 FDOT Assistance for PL funds (1)	FDOT									$ 145,719		**$145,719**
1.6 FDOT Match for 530 funds	FDOT				3750							**$3,750**
1.7 Professional Services	CRTPA	$72,000										**$72,000**
TOTAL Administration		**$236,525**	$30,000	$3,750	$3,750	**$37,500**			**$37,500**	**$145,719**	**$3,750**	**$415,969**
2. DATA COLLECTION AND DISTRIBUTION												
2.1 Data Collection and Distribution	CRTPA	$10,000							**$10,000**			**$10,000**
TOTAL Data Collection and Distribution		**$10,000**							**$10,000**		**$0**	**$10,000**
3. UNIFIED PLANNING WORK PROGRAM (UPWP)												
3.1 UPWP Development	CRTPA	**$18,000**	$25,000	$3,125	$3,125	**$31,250**			**$31,250**	**$3,125**	**$0**	**$34,375**
4. TRANSPORTATION IMPROVEMENT PROGRAM (TIP)												
4.1 TIP Development	CRTPA	**$40,000**	$40,000	$5,000	$5,000	**$50,000**			**$50,000**	**$5,000**	**$0**	**$55,000**
5. YEAR 2030 LONG RANGE TRANSPORTATION PLAN (LRTP)												
5.1 LRTP Development	CRTPA	**$30,000**	$20,000	$2,500	$2,500	**$25,000**			**$25,000**	**$2,500**	**$0**	**$27,500**
see also Task 1.5	FDOT											**$0**
6. PUBLIC INVOLVEMENT												
6.1 Public Involvement	CRTPA	**$45,000**	$20,000	$2,500	$2,500	**$25,000**			**$25,000**	**$2,500**	**$0**	**$27,500**
7. SYSTEMS PLANNING												
7.1 Bicycle / Pedestrian Planning	CRTPA	$45,000										**$45,000**
7.2 Transit Planning	COT-SM						$530,000					**$530,000**
7.3 Aviation Planning	COT-AD						$ 30,000					**$30,000**
7.4 Transportation Disadvantaged	CRTPA		$2,000	$250	$250	$2,500		$86,000				**$88,500**
7.5 Mobility Management	CRTPA	$10,000	$9,286	$1,161	$1,161	$11,608						**$22,608**
TOTAL Systems Planning		**$55,000**	$11,286	$1,411	$1,411	**$14,108**	**$560,000**	**$86,000**	**$14,108**	**$87,411**	**$560,000**	**$716,108**
8. CRTPA COORDINATION												
8.1 CRTPA Coordination	CRTPA	**$110,000**	$30,000	$3,750	$3,750	**$37,500**			**$37,500**	**$3,750**	**$0**	**$41,250**
9. OTHER PLANNING PROJECTS												
9.1 Corridor Analysis	CRTPA	$20,000										**$20,000**
9.2 Special Transportation Projects	CRTPA	$10,000										**$10,000**
TOTAL Other Planning Projects		**$30,000**							**$0**			**$30,000**
GRAND TOTAL		$574,525	**$176,286**	**$22,036**	**$22,036**	**$220,358**	**$560,000**	**$86,000**	**$230,358**	**$395,724**	**$563,750**	**$1,357,702**

Key to abbreviations:
(1) HP funds
(2) FDOT soft match included

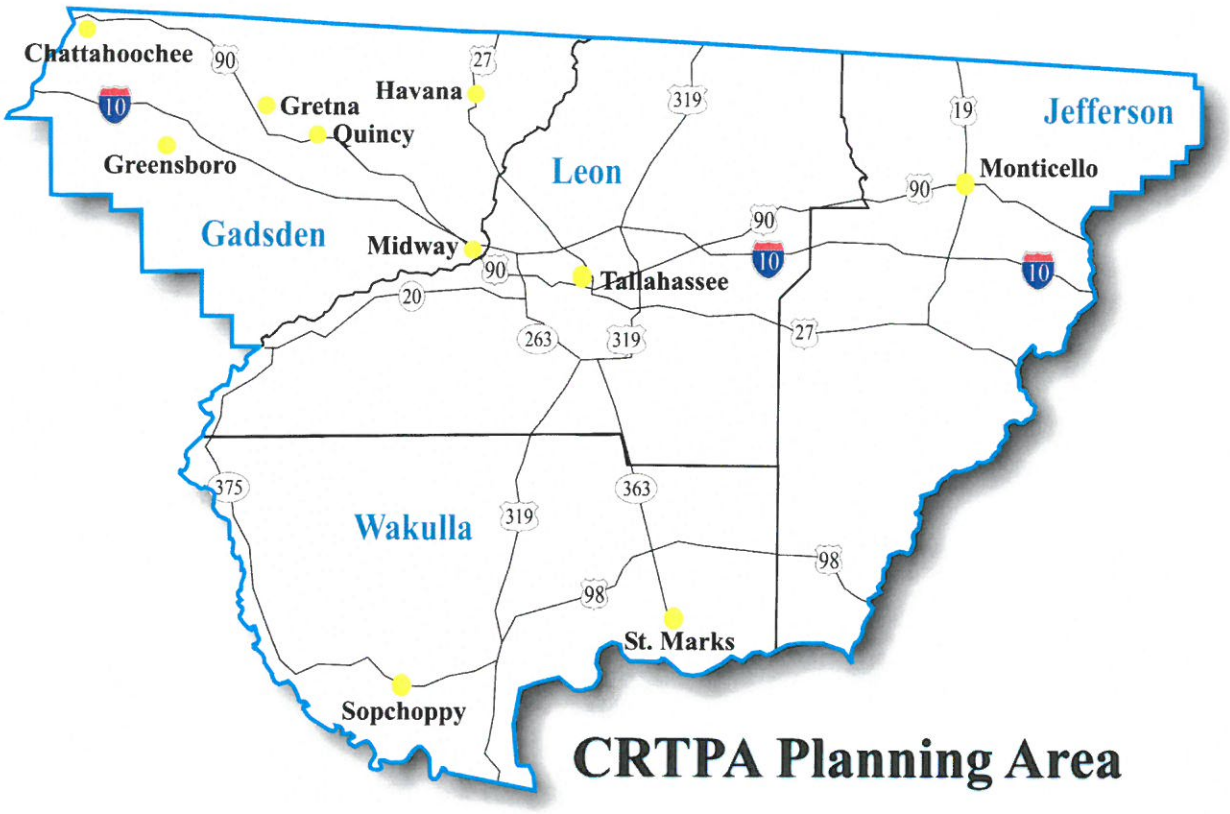
CRTPA = Capital Region Transportation Planning Agency
COT-TE = City of Tallahassee Traffic Engineering
COT-AD = City of Tallahassee Aviation Department

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

APPENDIX

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

Provided at Final Draft


Chattahoochee
Gretna
Havana
Quincy
Greensboro
Leon
Jefferson
Monticello
Gadsden
Midway
Tallahassee
Wakulla
St. Marks
Sopchoppy
CRTPA Planning Area

March 21, 2016

Capital Region Transportation Planning Agency
CRTPA

AGENDA ITEM 2 C

STARMETRO 5310 DIRECT RECIPIENT DESIGNATION

REQUESTED BY: StarMetro	TYPE OF ITEM: Consent

STATEMENT OF ISSUE

Prior to the 2013 implementation of MAP-21, the Federal Transit Administration (FTA) shifted the management and administration of Section 5310 funding from state control to direct recipients of FTA funding in larger urbanized areas. Recently, the FDOT has been tasked with distributing the funding. StarMetro wants to continue to be a direct recipient.

RECOMMENDED ACTION

Option 1: Adopt a resolution requesting that StarMetro continue to be designated the Direct Recipient of FTA 5310 funding reimbursements.

HISTORY AND ANALYSIS

The Federal Transit Administration provides transit funding to StarMetro under the 5310 program. For the past several years, StarMetro has dealt directly with the FTA for issues involving billing and reimbursement. This method is comparatively efficient.

Recently the FTA has moved the handling of these billings and reimbursements to the Florida Department of Transportation, (FDOT) which creates an additional layer of effort for StarMetro and may delay the processing of reimbursements.

The FDOT has advised that StarMetro can continue to be a direct recipient if it is so requested by the CRTPA. Staff is in support of this return to direct designation as a proven means to expedite reimbursements under this program. Attached is a resolution for board approval.

OPTIONS

Option 1: Adopt a resolution requesting that StarMetro continue to be designated the Direct Recipient of FTA 5310 funding reimbursements.
(RECCOMENDED)

Option 2: CRTPA Board Discretion.

ATTACHMENTS

Attachment 1: CRTPA Resolution 2016-03-2C

ATTACHMENT 1

Capital Region
Transportation Planning Agency
CRTPA

CRTPA RESOLUTION 2016-03-2C

A RESOLUTION of the Capital Region Transportation Planning Agency hereby referred to as the "CRTPA" which recommends to the Florida Department of Transportation (FDOT) and the Federal Transit Administration (FTA) that StarMetro retains its Direct Recipient Designation.

WHEREAS, The CRTPA has been requested to provide a resolution of support for StarMetro Direct Recipient Designation;

WHEREAS, The CRTPA is in support of the StarMetro being a direct recipient for funding reimbursements from the FTA; and

WHEREAS, StarMetro has proven itself to be an effective and efficient direct recipient of FTA funding in the past,

NOW, THERFORE, BE IT RESOLVED BY THE CRTPA THAT:

The CRTPA requests that StarMetro continues to be designated the Direct Recipient of FTA funding in the 5310 program.

DULY PASSED AND ADOPTED THIS 21st DAY OF MARCH 2016.

Capital Region Transportation Planning Agency

By: _____ Attest: _____

Betsy Barfield, Chair

Jack Kostrzewa
CRTPA Interim Executive Director

March 21, 2016

Capital Region Transportation Planning Agency
CRTPA

AGENDA ITEM 2 D

APALACHEE REGIONAL PLANNING COUNCIL (ARPC) NON-VOTING MEMBER ADDITION

REQUESTED BY: CRTPA Staff	TYPE OF ITEM: Consent

STATEMENT OF ISSUE

This agenda item seeks to add the Executive Director of the Apalachee Regional Planning Council (ARPC) as a non-voting member to the CRTPA Board.

RECOMMENDED ACTION

Option 1: Approve the addition of the Apalachee Regional Planning Council (ARPC) Executive Director as a non-voting member on the CRTPA Board.

HISTORY AND ANALYSIS

The CRTPA Board includes several non-voting memberships with organizations that have a transportation connection to the region or serve as a major transportation provider. The Federal Highway Administration (FHWA) non-voting membership was included to the Board to provide input on transportation bills or actions that have an influence on the region and transportation systems and the StarMetro position was added since it serves as the major transit provider in the region. FHWA and StarMetro have been non-voting members for over eight (8) years.

Serving as a regional hub in Northwest Florida, Tallahassee and Leon County are home to several regionally oriented entities that can enhance the CRTPA Board. One of those organizations is the Apalachee Regional Planning Council (ARPC). The ARPC is a multi-purpose agency of the state that was created on August 23, 1977 and is one of ten Regional Planning Councils in the State of Florida. The ARPC provides technical assistance in the areas of economic development, emergency planning, transportation and quality of life to meet the needs local governments within Calhoun, Franklin, Gadsden, Gulf, Jackson, Jefferson, Leon, Liberty, Wakulla counties and their municipalities.

Florida's regional planning councils are multi-purpose organizations, accomplish the following:

Convene
Florida's regional planning councils bring together a variety of viewpoints from various jurisdictions, agencies, and private interests to focus on regionally shared issues such as transportation, planning, economic development, emergency preparedness, housing, infrastructure, and community development.

Plan
Florida's regional planning councils were commissioned under Chapter 186, Florida Statutes, to provide comprehensive planning and intergovernmental coordination for managed, responsible growth. In 1985, a series of laws known as "The Growth Management Act" directed regional planning councils to adopt regional policies as part of Florida's integrated growth management process. Your regional planning council reviews local plans in your region to make sure they complement one another and are consistent with the regional standards defined in the Strategic Regional Policy Plan.

Assist
Florida's regional planning councils are dedicated to providing technical assistance and support to meet the needs of their member local governments. Both the state and local governments often lean on the regional planning councils to provide assistance in the areas of economic development, emergency planning and transportation. Additionally, many programs are implemented at the regional level and housed within the regional planning council resulting in an overall administrative cost savings.

Inform
Florida's regional planning councils foster information exchange across jurisdictional lines. Regional planning councils provide a convenient information resource for public and private interests region-wide.

Collaborate
Florida's 10 regional planning councils work collectively as a statewide network by pooling their efforts to protect and enhance the quality of life in Florida. The Florida Regional Councils Association (FRCA) meets monthly to exchange information about regional activities and works with the state and other public organizations to further regional coordination and planning.

Additionally, there are several CRTPA Board members that currently sit on the ARPC Board including Commissioner Merritt (ARPC Chair), Commissioner Sauls (ARPC Treasurer), Commissioner Miller (City of Tallahassee), and Commissioner Walker (Jefferson County).

Having a regional perspective, partnerships, and membership gives the ARPC a unique perspective that can enhance the CRTPA Board from a transportation perspective. Following the need for a higher level of continuing, cooperative, and comprehensive efforts, CRTPA staff believes that the addition of the ARPC Executive Director would be a great addition to the Board.

OPTIONS

Option 1: Approve the addition of the Apalachee Regional Planning Council (ARPC) Executive Director as a non-voting member on the CRTPA Board. (RECCOMENDED)

Option 2: CRTPA Board Discretion.

