



Citizens Advisory Committee (CAC) Meeting
Marion County – Library Headquarters, Meeting Room B
2720 E. Silver Springs Blvd., Ocala, FL 34470

**April 9, 2024
1:00 PM**

AGENDA

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. PROOF OF PUBLICATION
4. CONSENT AGENDA
 - A. [March 12, 2024 Meeting Minutes](#)
5. ACTION ITEMS
 - A. [Commitment to Zero Safety Action Plan Project List](#)
Staff is seeking a recommendation to approve the revised project list
6. PRESENTATIONS
 - A. [Draft Fiscal Years \(FY\) 2024/25 to 2025/26 Unified Planning Work Program \(UPWP\)](#)
A presentation by staff on the draft UPWP
 - B. [Quarterly Transportation Safety Report](#)
A presentation by staff on the new quarterly safety report
7. COMMENTS BY FDOT
8. COMMENTS BY TPO STAFF
 - A. [2050 Long Range Transportation Plan \(LRTP\)](#)
 - B. [2024 List of Priority Projects \(LOPP\) Schedule](#)
9. COMMENTS BY CAC MEMBERS
10. PUBLIC COMMENT (Limited to 2 minutes)
11. ADJOURNMENT

All meetings are open to the public, the TPO does not discriminate on the basis of race, color, national origin, sex, age, religion, disability and family status. Anyone requiring special assistance under the Americans with Disabilities Act (ADA), or requiring language assistance (free of charge) should contact Liz Mitchell, Title VI/Nondiscrimination Coordinator at (352) 438-2634 or liz.mitchell@marioncountyfl.org forty-eight (48) hours in advance, so proper accommodations can be made.

Pursuant to Chapter 286.0105, Florida Statutes, please be advised that if any person wishes to appeal any decision made by the Board with respect to any matter considered at the above meeting, they will need a record of the proceedings, and that, for such purpose, they may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

*The next regular meeting of the Citizens Advisory Committee will be held on
May 14, 2024*



Citizens Advisory Committee (CAC) Meeting

Marion County – Library Headquarters, Meeting Room B

2720 E. Silver Springs Blvd., Ocala, FL 34470

1:00 PM

MINUTES

Members Present:

Richard Howard

Suzanne Mangram

Richard McGinley

Nick Mora

Michelle Shearer (*arrived at 1:26pm*)

Members Not Present:

Matt Fabian

Travis Magamoll

Steve Rudnianyn

Others Present:

Rob Balmes, Ocala Marion TPO

Sara Brown, Ocala Marion TPO

Shakayla Irby, Ocala Marion TPO

Kia Powell, FDOT

Item 1. Call to Order and Roll Call

Acting Chairman Richard Howard called the meeting to order at 1:03pm. Secretary Shakayla Irby called the roll and a quorum was present.

Item 2. Proof of Publication

Secretary Shakayla Irby stated the meeting had been published online to the TPO's website, as well as the City of Ocala, Belleview, Marion County, and Dunnellon's websites on March 5, 2024. The meeting had also been published to the TPOs Facebook and Twitter pages.

Item 3. Consent Agenda

Mr. McGinley made a motion to approve the consent agenda. Ms. Mangram seconded, and the motion passed unanimously.

Item 4a. Public Participation Plan (PPP) Update

Ms. Brown presented to the committee and said that Public Involvement was at the center of the transportation planning process, as transportation networks affect the public in a variety of ways. Therefore, the voice of the public was essential in ensuring that the transportation decisions that are made, are efficient and effective at serving the residents they impact. The Ocala Marion Transportation Planning Organization's (TPO) Public Participation Plan (PPP) documents the goals, objectives, and strategies for ensuring that all individuals have every opportunity to be involved in transportation planning decisions.

In 2024, the TPO conducted an update to the PPP. A 45-day public review period began on February 5, 2024 and will close on March 26, 2024.

A DRAFT 2024 PPP was provided in the agenda packet for the committee to review. The document was updated from the previously approved PPP, which was adopted by the TPO Board on January 26, 2021. The PPP was required to be updated every three (3) years. Some of the key updates were as follows:

- Updated Public Disclosure Statement (pg. 2).
- Addition of text to give more information on What is the Ocala Marion Transportation Planning Organization (pg. 4).