March 21, 2016

Capital Region Transportation Planning Agency
CRTPA

AGENDA ITEM 2 E

WAKULLA COMMUNITY TRANSPORTATION COORDINATOR APPROVAL

REQUESTED BY: CRTPA Staff	TYPE OF ITEM: Consent

STATEMENT OF ISSUE:

Florida Statutes require that metropolitan planning organizations recommend a Community Transportation Coordinator to the Florida Commission for the Transportation Disadvantaged (CTD) every five years. The present contract with the CTD and the Wakulla County Community Transportation Coordinator – Wakulla Senior Services – expires on June 30, 2016.

RECOMMENDED ACTION

Option 1: Adopt a resolution recommending that the Florida Commission for the Transportation Disadvantaged enter into a contract with Wakulla Senior Services for Community Transportation Coordinator for 2016-2021.

HISTORY AND ANALYSIS:

Chapter 427.11 Florida Statutes and Rule 41-2 Florida Administrative Code requires that all Florida counties provide services for the transportation disadvantaged. Florida residents are considered transportation disadvantaged if they are physically, mentally, or economically unable to provide their own transportation. The Florida Commission for the Transportation Disadvantaged oversees the disbursement of funds and the operation of the Transportation Disadvantaged Program in each county.

Transportation Disadvantaged trips are one-way trips that cost approximately $19 dollars each. Most of the trips are employment or medical related. The remaining non-employment related trips are for life-sustaining functions, such as trips to the grocery store and pharmacy.

In counties where a Metropolitan Planning Organization (MPO) exists, the MPO serves as the designated official planning agency. In counties where MPOs do not exist, the County Commission serves as the designated official planning agency. In both cases, an elected member of the County Commission must chair the local coordinating board for oversight, reviewing and addressing transportation disadvantaged issues. The Transportation Disadvantaged Coordinating Board (TDCB)

in Wakulla County is chaired by County Commissioner Jerry Moore.

Trips provided to the transportation disadvantaged population in any county fall into two categories - sponsored and non-sponsored. A sponsored trip is funded by other sources, usually a state agency or social service agency, such as Medicaid, the Association for Retarded Citizens, or Developmental Services. Non-sponsored trips are those trips paid for by funding directly from grant sources - the Commission for the Transportation Disadvantaged and some funding from the Federal Transit Administration. In Wakulla County there are about 13,400 one-way trips made annually under the coordinated system. It is the sole source of public transportation in Wakulla County.

Early in the development of the Transportation Disadvantaged program it was recognized that the cost per trip could be reduced, and travel made more efficient, by a single entity scheduling and dispatching both sponsored and non-sponsored trips. Paratransit buses could carry more passengers, with fewer empty seats resulted in a lower-per-trip cost. Coordination of this process is mandated by statute, along with the appointment of a Community Transportation Coordinator, to ensure that trips are accurately scheduled and coordinated.

As required by law, CRTPA staff advertised a Request for Proposal (RFP) for the Community Transportation Coordinator in accordance with state law. The sole respondent was Wakulla Senior Services is the present Community Transportation Coordinator. The proposal was fully responsive and met all submittal criteria.

The process for selecting the new Community Transportation Coordinator is as follows:

- The MPO must make a recommendation to the Commission for the Transportation Disadvantaged, and
- The Commission for the Transportation Disadvantaged must approve the selection of the MPO at their April quarterly business meeting.

Upon this final approval, the Commission for the Transportation Disadvantaged will enter into a Memorandum of Agreement with the CTC selected.

Staff is pleased that Wakulla Senior Services wishes to continue as the Community Transportation Coordinator. They have seamlessly integrated transportation into their other services as well as other community needs. Fiscally sound, they continue to develop practices that result in their revenues meeting the financial demand. During 2015 they provided nearly 13,400 trips. The only unmet trip demand was 67 trips, of which the client or purpose did not meet the criteria established. In short – all eligible trips requested were met. They traveled over 300,000 miles without a single accident.

The final step will occur on April 8, 2016 when the Florida Commission for the Transportation Disadvantaged will review the request and give final approval at their quarterly meeting.

OPTIONS

Option 1: Adopt a resolution recommending that the Florida Commission for the Transportation Disadvantaged enter into a contract with Wakulla Senior Services for Community Transportation Coordinator for 2016-2021.
(RECOMMENDED)

Option 2: CRTPA Board Discretion.

Capital Region
Transportation Planning Agency
CRTPA

CRTPA RESOLUTION 2016-03-2E

A RESOLUTION of the Capital Region Transportation Planning Agency hereby referred to as the "CRTPA" which recommends to the Florida Commission for the Transportation Disadvantaged that Wakulla Senior Services be retained as the Community Transportation Coordinator for Fiscal Years 2016-2021

WHEREAS, The CRTPA is required by Chapter 427.11 Florida Statute to recommend the Community Transportation Coordinator to the Florida Commission for the Transportation Disadvantaged;

WHEREAS, The CRTPA has duly advertised Requests for Proposals in accordance with Florida Law;

WHEREAS, Wakulla Senior Services submitted the singular complete proposal; and

WHEREAS, Wakulla Senior Services has a distinguished itself in its performance of the delivery transportation to the citizens of Wakulla County for more than 25 years,

NOW, THERFORE, BE IT RESOLVED BY THE CRTPA THAT:
The Florida Commission for the Transportation Disadvantaged continues to contract the services of the Community Transportation Coordinator with Wakulla Senior Services.

DULY PASSED AND ADOPTED THIS 21st DAY OF MARCH 2016.

Capital Region Transportation Planning Agency

By: _____
Betsy Barfield, Chair

Attest: _____
Jack Kostrzewa
CRTPA Interim Executive Director

March 21, 2016

Capital Region Transportation Planning Agency
CRTPA

AGENDA ITEM 2 F

CONNECTIONS 2040 REGIONAL MOBILITY PLAN PROJECT EXTENSION

REQUESTED BY: CRTPA Staff	TYPE OF ITEM: Consent

STATEMENT OF ISSUE

The Connections 2040 Regional Mobility Plan contract is scheduled to expire on March 31, 2016. CRTPA staff is requesting to extend the contract to September 30, 2016 to ensure that any comments or questions from the Florida Department of Transportation (FDOR) or the Federal Highway Administration (FHWA) can be properly addressed.

RECOMMENDED ACTION

Option 1: Adopt a resolution, ***Attachment 2***, extending the completion date of the Connection 2040 Regional Mobility Plan to September 30, 2016.

HISTORY AND ANALYSIS

CRTPA has submitted the Connections 2040 Regional Mobility Plan (RMP) to the Florida Department of Transportation (FDOT) as required on February 16, 2016 (90 days after the adoption date of the RMP). The document will be distributed for review to several agencies including the Federal Highway Administration (FHWA). There is no deadline that has been defined for submitting comments back to the CRTPA for responses and the contract with Kimley-Horn and Associates (KHA) is scheduled to expire on March 31, 2016.

In order to address questions, CRTPA staff, along with KHA (***Attachment 1***), is recommending that a zero-cost extension be provided to September 30, 2016.

OPTIONS

Option 1: Adopt a resolution, ***Attachment 2***, extending the completion date of the Connection 2040 Regional Mobility Plan to September 30, 2016.
(RECCOMENDED)

Option 2: CRTPA Board Discretion.

ATTACHMENTS

Attachment 1: Letter from KHA requesting time extension for Connections 2040 RMP
Attachment 2: Resolution for Connections 2040 RMP project extension

ATTACHMENT 1

Kimley»Horn

February 25, 2016

Mr. Jack Kostrzewa
Acting Executive Director
CRTPA
408 North Adams Street
Tallahassee, Florida 32301

RE: ***Regional Mobility Plan 2040 Update.***

Dear Jack:

As discussed, due to unforeseen circumstances for the above-referenced study, to ensure we have sufficient time to respond to any questions forwarded by FHWA and/or FDOT, we request a time extension for our contract. We anticipate this review to be resolved soon so we are requesting an extension until September 30, 2016, without any additional fee, to allow for any responses that may be required to FHWA and/or FDOT; and therefore, a successful completion of the project.

Please let me know if you have any questions.

Sincerely,

Richard R. Barr

Richard R. Barr, AICP
Senior Vice President

Cc: Allison Fluitt – Kimley-Horn

K:\TAL_TPTO\142224 - CRTPA\Proposals - Contracts\Regional_Mobility_Plan_2040_Update\160225-RMP_Time_Extension.docx

ATTACHMENT 2

Capital Region
Transportation Planning Agency
CRTPA
300 S. ADAMS STREET, BOX A-19
TALLAHASSEE, FL 32301
850.891.6800

Authorizing Resolution 2016-03-2F

A RESOLUTION of the Capital Region Transportation Planning Agency hereby referred to as the "CRTPA" authorizing the amending of a contract between the CRTPA and Kimley-Horn and Associates, Inc, (KHA) for extension of the completion date of the Connections 2040 Regional Mobility Plan.

WHEREAS, the CRTPA wishes to complete the final reports and respond to comments and questions regarding the final report; and

WHEREAS, the CRTPA has an existing contract with KHA for the Connections 2040 Regional Mobility Plan; and

WHEREAS, the CRTPA has found that additional time at no additional cost is needed to complete the Connections 2040 Regional Mobility Plan documentation and associated tasks.

NOW THEREFORE, BE IT RESOLVED BY THE CRTPA THAT:

1. The CRTPA has the authority to amend an existing contract for services.
2. The CRTPA has approved the hiring of KHA to complete the Connections 2040 Regional Mobility Plan.
3. The CRTPA has allowed for the completion of the Connections 2040 Regional Mobility Plan document and ancillary documents upon CRTPA approval;
4. The CRTPA approves the extension of the contract timetable to September 31, 2016 for completion of the said tasks with existing funds;
5. The CRTPA authorizes the Chair to execute and Executive Director to administer the contract extension with KHA for the Connections 2040 Regional Mobility Plan.

DULY PASSED AND ADOPTED THIS 21st DAY OF MARCH 2016.

_____
Betsy Barfield
Chair

_____
Attest
Jack Kostrzewa
Interim Executive Director

March 21, 2016

Capital Region Transportation Planning Agency
CRTPA

AGENDA ITEM 2 G

2016 CRTPA CALENDAR REVISION

REQUESTED BY: Staff	TYPE OF ITEM: Consent

STATEMENT OF ISSUE

The adopted 2016 CRTPA Calendar identifies a workshop on April 18. At this point in time, an identified need to conduct a workshop has not been identified. As a result, this item proposes removal of the April 18 workshop from the CRTPA's 2016 Calendar.

RECOMMENDED ACTION

Option 1: Remove the April 18 workshop from the CRTPA 2016 Calendar.

HISTORY AND ANALYSIS

Pursuant to the CRTPA's adopted 2016 calendar, subsequent to the March 21 CRTPA meeting, there remain six (6) CRTPA meetings (including a workshop and a retreat). Of these meetings, the next scheduled one is on April 18.

2016 CRTPA Calendar (Remaining Meetings)

Meeting Date
April 18 (Workshop)
May 16
June 20
September 19
October 17 (CRTPA Retreat)
November 14

The April 18 meeting date was originally scheduled in order to provide an opportunity, if required, to conduct a CRTPA workshop. However, there has not been an identified need for the CRTPA to conduct workshop at this time.

If removed, the next scheduled meeting on the CRTPA calendar will occur on May 16.

RECOMMENDED ACTION

Option 1: Remove the April 18 workshop from the CRTPA 2016 Calendar. (Recommended)

Option 2: Provide other direction.

March 21, 2016

Capital Region
Transportation Planning Agency
CRTPA

AGENDA ITEM 3

CONSENT ITEMS PULLED FOR DISCUSSION

March 21, 2016

Capital Region Transportation Planning Agency
CRTPA

AGENDA ITEM 4 A

FISCAL YEAR 2016 – FISCAL YEAR 2020 TRANSPORTATION IMPROVEMENT PROGRAM AMENDMENT

REQUESTED BY: FDOT	TYPE OF ITEM: Roll Call

STATEMENT OF ISSUE

The purpose of this item is to amend the CRTPA Fiscal Year (FY) 2016 – FY 2020 Transportation Improvement Program (TIP) to reflect the following:

- City of Tallahassee/StarMetro Compressed Natural Gas (CNG) Facility (Project #4234452): Add new project to the TIP identifying the construction of a CNG facility (Leon County) (Total funding: $4 million in FY 2016).

CRTPA COMMITTEE ACTIONS

The CRTPA's two (2) committees (Citizens Multimodal Advisory Committee and Technical Advisory Committee) were scheduled to meet on March 8, 2016 and recommended CRTPA approval of the amendment.

RECOMMENDED ACTION

Option 1: Adopt a resolution amending the FY 2016 – FY 2020 Transportation Improvement Program to reflect:

- ADD PROJECT: City of Tallahassee/StarMetro Compressed Natural Gas (CNG) Facility (Project #4234452): Add project to reflect funding for the construction of a CNG facility (Leon County) (Total funding: $4 million in FY 2016).

HISTORY AND ANALYSIS

The CRTPA's Transportation Improvement Program is adopted annually and identifies those projects in the region that have received state and federal funding. Frequently, the TIP needs to be formally amended to reflect project changes such as the addition or deletion of a project and changes to existing projects related to funding or project scope.

The CRTPA was recently contacted by the Florida Department of Transportation (see Attachment 1) to amend the current TIP to reflect the addition of funding for a StarMetro project. Specifically, the following project is proposed to be added to the FY 2016 – FY 2020 TIP:

City of Tallahassee StarMetro Compressed Natural Gas Facility) (Project #4234452): This project identified federal (Federal Transit Administration) and local (City of Tallahassee) funding. A total of $4 million is programmed for the project's construction in FY 2016.

OPTIONS

Option 1: Adopt a resolution amending the FY 2016 – FY 2020 Transportation Improvement Program to reflect:

- ADD PROJECT: City of Tallahassee/StarMetro Compressed Natural Gas (CNG) Facility (Project #4234452): Add project to reflect funding for the construction of a CNG facility (Leon County) (Total funding: $4 million in FY 2016). (RECOMMENDED)

Option 2: CRTPA Board Discretion.

ATTACHMENT

Attachment 1: TIP project page
Attachment 2: Resolution 2016-03-4A

City of Tallahassse StarMetro Capital 5307

Project #: 4234452

Work Summary: MISCELLANEOUS CONSTRUCTION **SIS?:** No

Lead Agency: Managed by FDOT

County: Leon County

Phase	Fund Source	2015/16	2016/17	2017/18	2018/19	2019/20	Total
CAP	FTA	1,400,000	0	0	0	0	**1,400,000**
CAP	LF	2,600,000	0	0	0	0	**2,600,000**

Prior Cost < 2015/16: 0

Future Cost > 2019/20: 0

Total Project Cost: 4,000,000

Project Description: This project was amended into the TIP at the March 21, 2016 CRTPA Meeting to reflect funding for the construction of a compressed natural gas (CNG) facility.

ATTACHMENT 1

CRTPA RESOLUTION 2016-03-4A

A RESOLUTION OF THE CAPITAL REGION TRANSPORTATION PLANNING AGENCY (CRTPA) AMENDING THE FY 2016 – FY 2020 TRANSPORTATION IMPROVEMENT PROGRAM

Whereas, the Capital Region Transportation Planning Agency (CRTPA) is the organization designated by the Governor of Florida on August 17, 2004 together with the State of Florida, for carrying out provisions of 23 U.S.C. 134 (h) and (i)(2), (3) and (4); CFR 450.324, 326, 328, 330, and 332; and FS 339.175 (5) and (7); and

Whereas, the Transportation Improvement Program (TIP) shall be endorsed annually by the CRTPA and submitted to the Governor of the State of Florida, to the Federal Transit Administration, and to the Federal Highway Administration, through the State of Florida;

Whereas, the TIP is periodically amended to maintain consistency with the Florida Department of Transportation Work Program and;

Whereas, authorization for federal funding of projects within an urbanized area cannot be obtained unless the projects are included in the CRTPA's TIP;

NOW, THEREFORE LET IT BE RESOLVED BY THE CAPITAL REGION TRANSPORTATION PLANNING AGENCY (CRTPA) THAT:

The CRTPA amends the FY 16 – FY 20 Transportation Improvement Program to reflect:

- City of Tallahassee/StarMetro Compressed Natural Gas (CNG) Facility (Project #4234452): Add project to reflect funding for the construction of a CNG facility (Leon County) (Total funding: $4 million in FY 2016).

Passed and duly adopted by the Capital Region Transportation Planning Agency (CRTPA) on this 21st day of March 2016.

Capital Region Transportation Planning Agency

By:_____

Betsy Barfield, Chair

Attest:

_____

CRTPA Executive Director

ATTACHMENT 2

March 21, 2016

Capital Region Transportation Planning Agency
CRTPA

AGENDA ITEM 5 A

CRTPA EXECUTIVE DIRECTOR SELECTION

REQUESTED BY: Executive Director Search Committee	**TYPE OF ITEM:** Action

NOTE: Information related to this item was under development at the time of agenda distribution. As a result, this item will be provided under separate cover either at, or prior to, the March 21 meeting.

March 21, 2016

Capital Region Transportation Planning Agency
CRTPA

AGENDA ITEM 5 B

CRTPA OFFICE LOCATION

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

NOTE: Information related to this item was under development at the time of agenda distribution. As a result, this item will be provided under separate cover either at, or prior to, the March 21 meeting.

March 21, 2016

Capital Region Transportation Planning Agency
CRTPA

AGENDA ITEM 5 C

2016 CRTPA TRANSPORTATION ALTERNATIVES PROGRAM (TAP) EVALUATION CRITERIA

REQUESTED BY: CRTPA Staff	TYPE OF ITEM: Action

STATEMENT OF ISSUE

This item seeks approval of updated evaluation criteria developed by the CRTPA Transportation Alternatives (TA) Subcommittee for use in the evaluation of the CRTPA's 2016 TA applications.

CRTPA COMMITTEE ACTIONS

The CRTPA's two (2) committees (Citizens Multimodal Advisory Committee and Technical Advisory Committee) recommended approval of the updated evaluation criteria at their March 8, 2016 meetings.

RECOMMENDED ACTION

Option 1: Approve the updated evaluation criteria developed by the CRTPA Transportation Alternatives (TA) Subcommittee.

BACKGROUND

CRTPA Transportation Alternatives Subcommittee

The CRTPA TA Subcommittee is an ad-hoc subcommittee comprised of 6 members (3 from the Citizens Multimodal Advisory Committee (CMAC) and 3 from the Technical Advisory Committee (TAC)) tasked with the review and recommended ranking of the CRTPA's TA applications. One of the subcommittee's tasks is the review of the existing adopted TA evaluation criteria from which eligible TA applications will be evaluated.

In January of 2016, the CRTPA begin the solicitation of new applications for this year (2016) and reconstituted the CRTPA TA Subcommittee (solicitation of new TA projects occurs biennially with the last solicitation of TA applications occurring in 2014).

With the recent reconstitution of the subcommittee, the opportunity to reassess the existing adopted criteria was quickly initiated and a meeting was held on February 10, 2016. At the meeting, subcommittee members discussed options related to either (1) recommend changes to the existing criteria or (2) keep the existing adopted criteria.

Ultimately, subcommittee members voted unanimously to update the existing adopted criteria with minor changes.

The proposed updated criteria approved by the subcommittee reflect updates identified through an examination of how other agencies like the CRTPA evaluate TA projects as well as conversations with the agency's transportation partners including Florida Department of Transportation staff involved in the TA program.

RECOMMENDED CHANGES

The updated CRTPA TA Evaluation Criteria maintain all but two (2) of the current adopted criteria and also maintain a maximum possible scoring of 100 points.

The recommended changes simplify the existing criteria by focusing on four (4) core criteria:

- **Safety**
- **Connectivity**
- **Accessibility**
- **Public Benefit**

The two (2) existing criteria proposed for removal are as follows:

- **Local Agency Program (LAP) Certification** – recommended for removal as this criterion penalizes smaller local governments that may not be LAP certified and the FDOT will construct eligible projects *regardless* of LAP certification.
- **Qualifying Activities** - this criterion, which provided more points to projects that identified more TA qualifying activities, is proposed for removal. If a project is eligible for funding, then it is consistent with the TA federal legislation, which combined several previously separate programs. More eligible activities do not identify a better project.

The following provides the proposed CRTPA TA Evaluation Criteria, reflecting the changes discussed above, (***Attachment 1*** provides greater detail):

PROPOSED CRITERIA

	PROPOSED EVALUATION CRITERIA	MAXIMUM POINTS
1	**SAFETY** (Describe how the project will impove public safety for all transportation users)	20
2	**CONNECTIVITY** (Describe how the project facilitates or improves multimodal linkages)	20
3	**ACCESSIBILITY** (Describe how the project contributes to enhanced mobility options for transp. disadv.)	20
4	**PUBLIC BENEFIT** (Describe how the project improves the public travel experience and travel options)	20
5	**REGIONAL PLAN** (Describe how the project relates to the adopted plans of the region)	5
6	**PROJECT CONSTRUCTABILITY** (Is right-of-way required?)	5
7	**LEVERAGING OF FUNDS** (Is there a commitment of local funding?)	5
8	**COMMUNITY SUPPORT**	5
	Maximum Total Points	100

CURRENT CRITERIA

The current CRTPA TA Evaluation Criteria, adopted by the CRTPA Board in November 2013 after being developed by the subcommittee at the time, were used in the evaluation of TA application in 2014. As shown below, there are ten (10) criteria with a maximum of 100 points for each project.

	EVALUATION CRITERIA (ADOPTED IN NOVEMBER 2013)	MAXIMUM POINTS
1	**Project Constructability** (is right-of-way required?)	15
2	**Qualifying Activities** (how many of the nine (9) TA eligible activities does the application meet?)	15
3	**LAP Certification** (Is the application sponsor LAP certified or capable of being certified)	15
4	**Project improves safety for users** (e.g. reduces hazards for pedestrians, cyclists, motorists)	15
5	**Project facilitates/improves multimodal transportation linkages**	10
6	**Project identified in a plan of the region**	10
7	**Contributes to enhanced mobility options for the transportation disadvantaged**	5
8	**Project demonstrates leveraging of other funds**	5
9	**Project has community/public support**	5
10	**Public benefit versus project cost** (To what extent will the project benefit the community or region?)	5

EXISTING VS UPDATED CRITERIA

As noted above, the proposed CRTPA TA Evaluation Criteria maintains all but two (2) of the current adopted criteria and also maintains a maximum possible scoring of 100 points.

If approved by the CRTPA Board, the updated CRTPA Evaluation Criteria will be used in the subcommittee's evaluation of the CRTPA's 2016 TAP projects.

CRTPA Transportation Alternatives Program Background

The CRTPA Transportation Alternatives Program (TAP) was established in 2013 subsequent to The creation of the Transportation Alternatives Program associated with the July 6, 2012 signing of P.L. 112-141, the Moving Ahead for Progress in the 21st Century Act (MAP-21) by President Obama.

Transportation Alternatives are federally funded programs and projects, including on- and off-road pedestrian and bicycle facilities, infrastructure projects for improving non-driver access to public transportation and enhanced mobility, community improvement activities, and environmental mitigation; recreational trail program projects; safe routes to school projects; and projects for the

planning, design or construction of boulevards and other roadways largely in the right-of-way of former Interstate System routes or other divided highways.

Fifty percent (50%) of the TA funding received by each state is to be distributed by population. For those Metropolitan Planning Organizations with a population greater than 200,000 (which includes the CRTPA), the MPO agency must run the competitive grant process, necessitating the creation of the CRTPA TAP.

Associated with the CRTPA TAP is approximately $310,000 of TA funding explicitly dedicated annually to the CRTPA region. In addition, other TA funding is available for placement on TA projects within the CRTPA region. This funding, which is outside of the dedicated amount to the CRTPA, is placed on projects at the discretion of the Florida Department of Transportation.

Consistent with CRTPA Board direction, solicitation of new TA projects occurs biennially. The last time the CRTPA solicited TA applications was in 2014. As a result, the CRTPA is currently soliciting new applications for this year (2016).

As discussed above, guiding the 2016 CRTPA TAP is the CRTPA TA Subcommittee. The subcommittee, comprised of 6 members (3 from the CRTPA's Citizens Multimodal Advisory Committee (CMAC) and 3 from the Technical Advisory Committee (TAC)), will review and recommend a ranking of the TA applications that are received by the CRTPA.

Once the TA application projects are ranked by the TA Subcommittee, the projects will be placed on the CRTPA's Fiscal Year (FY) 2018 – FY 2022 Transportation Alternatives Priority Project List for consideration by the CRTPA Board at the June 20, 2016 meeting. Once adopted by the CRTPA, the TA PPL will be provided to the FDOT for funding consideration as that agency develops the Draft State Work Program

The CRTPA 2016 TA Solicitation calendar is as follows:

- January 15, 2016 – Announcement of TA Applications Open Period
- February 2, 2016 –TA Informational Public Meeting (3 PM; Tallahassee City Hall)
- February 10, 2016 – TA Subcommittee Meeting (Noon – 1:30) (Review adopted criteria)
- March 25, 2016 – TA Applications DUE
- March 30, 2016 – TA Applicant Interviews with Subcommittee
- March 31, 2016 – TA Applicant Interviews with Subcommittee (continued)
- April 6, 2016 – TA Subcommittee Recommended Application Ranking (Noon – 1:30)
- June 20, 2016 – CRTPA adoption of FY 2018 – FY 2022 TA Priority Project List

NOTE: A page on the CRTPA's website has been created for the 2016 TAP and can be viewed at: http://crtpa.org/ta-2016.html.

Recently Funded CRTPA TAP Projects

Since the last solicitation of the TA projects in 2014, the CRTPA TAP has funded the following projects in the CRTPA region:

- Havana Middle School Sidewalks (Limits: 11th Avenue (4th Street to Iron Bridge Road); Iron Bridge Road (CR 12A to 11th Avenue); design funded (Gadsden County)
- Adams Street (CR 268) (City of Quincy) Sidewalk Construction (Limits: Clarke Street to MLK Jr Blvd); design and construction funded (Gadsden County)
- Glenview Drive Sidewalk Project (Limits: Thomasville Road to Meridian Road); design and construction funded (Leon County)
- US 98/Panacea Community Sidewalk (Limits: Mound Street to US Post Office); design and construction funded (Wakulla County)

NEXT STEP

Pursuant to CRTPA approval, the updated CRTPA TA evaluation criteria will used by the subcommittee to evaluate eligible TA projects received by the agency. Once evaluated, the applications will be placed on the CRTPA's DRAFT FY 2018 – FY 2022 Transportation Alternatives Priority Project List for CRTPA Board consideration at the June 20, 2016 meeting.

RECOMMENDED ACTION

Option 1: Approve the updated evaluation criteria developed by the CRTPA Transportation Alternatives (TA) Subcommittee.
(Recommended)

Option 2: CRTPA Board Discretion.

ATTACHMENT

Attachment 1: Proposed CRTPA TA Evaluation Criteria

CRTPA TRANSPORTATION ALTERNATIVES (TA) PROGRAM

2016 PROPOSED EVALUATION CRITERIA

TA Subcommittee Approved on 2/10/16

(1) SAFETY

Describe how the project will improve public safety for all transportation users (Examples include reducing hazards for pedestrians, cyclists and motorists) (*Maximum Points = 20*) (OPERATIONALIZE: Maximum points to those applications which provide supporting documentation including crash data, documentation of unsafe activity. Does the project propose the addition of a crosswalk, sidewalk, bike lanes, traffic calming?)

(2) CONNECTIVITY

Describe how the project facilitates or improves multimodal transportation linkages (To what extent does the project facilitate access to the daily needs of the region's residents such as school, work, shopping, transit and parks? Maximize use of existing network?) (*Maximum Points = 20*) (OPERATIONALIZE: Project connects to existing transportation facilities; project maximizes use of existing facilities)

(3) ACCESSIBILITY

Describe how the project contributes to enhanced mobility options for the transportation disadvantaged including disabled, elderly, low income and minority populations (*Maximum Points = 20*) (OPERATIONALIZE: Does the project address needs of the elderly and disabled populations that go beyond ADA requirements? Is project in proximity to affordable housing? Will the project improve low income resident access to transit, regional jobs, local essential services and educational opportunities? Maximum points to those projects which enhance mobility options as identified above).

(4) PUBLIC BENEFIT

Describe how the project will improve the public travel experience and travel options, including the value to the community (Examples include to what extent will the project benefit the community or region, will the project facilitate economic development activity? Likelihood of pedestrian project usage given surrounding land uses and densities) (*Maximum Points = 20*) (OPERATIONALIZE**:** Greater public benefit = maximum points)

(5) REGIONAL PLAN

Describe how the project relates to adopted plans of the region (Examples include Regional Mobility Plan; local government comprehensive plan; capital improvements plan) (*Maximum Points = 5*) (OPERATIONALIZE: Yes/No)

(6) PROJECT CONSTRUCTABILITY (is right-of-way required?) (*Maximum Points = 5*)

(OPERATIONALIZE: Projects that require right-of-way would receive fewer points due to increased project complexity and cost)

(7) LEVERAGING OF FUNDS (Project application identifies commitment of local funding) (*Maximum Points = 5*) (OPERATIONALIZE: Yes/No)

(8) COMMUNITY SUPPORT (Project contains support from citizens, local governments; neighborhood associations; private non-profit agencies, etc. NOTE: This is in addition to a required resolution of support for each application) (*Maximum Points = 5*) (OPERATIONALIZE: More documented support = maximum points; less support = minimum points)

TOTAL MAXIMUM POSSIBLE POINTS = 100

Capital Region
Transportation Planning Agency
CRTPA

March 21, 2016

AGENDA ITEM 5 D

FLORIDA ARTS TRAIL
GADSDEN COUNTY TRAIL TASK FORCE

REQUESTED BY: Gadsden County	TYPE OF ITEM: Action

This item provides the materials that were presented to the Gadsden County Board of County Commissioners (Gadsden County BOCC) on March 1, 2016 regarding the Florida Arts Trail. This includes the actions that are recommended by the Gadsden County BOCC to the CRTPA for inclusion into the Florida Arts Trail Project Development and Environment Study.

Commissioner Viegbesie will be presenting the background and actions taken by the Gadsden County BOCC.

ATTACHMENTS

Attachment 1: March 1, 2016 Gadsden County Board of County Commissioners Agenda Item #10 Florida Arts Trail Multi-Use Path Task Force Report.

Attachment 2: Florida Arts Trail Multi-Use Path Recommendation Letter from the Gadsden County Board of County Commissioners Dated March 1, 2016.

ATTACHMENT 1

Board of County Commissioners
Agenda Request

Date of Meeting:	March 1, 2016
Date Submitted:	February 16, 2016
To:	Honorable Chairperson and Members of the Board
From:	Robert M. Presnell, County Administrator Allara Gutcher, Planning and Community Development Director Jill A. Jeglie, AICP, Principal Planner II
Subject:	Florida Arts Trail Multi-Use Path Task Force

Statement of Issue:

This agenda item seeks board approval of the letter of support for the recommendations of the Florida Arts Trail (Trail) Task Force.

Background:

At their September 21, 2015 meeting, the Capital Regional Transportation Agency (CRPTA) was presented an update by FDOT. At this meeting, concerned citizens raised objection to the project. The CRTPA Board voted to allow Gadsden County six (6) months to review the project and report back.

A Board of County Commissioners (BOCC) workshop was held on November 5, 2015 to hear an update from the FDOT and discuss the Trail project. At the workshop, April Williams, FDOT, updated the BOCC on the project status (Attachment #1). The PD&E was being completed. The next phase would be design and right-of-way acquisition (Attachment #2). As proposed, right-of-way acquisition would be required from thirty-six (36) parcels totaling 3.1 acres (thirty-one (31) residential parcels, two (2) business parcels, and three (3) vacant parcels). In addition, property owners and local officials voiced their concerns for and against the project as presented (Attachment #4).

The BOCC directed the County Administrator to appoint a task force to make recommendations regarding the Trail. The Florida Arts Trail Task Force (Task Force) met three (3) times. The Task Force agreed that measures should be taken to address the issues of the City of Quincy, residents and businesses/property owners' located on S.R. 12 and be included in the PD&E and project design. Commissioner Viegbesie and the County Administrator met onsite with each of the three (3) businesses' representatives to discuss the Task Force recommendation. The recommendation of the Task Force would incorporate the concerns of the three (3) property owners. The Task Force recommendation would be presented to the BOCC for consideration. The BOCC's recommendation would then be presented to the CRTPA.

Florida Arts Trail Task Force Recommendation:

The Florida Arts Trail Task Force recommended the following:

1. The length of the Florida Arts Trail Multi-Use Path (Trail) would begin in the Town of Havana and end at the intersection of Point Milligan Road (Attachment #1). The extension of the multi-use path between the intersection of Pt. Milligan Road and the City of Quincy is not supported at this time.

2. Mays Nursery Inc. – On February 22, 2016, Mays Nursery provided a written copy of their recommendation (Attachment #5). It includes the following recommendations:

   Item #1: Safety.

   A. A Roadway crossing for farm equipment and vehicles. In the event Gadsden County and the CRTPA continue to move forward with the proposed Multi-Use Path, May Nursery is requesting from the County, FDOT and CRTPA the construction of either a bridge or tunnel connecting nursery areas on the north and south sides of S.R. 12 in order that nursery employees and equipment can safely access all nursery property.

   B. Water conveyance areas. That these areas be secured from any person(s) access either by accidentally falling into these structures or by trespassing. By "secured", this means the construction of physical barriers around these areas (i.e. fencing).

   Item #2: Litigation from unintended agricultural drift or spray.

   That the eastern end of the path terminate at least 100 feet west of nursery property, which would be approximately 150 feet west of Sugar Mill Way on the north side of S.R. 12.

   Item #3: Stormwater.

   The FDOT's Preliminary Concept Plans (PD&E) do not indicate conveyance or treatment structures for stormwater from Camellia Drive in Quincy all the way to SR 159 in Havana. Address additional runoff from existing and additional stormwater as a result of the proposed Trail.

3. Napa Auto Parts - Locate the Trail closer to or preferably adjacent to S.R. 12. Design the area for LP Gas filling to remain operational and to comply with Florida Department of Environmental Protection (FDEP) regulations for the location of such facilities (e.g. setbacks, safety barriers, etc.).

4. Tallavana Church and School - Locate the Trail closer to or preferably adjacent to S.R. 12. Construct a fence with two (2) gates between the trail and the parking lot. Relocate the flag pole.

5. The Project Development and Environment (PD&E) Study for the Florida Arts Trail Multi-Use Path be accepted by the CRTPA Board and that the PD&E include the Task Force recommendations in the PD&E and in the design and right-of-way acquisition .

Options:

1. Approve and authorize the Board Chairperson to sign a letter in support of the Florida Arts Trail Task Force recommendation. Ask that the recommendation be included in the PD&E and the project development process design and right-of-way acquisition.
2. No further action.
3. Board direction.

County Administrator's Recommendation:

Option 1

Attachments:

1. FDOT – Florida Arts Trail PD&E Project Study Area
2. FDOT Transportations Development Process
3. Florida Arts Trail Multi-Use Path Recommendation Letter
4. Draft BOCC Minutes, November 5, 2015
5. Letter from May Nursery, Inc.

What is a PD&E Study?

A **Project Development and Environment (PD&E) Study** is conducted to meet the requirements of the National Environmental Policy Act. During the study, we determine the location and conceptual design of feasible build alternatives for roadway improvements and their social, economic and environmental effects. A No-Build Alternative, which considers leaving the roadways in their present state with routine maintenance, remains a viable alternative throughout the study. A PD&E study is finalized when the Federal Highway Administration (FHWA), reviews the documentation and recommendations then provides a Location and Design Concept Acceptance (LDCA).

If the study results in a Build Alternative selection, the project may proceed to the next phase, which is the Design Phase.

Five Steps in the Transportation Development Process

1. **Long Range Planning:** The FDOT and local governments conduct long-range transportation planning on an ongoing basis to identify and prioritize individual projects.
2. **Project Development and Environment Study (PD&E):** During this step, design options and their social and environmental effects are examined. (This is the current step for these I-75 projects.)
3. **Design:** During design, detailed construction plans are prepared.
4. **Right-Of-Way Acquisition:** This phase entails acquisition of necessary right-of-way, based on the construction plans.
5. **Construction:** The roadway is built during this phase.

Project Study Area

STATE ROAD (S.R.) 12 PD&E STUDY

Multi-Use Path from Corry Street (Quincy, FL) to U.S. 27 (Havana, FL)

Legend

Study Corridor — U.S. Highway — Quincy — Havana

ATTACHMENT 1

ATTACHMENT 1

COMMISSIONERS:
ERIC HINSON
District 1
ANTHONY 0. VIEGBESIE, PhD
District 2
GENE MORGAN
District 3
BRENDA A. HOLT
District 4
SHERRIE TAYLOR
District 5

GADSDEN COUNTY
BOARD OF COUNTY COMMISSIONERS

EDWARD J. BUTLER
GADSDEN COUNTY GOVERNMENTAL COMPLEX
Planning and Community Development

Robert Presnell
County
Administrator

David J. Weiss
County Attorney

Allara Mills
Gutcher
Director

March 1, 2016

Capital Regional Transportation Agency Board
Betsy Barfield, Chairperson
Capital Regional Transportation Agency
300 S. Adams Street, A-19
Tallahassee, FL 32301

Re: Florida Arts Trail Multi-Use Path Recommendation

Dear Honorable Chair and Members of the Board,

This letter is to certify that the Gadsden County Board of County Commissioners (BOCC) continues to support the Florida Arts Trail Multi-Use Path, originally known as the Florida Arts Bicycle Trail, with the inclusion of the recommendations of the Florida Arts Trail Multi-Use Path Task Force.

On September 21, 2015, citizens of Gadsden County attended the Capital Regional Transportation Agency (CRTPA) meeting to voice their concerns regarding the Florida Arts Trail Multi-Use Path. As a result, the CRTPA voted to allow six (6) months for these concerns to be addressed. A task force was formed and met. On March 1, 2016, the BOCC voted to support the Florida Art Trail Multi-use Path Citizens Task Force recommendation as follows:

1. The length of the Florida Arts Trail Multi-Use Path would begin in the Town of Havana and end at the intersection of Point Milligan Road (Attachment #1). The extension of the multi-use path between the intersection of Pt. Milligan Road and the City of Quincy is not supported at this time.

2. Mays Nursery Inc. - The following are requested to address: 1. Safety; 2. Litigation from unintended agricultural drift or spray; and, 3. Stormwater :

   Item #1: Safety.

   A. A Roadway crossing for farm equipment and vehicles. In the event Gadsden County and the CRTPA continue to move forward with the proposed Multi-Use Path, May Nursery is requesting from the County, FDOT and CRTPA the construction of either a bridge or tunnel connecting nursery areas on the north and south sides of S.R. 12 in order that nursery employees and equipment can safely access all nursery property.

B. Water conveyance areas. That these areas be secured from any person(s) access either by accidentally falling into these structures or by trespassing. By "secured", this means the construction of physical barriers around these areas (i.e. fencing).

Item #2: Litigation from unintended agricultural drift or spray.

That the eastern end of the path terminate at least 100 feet west of nursery property, which would be approximately 150 feet west of Sugar Mill Way on the north side of S.R. 12.

Item #3: Stormwater.

The FDOT's Preliminary Concept Plans (PD&E) do not indicate conveyance or treatment structures for stormwater from Camellia Drive in Quincy all the way to SR 159 in Havana. Address additional runoff from existing and additional stormwater as a result of the proposed Trail.

3. Napa Auto Parts - Locate the Florida Arts Trail Multi-Use Path closer to or preferably adjacent to S.R. 12. Design the area for LP Gas filling to remain operational and to comply with Florida Department of Environmental Protection (FDEP) regulations for the location of such facilities (e.g. setbacks, safety barriers, etc.).

4. Tallavana Church and School - Locate the Florida Arts Trail Multi-Use Path closer to or preferably adjacent to S.R. 12. Construct a fence with two (2) gates between the trail and the parking lot. Relocate the flag pole.

5. The Project Development and Environment (PD&E) Study for the Florida Arts Trail Multi-Use Path be accepted by the CRTPA Board and that the Project Development and Environmental Study (PD&E) include the Task Force recommendations in the PD&E and in the design and right-of-way acquisition.

The Gadsden County BOCC supports the Florida Arts Trail Multi-Use Path and strongly recommends that the CRTPA and the Florida Department of Transportation (FDOT) incorporate the recommendations of the Gadsden County Florida Arts Trail Task Force and the Gadsden County Board of County Commissioners into the PD&E study, the design and the construction of the Florida Arts Trail Multi-Use Path.

Sincerely,

Brenda A. Holt
Chairperson

ATTACHMENT 1

AT A WORKSHOP OF THE BOARD OF COUNTY COMMISSIONERS HELD IN AND FOR GADSDEN COUNTY, FLORIDA ON NOVEMBER 5, 2015 AT 6:00 P.M., THE FOLLOWING PROCEEDINGS WERE HAD, VIZ:

Present:

Brenda A. Holt, Chair, District 4
Eric Hinson, Vice Chair, District 1-absent
Dr. Anthony "Dr. V" Viegbesie, District 2
Gene Morgan, District 3
Sherrie Taylor, District 5-absent
Robert Presnell, County Administrator
David Weiss, County Attorney
Marcella Blocker, Deputy Clerk

RECEIVED
FEB 23 2016
PLANNING & ZONING

1. **Introduction**

Chair Holt welcomes everyone and asked them to silence their cell phones, and said the workshop was for the proposed Multi-used path along State Road 12 (Arts Trail) from Quincy to Havana.

Commissioner Viegbesie gave a brief history and said he was the CRPTA representative for this district. He added he began to hear from citizens regarding the impact of the project and at none of the last CRPTA meetings, when this project came up for approval, he requested based on the citizens' concerns it was asked of CRPTA and DFOT to give them time to re-think things through and they agreed to give Gadsden County some time to discuss this. He said this workshop was to brainstorm to come up with a solution on how to get the project through without losing the $9.3 Million that has been approved for the project.

2. **History and Analysis**

April Williams, P.E., FDOT District 3, Project Development Engineer, appeared before the Board and spoke to explain the purpose of the trail. She explained in 2012 when the project began, Gadsden County came together and developed a bicycle pedestrian masterplan along with other stakeholders. She said some of the objectives that the County identified were to enhance walkability within the County, promote bike opportunities, look for ways to enhance mobility throughout the County and economic development. She further explained the plan was developed and presented at a public meeting in January, 2012 ad public comments were taken; taken back and incorporated into the Master plan and the master plan was brought back to the Board. From that point Gadsden County adopted the plan. She also said out of the studies, the preferred location for the trail was on the south side of State Road 12. A kick-off meeting was held with the County Commissioners in September, 2013 and shortly later the Department received a letter from CRTPA requesting that widened shoulders be included as part of the resurfacing project. She added the Department was required to show a purpose and need for the project and one purpose was to look at options for constructing a multi-use connection between the cities of Quincy and Havana along the State Road 12 corridor. She said this would provide travelers and pedestrians out of conflict from the roadway. She explained the trail would start at Corry Street in Quincy and travel into Havana. She also explained within the historical district of Quincy, they went with six foot sidewalks and once outside that district, it turned into a 10-12 foot multi-use trail. She further explained that it was anticipated that right-of-way would be needed from 36 parcels and a total of 3.1 acres, but

no business or residential relocations were anticipated; there was very little impact to wetlands in surface waters and lowlands.

She said at this point she wanted to run through some of the public comments and concerns there had as part of the project. Impacts to the existing drainage system-as part of the State Road 12 resurfacing project, they were putting curb and gutter along a good portion of the road in the more urban section to collect some of the run-off and added that as part of the resurfacing project, an additional inlet was being added in the vicinity of Corry Street to try to catch some of that water. She also said in order for this to be designated as a multi-use trail, it had to be a minimum of 10 feet in width for bi-directional traffic and anything less would be a sidewalk and could affect if they were looking long-term and want it to be a Florida Arts Trail, it had to be maintained at 10 foot minimum. She also said they were not looking into acquiring more than 20 foot of right-of-way.

She pointed out this project originated with Gadsden County and the CRTPA and looking forward, to finalize the PD&E was a Type 2 CE submitted to Federal Highway Administration and FHWA Approval and Location Design Concept Acceptance.

She asked if the Board had any questions.

3. Questions/Comments

Commissioner Viegbesie asked in moving forward with the project and if the route happened to change, he knew $500,000 had already been paid already for the design, if route changes would money have to be paid again for another study. Ms. Williams said yes, the study was specifically geared for a trail along State Road 12 and any other alignment would be starting over. She explained options regarding ADA regarding design.

Commissioner Morgan said he was not a proponent nor opposed to the arts trail, but was concerned with businesses along the route, and was curious on impacts it could have with increased traffic, etc. and was concerned with safety. He also was concerned with taking property owners property.

Ms. Williams said with regard to a specific impact to a business, it went back to the access would be maintained and would be put back as it were if not better to department standards.

He then asked how it was determined that this would be a positive impact for the County and she said that was one of the goals and objectives in the masterplan and what the County saw as mobility for network for bikers within Gadsden County.

Commissioner Viegbesie piggybacked on a question Commissioner Morgan asked and said in looking at minutes from the September 3, 2013 meeting, one speaker from the City of Quincy spoke along with Town Council member from Havana in support of this project and the City of Quincy gave a Resolution in support of the project.

Chair Holt said she could not remember anyone speaking in opposition of the bike trail when this was advertised earlier and there were some that were in favor of it along with the Commission.

Commissioner Morgan said at that time they were not aware there were thirty-one residential properties that would be affected and would love to see this become a reality without there being

such a dramatic impact and that there were real issues that needed to be addressed.

Ms. Williams pointed out that the original feasibility study and management plan started the proposed trail at Quincy Creek and went east to Havana and was unsure where the section from Quincy Creek back to Corry Street came from and knew when the Department received what they were supposed to study, it started at Corry Street.

Commissioner Viegbesie said in his research, he understood that the initial approval started at Camilla Drive by Quincy Creek and then the City of Quincy with its Commission, wanted it to come into the City.

Chair Holt asked to move onto questions and comments from the audience. Mr. Weiss announced there were approximately 9-10 speaker forms and if anyone wished to speak to fill out a form and give it to the Clerk and they were limited to 3 minutes per person.

William Sapp, 701 East King Street, Quincy, FL-speaking as opponent. Mr. Sapp said he lived in the first 1.9 miles of this project and affects everyone's front yards and some disastrously. He also said the bike trail had nothing to do with arts and would not affect the economy of Havana and Quincy and the ones that lived on State Road 12 would be the ones affected.

Freida Bass Prieto, 329 E. King Street, Quincy, FL-opponent. Ms. Prieto said they were not showing that the trail would begin or end at the apex of the hill and s-curve and in the City of Quincy there was an ordinance that forbids and says unlawful to ride a bike on the sidewalk and the project was labeled as a sidewalk and not a multi-use pathway in front of her house. She said the bicyclists would have to cut across King Street to get to the path and once inside King, it is one of the narrowest stretches of road and then would have to go down Madison. She said she was not against multi-use pathways being a walker but was concerned that with the plan, one of the first thing noted was there was not in the City of Quincy one single bike path. She added she was disappointed they would try to connect two cities before helping the people that needed the help and they needed to promote folks walking in town. She also said she felt an opportunity was missed with the by-pass because it had a beautiful wide right-of-way and had two areas that had two retention ponds and in some areas, they turn retention ponds into recreation areas.

Angie Pitts, 1401 East King Street, Quincy, FL-opponent. Mrs. Pitts said she was speaking on behalf of her mother, Beverly Stephens. She said she measured the distance from her front door step to the asphalt and it was 58 feet. She said she feared for her safety and asked the Commission to consider everyone it would affect.

Fred May, 178 May Nursery Road, Havana, FL-opponent. Mr. May represented May Nursery and said they were located approximately one-half mile west of Havana on State Road 12. He added the project would affect approximately 4,000 feet of their frontage and was very concerned how it would affect their day-to-day operation of their business because they have fields on both side of the road and equipment crosses the road approximately 100 times a day. He also pointed out that from March until the end of July, they work six days a week, that includes Saturday that would be a busy time on the path. He said with this path, their drivers would have to look for cars, motorcycles, and now bicycles, people walking in both directions and was a serious safety hazard for them. He added the road would go from being 24 feet to 67 feet to cross and it was significant. He asked also how it would affect the water run-off, where the ditch would go and how much the

State would encroach on their property. He added for the sake of safety, May Nursery would like to formally request that included in the project, be a two land tunnel going underneath State Road 12 for them to go back and forth.

Diana M. Thurman, 361 E. King Street, Quincy, FL-opponent. She said some of the comments she wanted to make had been touched on 1) Basic necessity-already have widening going on which has created two 8-foot wide bike trails on the north and south side and this would be a third path on the same roadway, which was a rural county road; 2) Feasibility-is on same side of road where utilities were located and would have to be dug up and be relocated and significant slopes either going down or up and on her property, it would end up being a suspension bridge running the entire length of her property. She added she was a Regulatory Official with Department of Environmental Protection and was an expert in storm water appliance, permitting and enforcement and when State Road 12 was widened in the late 90's to add the current four foot shoulders and widen the lanes, DEP exempted DOT from storm water treatment and it caused significant impact to certain properties, including hers. She said she had spent over $6,000 dealing with storm water impacts. She said two topics not addressed yet was maintenance, picking up trash and liability insurance. She said it needed to be addressed if someone was injured on the property, who would be liable. There were other items she pointed out.

Rusty Ivie, 8658 Havana Highway, Havana, FL, Napa Auto Parts Store-opponent. Mr. Ivie said he has a 39-foot driveway that customers enter and leave his building and if this path happens, there would be a significant safety concern because if someone left store and headed east to Havana they might not be looking west and also has a propane filling station to fill motor homes, commercial tanks, barbeque grills, etc. and has a fence that the State made him put up and has 23 feet from fence to edge of existing bike trail and 4 feet of existing bike trail to white line, which is total of 27 feet. He said 10-12 more feet would be needed and felt would cause propane facility to have to be moved. He said it was on the only spot it could go because of set-backs and no place else he could move it and would be a severe economic loss to him.

Margie Sims, 612 Havana Highway, Quincy, FL-opponent. Ms. Sims said she has lived at this address almost 53 years and distributed to everyone an information sheet that showed the parcels being taken and said they were homeowners that had owned the property for many years and was residential and had 220 signatures against this project. She also mentioned the by-pass and said if extended on Strong Road, it would benefit people that needed to come to town that walked and could not afford the bus fare.

Commissioner Viegbesie interjected as the CRPTA representative from Gadsden County and said the By-pass North is the next phase and in the plan they would be discussing it at the next meeting.

Ms. Williams clarified regarding the By-pass, the Quincy loop to the north that goes up from State Road 267 is funded for design and P&E is funded to the south.

Pastor Randy Ross, 5910 Havana, Highway, Havana, FL-opponent. Pastor Ross is representing Lake Tallavana Church and school and wanted to bring up one thing not addressed was safety issues for their school. He mentioned part of their parking lot would be taken and the trail would go by their biggest window and had a real concern regarding how to keep the children safe and felt the liability would be on who built the trail.

Bob Lauther, 805 NE 1st Street, Havana, FL, with Havana Merchants Association-proponent. Mr. Lauther said he was the President of the Havana Merchants Association and felt this would be a big benefit having a link between Quincy and Havana. He said he used to ride a bike in Havana and stopped because it scared him with the cars and trucks going by but saw a benefit in it enabling exercise.

Matt Thro, 302 N. Main Street, Havana, FL, representing the Town of Havana-proponent. Mr. Thro said the Town of Havana supported this and several studies was presented to them, geographically the County had a lot of beautiful, natural assets and the topography was sought after. He added that being a property owner, he understood the concerns and hoped there was a way to move forward and find some way to make this work and fit the needs of the County.

Andy Gay, 711 Bonita Avenue, Quincy, FL. He thanked the commission for having the workshop and allowing the citizens to participate, thanked Commissioner Viegbesie and said he felt it important to be transparent and have as much information as possible to make good decisions. He said the conceptual plan was presented in 2013 and the idea of it was supported by the City of Quincy commission at that time. He said going forward with the proposed plan where it proposed to take homesteaded properties and other impacts revealed at this workshop he did not think there was as much support for that plan. He further said as far as the City requesting to have the bike trail extended to Corry Street, did not think it was an agendaed item and was voted on, thought maybe a representative with the City might have had that added to the plan. He also said as the Commissioner that represented that district, he opposed the extension just because of the several impacts that were previously mentioned. He encouraged them to work with DOT to revise parts of this plan.

Commissioner Viegbesie said he was very excited to see the level of participation and wished it had been done initially. He suggested that they come up with a Citizen Task Force of about five people including the County Administrator, the Transportation Director for the County, a representative from Havana, a representative from the City of Quincy and a citizen that lived on the pathway that the project would impact so they could come up with an alternative way to proceed with the project and bring it back to the Commission with as little impact as possible to the citizens. He said he did not want the County to lose the $9 Million and said the way he saw it, the County asked for it (before his time) through their CRPTA representative.

Commissioner Morgan thanked the FDOT team and the citizens that were directly impacted and spoke as either a proponent or opponent for coming to speak. He said they needed to look into if the $9 Million could turn into costing the County more money if there were other issues and felt there was very important safety concerns among other issues mentioned at this meeting.

Chair Holt said she lived on Highway 12 going west from Quincy and had been told it would eventually be four-laned that would take part of her yard and understood the position and appreciated the participation of everyone this evening. She then asked Commissioner Viegbesie if for the Citizen Task Force he mentioned, if he wanted opponents or proponents and he responded if they had to make it seven or nine, he did not care as long as they had it coming back to them from the citizens. Chair Holt said she had spoken to the Administrator and said they could have two, one that was pro and one con and two from the County Administration it would make an odd number and would work out.

Commissioner Morgan suggested it would be wise to have someone that represented the businesses as well, not just the homeowners.

Commissioner Viegbesie suggested the opponents meet and the proponents meet and choose one among them to represent them on the task force.

MOTION TO ADJOURN

THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE BOARD, CHAIR HOLT DECLARED THE MEETING ADJOURNED AT 7:27 P.M.

GADSDEN COUNTY, FLORIDA

_____

BRENDA A. HOLT, Chair
Board of County Commissioners

ATTEST:

_____

NICHOLAS THOMAS, Clerk

ATTACHMENT 1

May Nursery, Inc

Date: February 22, 2016

To: Dr. Anthony Viegbesie, Gadsden County Commisioner
Mr. Robert Presnell, Gadsden County Administrator

RE: May Nursery Concerns regarding the proposed SR 12 Multi-Use Path

As a follow up to our meeting on Thursday, January 28, 2016, we are providing the following summary of our concerns over the proposed construction of a 10-12'-wide Multi-Use Recreation Path in the May Nursery easement along SR 12.

Item #1: Safety

A. Roadway Crossing of farm equipment and vehicles

May Nursery agricultural areas are located on both the north and south sides of SR 12, west of CR 159. Farm equipment and vehicles, including trucks, tractors pulling up to three wagons, and ATVs, cross SR12 constantly throughout the day, 6-days a week. Wagons may be empty or are hauling plants and/or people. The speed limit in this stretch of SR 12 is 45 mph and, over the years, the volume of daily traffic has increased as development and the population has increased. Due to the extreme caution taken by nursery staff in crossing the roadway, there have been only a few accidents between farm equipment and vehicular traffic over the past several decades. Most accidents have been minor, with the exception of the most recent which occurred in October 2014. May Nursery is still in litigation over a lengthy and costly lawsuit due to this incident.

Based on how laws are written and enforced, the nursery will always be held liable in any accident for failing to yield to on-coming traffic. It doesn't matter if the on-coming traffic is going the posted speed, or not, as the tractors are only going 5 mph, give or take, and are routinely pulling one or more pieces of equipment. Every time employees attempt to cross SR12, it is a gamble on whether they will make it safely, or not.

May Nursery, Inc

SR12 was recently resurfaced and the existing shoulders widened from 4 feet to 8 feet, on both the north and south sides. The cross section in the FDOT Concept Plans for the proposed path shows a 5-foot buffer between the road shoulder on the south side and the proposed 12-foot-wide path. This increases the width of all travel lanes that farm equipment must cross from the original 32 feet to 57 feet. Increasing pedestrian and bicycle traffic, plus the nearly doubled travel lanes and roadway width, significantly increases the risk of roadway crossings by slow-moving farm equipment, with the end result in increased chances of injury or deaths due to collisions.

Proposal

In the event Gadsden County and the CRTPA continue to move forward with the proposed Multi-Use Path, May Nursery is requesting from the County, FDOT and CRTPA the construction of either a bridge or tunnel connecting nursery areas on the north and south sides of SR12 in order that nursery employees and equipment can safely access all nursery property.

B. Water conveyance areas

There are two areas in the proposed path location that are water conveyance structures, consisting of ditches, culverts and headwalls. The eastern structure is fairly significant in width and depth and extends well into the proposed path location.

Proposal

In the event Gadsden County and the CRTPA continue to move forward with the proposed Multi-Use Path, May Nursery is requesting from the County, FDOT and CRTPA that these areas be secured from any person(s) access either by accidentally falling into these structures or by trespassing. By "secured", this means the construction of physical barriers around these areas (i.e. fencing).

May Nursery, Inc

Item #2: Litigation from unintended agricultural drift or spray

Existing growing beds along the south side of SR 12 are typically within 20-25 feet of the nursery perimeter fence. An additional vegetative buffer of approximately 20-25 feet lies between the perimeter fence and the edge of the roadway shoulder, though recent widening reduced this by 4 feet. Between the now 8-foot shoulder and the proposed 12-foot path, would be a 5-foot grassed buffer, which puts the southern edge of the path up against the perimeter fence, eliminating any buffer outside of the nursery perimeter.

May Nursery practices fertigation (the addition of fertilizers to irrigation water) and routinely applies pesticides, herbicides and fungicides (granular or liquid form) to all growing areas of the nursery. May Nursery practices Best Management Practices in all areas and aspects of nursery production, including preventing or reducing agricultural drift and run-off from irrigation and chemical application. It is not possible to ensure that air or water-born chemicals will not move, or drift, beyond the edge of the growing beds, even under optimal conditions. Buffers around agricultural fields are essential and necessary in order to protect flora and fauna (including humans) from coming into contact, or reducing the chance or incidence of contact, with chemicals used on a daily bases in agricultural practices. Agricultural buffers, including vegetative buffers, are a requirement of the Best Management Practices (BMP) for Florida Nurseries that May Nursery is enrolled in through the Florida Department of Agriculture (FDACS) Office of Agricultural Water Policy (OAWP).

The proposed path would place humans (and pets) within 20-25 feet of nursery growing beds and agricultural chemical applications. Another nursery, Parsons Nursery in South Carolina, was sued by an adjacent homeowner over chemical drift (2003). There was a 20-foot buffer between the growing bed and the perimeter fence, plus greater than 100 feet between the fence and the residence, only one cited instance of pesticide drift, and no true medical verification of the homeowners suffering poisoning as a result of chemical drift. Despite the lack of evidence, the nursery lost the suit, suffering a costly and long-term settlement, including 1) they had to remove growing beds to increase buffers in areas near residences from 20 feet to 40 feet, 2) they can no longer use blower equipment to apply chemicals and 3) they permanently lost insurance coverage for chemical drift.

May Nursery, Inc

Additionally, removal of the vegetative buffer on the outside of the perimeter fence would put the nursery in the position of not being "in compliance" with their BMP agreement with FDACS OAWP, which would 1) further expose the nursery to future complaints or litigation and, 2) prevent the nursery from being eligible for financial assistance from either FDACS or FDEP towards environmentally beneficial agricultural improvements.

Proposal

In the event Gadsden County and the CRTPA continue to move forward with the proposed Multi-Use Path, May Nursery is requesting from the County, FDOT and CRTPA that the eastern end of the path terminate at least 100 feet west of nursery property, which would be approximately 150 feet west of Sugar Mill Way on the north side of SR12.

Item #3: Stormwater

FDOT's Preliminary Concept Plans do not indicate any conveyance or treatment structures for stormwater from Camellia Drive in Quincy all the way to SR 159 in Havana. Currently there are ditches or swales in most areas along this 10-mile stretch. May Nursery is concerned with the additional runoff from increased impervious areas and what FDOT plans on doing with the existing plus additional stormwater. They are concerned as is everyone how this may impact them.

We thank you for the taking the initiative to come to May Nursery to discuss our issues and concerns with the proposed multi-use path. We appreciate all of your efforts on behalf of those affected by this project.

Sincerely,

May Nursery, Inc.

ATTACHMENT 2

COMMISSIONERS:
ERIC HINSON
District 1
ANTHONY O. VIEGBESIE, PhD
District 2
GENE MORGAN
District 3
BRENDA A. HOLT
District 4
SHERRIE TAYLOR
District 5

GADSDEN COUNTY
BOARD OF COUNTY COMMISSIONERS

EDWARD J. BUTLER
GADSDEN COUNTY GOVERNMENTAL COMPLEX
Planning and Community Development

Robert Presnell
County Administrator

David J. Weiss
County Attorney

Allara Mills Gutcher
Director

March 1, 2016

Capital Regional Transportation Agency Board
Betsy Barfield, Chairperson
Capital Regional Transportation Agency
300 S. Adams Street, A-19
Tallahassee, FL 32301

Re: Florida Arts Trail Multi-Use Path Recommendation

Dear Honorable Chair and Members of the Board,

This letter is to certify that the Gadsden County Board of County Commissioners (BOCC) continues to support the Florida Arts Trail Multi-Use Path, originally known as the Florida Arts Bicycle Trail, with the inclusion of the recommendations of the Florida Arts Trail Multi-Use Path Task Force.

On September 21, 2015, citizens of Gadsden County attended the Capital Regional Transportation Agency (CRTPA) meeting to voice their concerns regarding the Florida Arts Trail Multi-Use Path. As a result, the CRTPA voted to allow six (6) months for these concerns to be addressed. A task force was formed and met. On March 1, 2016, the BOCC voted to support the Florida Art Trail Multi-use Path Citizens Task Force recommendation as follows:

1. The length of the Florida Arts Trail Multi-Use Path would begin in the Town of Havana and end at the intersection of Point Milligan Road (Attachment #1). The extension of the multi-use path between the intersection of Pt. Milligan Road and the City of Quincy is not supported at this time.

2. Mays Nursery Inc. - The following are requested to address: 1. Safety; 2. Litigation from unintended agricultural drift or spray; and, 3. Stormwater :

   Item #1: Safety.

   A. A Roadway crossing for farm equipment and vehicles. In the event Gadsden County and the CRTPA continue to move forward with the proposed Multi-Use Path, May Nursery is requesting from the County, FDOT and CRTPA the construction of either a bridge or tunnel connecting nursery areas on the north and south sides of S.R. 12 in order that nursery employees and equipment can safely access all nursery property.

1-B East Jefferson Street • P.O. Box 1799 • Quincy, Florida 32353-1799
(850)875-8663 FAX (850)875-7280 www.gadsdencountyfl.gov

B. Water conveyance areas. That these areas be secured from any person(s) access either by accidentally falling into these structures or by trespassing. By "secured", this means the construction of physical barriers around these areas (i.e. fencing).

Item #2: Litigation from unintended agricultural drift or spray.

That the eastern end of the path terminate at least 100 feet west of nursery property, which would be approximately 150 feet west of Sugar Mill Way on the north side of S.R. 12.

Item #3: Stormwater.

The FDOT's Preliminary Concept Plans (PD&E) do not indicate conveyance or treatment structures for stormwater from Camellia Drive in Quincy all the way to SR 159 in Havana. Address additional runoff from existing and additional stormwater as a result of the proposed Trail.

3. Napa Auto Parts - Locate the Florida Arts Trail Multi-Use Path closer to or preferably adjacent to S.R. 12. Design the area for LP Gas filling to remain operational and to comply with Florida Department of Environmental Protection (FDEP) regulations for the location of such facilities (e.g. setbacks, safety barriers, etc.).

4. Tallavana Church and School - Locate the Florida Arts Trail Multi-Use Path closer to or preferably adjacent to S.R. 12. Construct a fence with two (2) gates between the trail and the parking lot. Relocate the flag pole.

5. The Project Development and Environment (PD&E) Study for the Florida Arts Trail Multi-Use Path be accepted by the CRTPA Board and that the Project Development and Environmental Study (PD&E) include the Task Force recommendations in the PD&E and in the design and right-of-way acquisition.

The Gadsden County BOCC supports the Florida Arts Trail Multi-Use Path and strongly recommends that the CRTPA and the Florida Department of Transportation (FDOT) incorporate the recommendations of the Gadsden County Florida Arts Trail Task Force and the Gadsden County Board of County Commissioners into the PD&E study, the design and the construction of the Florida Arts Trail Multi-Use Path.

Sincerely,

Brenda A. Holt
Chairperson

March 21, 2016

Capital Region Transportation Planning Agency
CRTPA

AGENDA ITEM 5 E

FLORIDA ARTS TRAIL – PROJECT DEVELOPMENT AND ENVIRONMENT (PD&E) STUDY

REQUESTED BY: CRTPA Staff	TYPE OF ITEM: Action

STATEMENT OF ISSUE

At the March 1, 2016 Gadsden County Board of County Commissioners (BOCC) meeting, Commissioners approved a motion to incorporate the SR 12 Florida Arts Trail Task Force recommendations into the Florida Arts Trail Project Development and Environment (PD&E) Study. Capital Region Transportation Planning Agency (CRTPA) staff has reviewed these recommendations and will discuss these options with the CRTPA Board.

RECOMMENDED ACTION

Option 1: Recommend the FDOT complete the Florida Arts Trail PD&E without incorporating the recommendations from the SR 12 Florida Arts Trail Task Force.

Option 2: Authorize CRTPA staff to forward the recommendations from the SR 12 Florida Arts Trail Task Force into the Design Phase, should that phase be funded.

Option 3: Authorize CRTPA staff to further enhance public involvement in any additional phases of the Florida Arts Trail through the initiation of a "Special Project" in the Unified Planning Work Program (UPWP).

CRTPA COMMITTEE ACTIONS

At their March 8, 2016 meetings the Technical Advisory Committee (TAC) and the Citizens Multimodal Advisory Committee (CMAC) approved the following action:

"Recommend approval of the Florida Arts Trail Project Development and Environment (PD&E) Study without changes, and with the caveat that significant community outreach will be conducted during the design phase of the project to consider and address community concerns including, but not limited to the recommendations from the SR 12 Florida Arts Trail Task Force."

HISTORY AND ANALYSIS

At the September 21, 2015 CRTPA Board meeting, members were presented information on the Florida Arts Trail Project Development and Environment (PD&E) Study, including a timeline on how the project had progressed. At that meeting, the CRTPA received comments from the public on the project. At the request of Gadsden County Commissioner and CRTPA member Commissioner

Viegbesie, the CRTPA approved a motion that provided six (6) months for Gadsden County to hold public meetings and develop recommendations for the PD&E study.

The results of the effort from Gadsden County SR 12 Florida Arts Trail Task Force included the five recommendations below. The CRTPA staff suggestion for each follows the recommendation.

1. ***"The length of the Florida Arts Trail Multi-Use Path (Trail) would begin in the Town of Havana and end at the intersection of Point Milligan Road. The extension of the multi-use path between the intersection of Point Milligan Road and the City of Quincy is not supported at this time."***

   CRTPA Staff: The Florida Arts Trail was identified as the #1 priority in the Gadsden County Bike and Pedestrian Master Plan (Master Plan). As such, the CRTPA moved forward with developing the project from the Master Plan with the limits as identified from Havana to Quincy. In addition to the Master Plan, the project was incorporated into the CRTPA's Connections 2040 Regional Mobility Plan (RMP) with the same limits as the Master Plan. Lastly, it is highly unlikely that the Federal Highway Administration (FHWA) will approve the project with the recommended changes to the limits. Ending the project at Point Milligan Road is not a logical termini nor a safe termini and therefore improbable that the PD&E Study would be approved. Thus, approving the termination of the project at Point Milligan will effectively end further project development activities.

   CRTPA Staff Recommendation: Allow FDOT to complete the PD&E Study without altering the limits of the project, seek funding for the full design and stage the project beginning in the Town of Havana moving to the west.

2. Mays Nursery Inc.

   a. ***"Safety. A roadway crossing for farm equipment and vehicles. In the event Gadsden County and the CRTPA continue to move forward with the proposed Multi-Use Path, May Nursery is requesting from the County, FDOT and CRTPA the construction of either a bridge or tunnel connecting nursery areas on the north and south sides of S.R. 12 in order that nursery employees and equipment can safely access all nursery property."***

      CRTPA Staff: It is unrealistic and financially unfeasible to incorporate a tunnel or overpass as component of this project. The expectation that pedestrian or biking activity will occur at such a high speed along the trail to create a safety issue is unrealistic as well. To date, CRTPA staff can find no instance or data that documents where there has been a crash with farm equipment and cars or trucks in this location, and these vehicles travel at substantially higher speeds than pedestrians or bicyclists will.

      CRTPA Staff Recommendation: Do not incorporate this into the PD&E Study recommendations.

b. ***"Water Conveyance Areas. That these areas be secured from any person(s) access either by accidentally falling into these structures or by trespassing. By "secured", this means the construction of physical barriers around these areas (i.e. fencing)."***

CRTPA Staff: CRTPA is assuming that "water conveyance areas" are the ditches along the corridor.

CRTPA Staff Recommendation: Proper treatment of the water conveyance areas and ADA issues concerning safety along the entire corridor will be addressed in design.

c. ***"Litigation from unintended agricultural drift or spray. That the eastern end of the path terminate at least 100 feet west of nursery property, which would be approximately 150 feet west of Sugar Mill Way on the north side of S.R. 12."***

CRTPA Staff: It is unrealistic to create a gap in the trail due to the watering of agricultural products in proximity to the trail.

CRTPA Staff Recommendation: Do not incorporate this into the PD&E Study recommendations.

d. ***"Stormwater. The FDOT's Preliminary Concept Plans (PD&E) do not indicate conveyance or treatment structures for stormwater from Camellia Drive in Quincy all the way to SR 159 in Havana. Address additional runoff from existing and additional stormwater as a result of the proposed Trail."***

CRTPA Staff: The issues of stormwater conveyance and holding facilities are a function of the design phase.

CRTPA Staff Recommendation: Do not incorporate this recommendation into the PD&E Study since this is a function of the design phase.

3. ***"Napa Auto Parts - Locate the Trail closer to or preferably adjacent to S.R. 12. Design the area for LP Gas filling to remain operational and to comply with Florida Department of Environmental Protection (FDEP) regulations for the location of such facilities (e.g. setbacks, safety barriers, etc.)."***

CRTPA Staff: The location of the trail will be more specifically identified in the design phase.

CRTPA Staff Recommendation: Do not incorporate this recommendation into the PD&E Study since this is a function of the design phase.

4. Tallavana Church and School –

a. ***"Locate the Trail closer to or preferably adjacent to S.R.12."***

CRTPA Staff: The location of the trail will be more specifically identified in the design phase.

CRTPA Staff Recommendation: Do not incorporate this recommendation into the PD&E Study since this is a function of the design phase.

b. ***"Construct a fence with two (2) gates between the trail and the parking lot."***

CRTPA Staff: The construction of a gate is not a PD&E Study issue.

CRTPA Staff Recommendation: Do not incorporate this recommendation into the PD&E Study.

c. ***"Relocate the flag pole."***

CRTPA Staff: Relocation of any structure is not a determination to be made in the PD&E Study.

Additionally, if the structure is determined to be in existing FDOT right-of-way, the cost and relocation of the flag pole are the sole responsibility of the Tallavana Church and School.

CRTPA Staff Recommendation: Do not incorporate this recommendation into the PD&E Study.

5. ***"The Project Development and Environment (PD&E) Study for the Florida Arts Trail Multi-Use Path be accepted by the CRTPA Board and that the PD&E include the Task Force recommendations in the PD&E and in the design and right-of-way acquisition."***

CRTPA Staff Recommendation: Approve the PD&E without incorporating the recommendations from the SR 12 Florida Arts Trail Task Force.

Explanation of CRTPA Staff Recommendations

CRTPA staff has been put in a very tough situation regarding the recommendations from the Task Force as approved by the Gadsden County Board of County Commissioners. Citizen comments on any project are taken for a purpose and it is a very personal issue for all of these businesses and citizens. However, in this instance, the issues that these citizens and businesses have identified are not PD&E Study considerations, but primarily design phase considerations.

As stated in previous agenda items on this project, the PD&E Study is a worse-case scenario based on environmental and engineering standards utilized by all FDOT PD&E Studies, state-wide. Where the trail is physically located is a design phase issue and there are more opportunities to make "adjustments" based on public involvement, variances, and partnerships. However, just by submitting these concerns at this point, CRTPA staff and FDOT can pass these on to the design team that is selected, when the design phase is funded and initiated.

Public Involvement
There is a lot of concern regarding public involvement in this process, and several citizens have expressed concern regarding what they considered minimal public involvement. CRTPA staff can attest that the FDOT has met or exceeded the public involvement standards for PD&E studies on this project. Any insinuation otherwise is simply not correct.

Future Public Involvement
Regardless of the perceived public involvement issues, CRTPA staff would like to recommend to the Board that staff pursue additional public involvement opportunities during the design phase to ensure that citizens are aware of the progress of the project via a project website page on the CRTPA.org website, noticing of the project and agenda items through the Gadsden County Board of County Commissioners so that they are thoroughly engaged as well.

Project Funding
The Florida Arts Trail is estimated to cost approximately $9,000,000. This includes design, right-of-way, construction, bridges and boardwalks where they are needed. The CRTPA does not have these funds today. These funds would be staged and phased in over a period of years and could not be used for any other purpose. This is just an estimate. The real cost of the project will depend on the design and year that the individual phase is funded.

SUN Trails
This project has the potential to be funded by the SUN Trails program in the future. When the Opportunity Maps are updated by the Florida Greenways and Trails staff the CRTPA will be recommending this trail be included in that process.

OPTIONS

Option 1: Recommend the FDOT complete the Florida Arts Trail PD&E without incorporating the recommendations from the SR 12 Florida Arts Trail Task Force. (RECOMMENDED)

Option 2: Authorize CRTPA staff to forward the recommendations from the SR 12 Florida Arts Trail Task Force into the Design Phase, should that phase be funded. (RECOMMENDED)

Option 3: Authorize CRTPA staff to further enhance public involvement in any additional phases of the Florida Arts Trail through the initiation of a "Special Project" in the Unified Planning Work Program (UPWP) (RECOMMENDED)

Option 4: CRTPA Board Discretion.

NEXT STEPS

Upon approval of the recommended actions, CRTPA staff will work with the FDOT to complete the PD&E Study for the Florida Arts Trail.

March 21, 2016

Capital Region
Transportation Planning Agency
CRTPA

AGENDA ITEM 5 F

THOMASVILLE ROAD PLANNING STUDY UPDATE

REQUESTED BY: FDOT	TYPE OF ITEM: Information

STATEMENT OF ISSUE

Florida Department of Transportation (FDOT) consultant staff will provide an update on the Thomasville Road Planning Study.

HISTORY AND ANALYSIS

As reported at the June and November 2015 CRTPA Board meetings, the Thomasville Road Planning Study is exploring alternatives to provide additional capacity to north-south roadways on or parallel to Thomasville Road within the proposed study limits. Coordination has been ongoing with Blueprint2000, City of Tallahassee, Leon County and the Welaunee Development.

Efforts to date include significant coordination for the Methodology Letter of Understanding (MLOU) with the above mentioned parties and CRTPA staff to outline the methods of traffic analysis that are being used for this study. This document indicates agreement with all signed parties as to the methods utilized, and in turn the results, of the traffic analysis.

Subsequent to the update at the November CRTPA Meeting, FDOT's consultant for this project (RS&H) has completed the 2040 No-Build Alternative Analysis, as well as completing preliminary reviews of several 2040 Build Alternative Analyses as outlined in the MLOU. These alternatives include varying levels of improvements to Thomasville Road and Welaunee Boulevard to understand the effects of those improvements on the traffic network. The existing network between those corridors will also be evaluated to identify potential constraints to mobility improvements.

A basic environmental analysis is also underway as part of this study for each of the three areas being evaluated for potential improvement. Environmental considerations such as contamination, geotechnical features, wetlands, threatened and endangered species habitat, as well as historic and archaeological sites are being considered in these areas. The FDOT consultant team has compiled draft reports regarding cultural resources and soil data for the three areas of study. The remaining items will continue to be developed as the project progresses.

FDOT is committed to keeping CRTPA updated on developments of this project, and will continue to update staff, committees and the Board at milestones along the way. FDOT and RS&H will also be reaching out to the Killearn Estates and Killearn Lakes Home Owners Associations in May 2016 to provide them with updates on the project since the last outreach in summer/fall 2015.

A project website has been developed to provide additional information regarding the project as well as a comment page to submit comments or questions to FDOT staff or their consultant. The website is available at http://www.nwflroads.com and then clicking on Future Projects and scrolling down to Leon County.

March 21, 2016

Capital Region Transportation Planning Agency
CRTPA

AGENDA ITEM 6 A

EXECUTIVE DIRECTOR'S REPORT

REQUESTED BY: Staff	TYPE OF ITEM: Information

A status report on the activities of the Capital Region Transportation Planning Agency (CRTPA) will be provided including information on the following:

- Capital City to the Sea Trails Update

March 21, 2016

Capital Region Transportation Planning Agency
CRTPA

AGENDA ITEM 6 B

FISCAL YEAR (FY) 2017 – FY 2021 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) UPDATE

REQUESTED BY: CRTPA Staff	TYPE OF ITEM: Information

STATEMENT OF ISSUE

This item provides an update on the Draft FY 2017 – FY 2021 Transportation Improvement Program. Consistent with last year's schedule, this year's Draft TIP will be provided to the CRTPA Board at its May 16 meeting (prior to the document's scheduled adoption at the June 20 CRTPA meeting).

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

Subsequent to CRTPA approval of the draft TIP in May, staff will transmit the document to the Florida Department of Transportation for formal review. A public meeting to formally present the document to the public for review and comment will be conducted subsequently in the CRTPA region.

Any comments received from the public, review agencies, or the CRTPA committees will be provided to the Board prior to the scheduled adoption of the FY 2017 – FY 2021 TIP at the June 20, 2016 CRTPA meeting.

Capital Region
Transportation Planning Agency
CRTPA

March 21, 2016

AGENDA ITEM 6 C

CORRESPONDENCE

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

The following correspondence has been received by the CRTPA since its last meeting:

From Greg Burke, AICP, CRTPA to Ms. B. Barnett reference a traffic signal at Talpeco Road and North Monroe Street, February 29, 2016.

Burke, Greg

From:	Burke, Greg
Sent:	Monday, February 29, 2016 11:07 AM
To:	'barb.barnett@comcast.net'
Cc:	'john_dailey@comcast.net'; Harrison, Andy; Kostrzewa, Jack; Lex, Suzanne (Suzanne.Lex@dot.state.fl.us)
Subject:	FW: North Monroe and Talpeco (COUNTY -)

Ms. Barnett, thank you for contacting the CRTPA regarding the status of the planned installation of a traffic signal at the intersection of US 27 at Talpeco Road. We have contacted the Florida Department of Transportation (FDOT) and offer the following latest information.

The FDOT has funded all phases of the project in its latest Draft Work Program (Fiscal Year 2017 – Fiscal Year 2021). The project's first phase (design) is scheduled to soon begin in approximately four months. The project's schedule reflects required phases which includes the identified need for right-of way purchase, permitting and work associated with utilities. Ultimately, the project is scheduled for construction in the spring of 2020.

For more detailed information on the project's tentative schedule, which will includes a future public meeting, please go to the following link:
http://www2.dot.state.fl.us/fmsupportapps/workprogram/Support/WPItemRept.aspx?RF=WP&IT=438140&IS=1&RP=SCHD .

Thank you for your support and continued interest in this important safety project.

Please contact our agency if we may be of further assistance.

Sincerely,

Greg T. Burke, AICP
Transportation Planner
Capital Region Transportation Planning Agency
408 N. Adams Street, 4th Floor
Tallahassee, FL 32301
850/891.6802 Fax/891.6832
Email: greg.burke@talgov.com
web site: www.crtpa.org

Mailing Address:
300 S. Adams Street, M.S. A-19
Tallahassee, FL 32301

-------- Original message --------
From: barb.barnett@comcast.net
Date: 02/26/2016 11:38 PM (GMT-05:00)
To: "Kostrzewa, Jack" <John.Kostrzewa@talgov.com>
Cc: john_dailey@comcast.net, "Harrison, Andy" <HarrisonA@leoncountyfl.gov>
Subject: RE: North Monroe and Talpeco (COUNTY -)

Mr. Kostrzewa, I am forwarding this to you per automated email from Mr. Reed. Thank you for your attention.
Barbara Barnett

Sent from XFINITY Connect Mobile App

-----Original Message-----

From: barb.barnett@comcast.net
To: Harry.Reed@talgov.com
Cc: HarrisonA@leoncountyfl.gov,john_dailey@comcast.net
Sent: 2016-02-26 22:39:13 GMT
Subject: RE: North Monroe and Talpeco (COUNTY -)

Mr. Reed, I am wondering if there has been any change in the status of this project? Are we still looking at a deadline at least two more years out?

I am reminded daily of the need for a safer exit from our neighborhood - every time I try to cross the 2 lanes of northbound traffic, sit in the median, and then join the southbound traffic. Anything that could accelerate this project would be a lifesaver. Thank you for your attention.
Barbara Barnett

Sent from XFINITY Connect Mobile App

-----Original Message-----

From: Harry.Reed@talgov.com
To: barb.barnett@comcast.net
Cc: HarrisonA@leoncountyfl.gov,john_dailey@comcast.net
Sent: 2015-06-16 16:41:26 GMT
Subject: RE: North Monroe and Talpeco (COUNTY -)

Ms. Barnett,

I am not sure if you were able to open the attachment on my last email. In the event that you were not able to, the attached correspondence, shown below, was from the Florida DOT.

Florida Department of Transportation
District Three Administration Building
Office of the District Secretary
Post Office Box 607
Chipley, Florida 32428-0607

May 11, 2015

The Honorable Kristin Dozier, Chairwoman
Capital Region Transportation Planning Agency
300 South Adams Street, Box A-19
Tallahassee, Florida 32301

Subject: Intersection of Talpeco Road and SR 63 / US 27

Dear Chairwoman Dozier:

The Florida Department of Transportation would like to acknowledge receipt of the CRTPA letter, dated February 11, 2015, regarding the intersection of SR 63 (US 27) North Monroe Street and Talpeco Drive in Leon County. Pursuant to the recommendations of the traffic study (performed by FTE, Inc.), the desires of the CRTPA and the City of Tallahassee, the Department is moving forward with the development of construction plans for installing the traffic signal and turn lane improvements recommended.

At this time, the Department intends to construct the improvements through the Transportation System Management (TSM) program due to anticipated right-of-way impacts. The anticipated timeline for design and construction is approximately three years. Recognizing the importance of the safety issues at this location, the Department is exploring alternative options for implementation in conjunction with the City of Tallahassee.

The Department would like to thank you for your involvement and interest in transportation decision making in Northwest Florida. If we can assist you further, please do not hesitate to contact our office.

Sincerely,

/s/ James T. Barfield

James T. Barfield, P.E.
District Secretary

JTB/gv

Regards

Harry D. Reed III, AICP
Executive Director
Capital Region Transportation Planning Agency (CRTPA)
Connecting People and Places

Mailing Address
300 S. Adams Street, Mail Stop A-19
Tallahassee, FL 32301

Office Location
408 N. Adams Street, 4th Floor
Tallahassee, FL

Office Phone: 850-891-6800
Direct Line: 850-891-6815
Fax: 850-891-6832

Email: Harry.Reed@talgov.com

Website: www.crtpa.org

From: Barbara Barnett [mailto:barb.barnett@comcast.net]
Sent: Tuesday, June 16, 2015 4:34 PM
To: Reed, Harry
Cc: John Dailey; Harrison, Andy
Subject: Re: North Monroe and Talpeco (COUNTY -)

Mr. Reed, thank you so much for your quick response and continuing support. I would just like to verify the correspondence you mention below is just a copy of the previous correspondence between Commissioner Dailey and myself. I wanted to make sure I was not missing something.

We appreciate anything that can be done to accelerate this 3 year window. Thank you again.
Barbara Barnett

Sent from my iPhone

On Jun 16, 2015, at 3:14 PM, "Reed, Harry" <Harry.Reed@talgov.com> wrote:

Ms. Barnett,

As a follow up to Commissioner Dailey's request, I am forwarding correspondence we received for Florida DOT regarding the intersection of Talpeco and North Monroe. As the result of a safety study conducted by FDOT and the urging of CRTPA, Florida DOT will by installing a traffic signal within the next 3 years at the intersection. CRTPA will continue to make this project a top priority of funding and urge FDOT at every opportunity to advance this critical safety project.

Should you have any further questions, please do not hesitate to contact me.

Regards

Harry D. Reed III, AICP
Executive Director
Capital Region Transportation Planning Agency (CRTPA)
Connecting People and Places

Mailing Address
300 S. Adams Street, Mail Stop A-19
Tallahassee, FL 32301

Office Location
408 N. Adams Street, 4th Floor
Tallahassee, FL

Office Phone: 850-891-6800
Direct Line: 850-891-6815
Fax: 850-891-6832

Email: Harry.Reed@talgov.com

Website: www.crtpa.org

From: Barbara Barnett [mailto:barb.barnett@comcast.net]
Sent: Tuesday, June 16, 2015 9:54 AM
To: John Dailey
Cc: Reed, Harry; Harrison, Andy
Subject: Re: North Monroe and Talpeco (COUNTY -)

Thank you so much. We are all anxious to hear the status.
Barbara Barnett

Sent from my iPhone

On Jun 16, 2015, at 8:54 AM, John Dailey <john_dailey@comcast.net> wrote:

> Ms.Barnett,
>
> Thanks for the note. I'm as excited about the project as you are. This is a state project, and I don't know exactly where FDOT is in the planning stages. I've copied Harry Reed, Director of the CRTPA (our regional transportation planning agency) on this e-mail. He can provide you with an update and/or the appropriate person at FDOT to contact. Thanks for reaching out.
>
> JED
>
>> On Jun 15, 2015, at 8:47 PM, John Dailey <DaileyJ@leoncountyfl.gov> wrote:
>
>> **Date:** June 15, 2015 at 8:47:49 PM EDT
>> **From:** barb.barnett@comcast.net
>> **To:** John Dailey <DaileyJ@leoncountyfl.gov>
>> **Cc:** barb.barnett@comcast.net
>> **Subject: Re: North Monroe and Talpeco**
>
>> Commissioner Dailey, I was checking in to see what the current status is. Thank you.
>> Barbara Barnett
>
>> ---
>
>> **From:** "John Dailey" <DaileyJ@leoncountyfl.gov>
>> **To:** "Barbara Barnett" <barb.barnett@comcast.net>
>> **Sent:** Tuesday, February 17, 2015 10:52:11 AM
>> **Subject:** Re: North Monroe and Talpeco
>
>> Barbara,
>
>> Just to follow up. I have successfully asked both the regional transportation authority and the County Commission to send formal letters asking FDOT to reconsider a traffic light. FDOT has agreed it is needed and is in the process of moving forward. I thought you would like to know. I don't

know how long this will take, but we are heading in the right direction.

JED

John Dailey
Leon County Commissioner
District Three
Leon County Courthouse
301 S. Monroe St.
Tallahassee, FL 32301
850/606-5363 phone
850/606-5303 fax>>> Barbara Barnett <barb.barnett@comcast.net> 2/4/2015 1:45 PM >>>
Dear Commissioner Dailey, if I recall years ago citizens requested a stop light at North Monroe and Talpeco. At the time we understood there had not been a significant number of deaths there although there have been some fatalities in the past. After this past weekend's tragic accident perhaps it is time to readdress the issue. I know that those of us that have to cross there daily would appreciate reconsideration. Thank you for your attention. Barbara Barnett , District 3

Sent from my iPhone

<mime-attachment>

March 21, 2016

Capital Region Transportation Planning Agency
CRTPA

AGENDA ITEM 6 D

COMMITTEE ACTIONS(CITIZEN'S MULTIMODAL ADVISORY COMMITTEE/TECHNICAL ADVISORY COMMITTEE/TRANSPORTATION DISADVANTAGED COORDINATING BOARD)

REQUESTED BY: CRTPA Staff	TYPE OF ITEM: Information

STATEMENT OF ISSUE

This item provides information to the Capital Region Transportation Planning Agency (CRTPA) on the activities of the Citizens Multimodal Advisory Committee (CMAC), the Technical Advisory Committee (TAC), and the Transportation Disadvantaged Coordinating Boards (TDCBs) for Leon, Wakulla, Jefferson, and Gadsden counties.

TAC and CMAC: The CMAC and TAC met on Tuesday, March 8, 2016. Both committees had a quorum present and unanimously approved the following items:

- **Minutes of the November 3, 2015 Committee Meetings**
- **Fiscal Year 2016-2020 Transportation Improvement Program (TIP) Amendment**
- **Transportation Alternatives Evaluation Criteria**
- **Draft Fiscal Year 2017 and 2018 Unified Planning Work Program (UPWP)**

Additionally, both committees heard presentations/updates on the following projects:

- ***Thomasville Road Planning Study*** *– non-action item*

- ***Florida Arts Trail*** *– action item*
  TAC and CMAC: Both committees reviewed the CRTPA agenda items for the Florida Arts Trail and recommend approval of the Florida Arts Trail Project Development and Environment (PD&E) Study without changes, and with the caveat that significant community outreach be conducted during the design phase of the project to consider and address community concerns including, but not limited to the recommendations from the SR 12 Florida Arts Trail Task Force.

  Neither the CMAC nor the TAC supports recommendations to build the trail if it does not provide a continuous connection to Quincy.

Additional Actions:

CMAC:
Chair and Vice –Chair: The CMAC elected Mr. Dan Beaty as Chair for 2016, and Mr. Hans VanTol as Vice-Chair.

TDCB: The actions of the Transportation Disadvantaged Coordinating Boards in Gadsden, Jefferson, Leon and Wakulla counties are listed below.

Wakulla County

The Wakulla TDCB met on February 16, 2016. At that meeting the members recommended that Wakulla Senior Services be retained as the Community Transportation Coordinator (CTC) upon expiration of their present contract. (See also Agenda Item 2E) Additionally, the TDCB received a report from the CTC, reviewed the grievance process, and had a training session on "Why Do We Have Meetings?" Their next regular meeting is June 14th, 2016.

Jefferson and Gadsden County

The Jefferson County TDCB and the Gadsden County TDCB met individually on February 18, 2016 where they each received the quarterly report from Big Bend Transit, reviewed the grievance process, and had a training session on "Why Do We Have Meetings?" Their next meeting is June 16th , 2016.

Leon County

The Leon County TDCB has not met since the last CRTPA meeting. Their next meeting is scheduled for April 13, 2016.

March 21, 2016

Capital Region Transportation Planning Agency
CRTPA

AGENDA ITEM 6 E

FUTURE MEETINGS

REQUESTED BY: CRTPA Staff	TYPE OF ITEM: Information

The Capital Region Transportation Planning Agency is next scheduled to meet on the following dates in the 2016*:

Meeting Date	Meeting Type	Location	Scheduled Items
April 18	Workshop**	To Be Determined (TBD)	
May 16	Board Meeting	Tallahassee City Commission Chambers	Final UPWP
June 20	Board Meeting	Tallahassee City Commission Chambers	Final TIP
September 19	Board Meeting	Tallahassee City Commission Chambers	Priority Project Lists
October 17	Retreat (9am – 1 pm)	TBD	
November 14	Board Meeting	Tallahassee City Commission Chambers	Election of Chair/Vice Chair

** - Unless noted otherwise, CRTPA meetings are scheduled to begin at 1 pm.*

*** - NOTE: Pending approval of Item 2G, the April 18 Workshop will be cancelled.*

Capital Region
Transportation Planning Agency
CRTPA

March 21, 2016

AGENDA ITEM 6 F

EXPENSE REPORTS

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

No expense reports have been generated since the last meeting.

March 21, 2016

Capital Region
Transportation Planning Agency
CRTPA

AGENDA ITEM 7

CITIZEN COMMENT

March 21, 2016

Capital Region
Transportation Planning Agency
CRTPA

AGENDA ITEM 8

ITEMS FROM MEMBERS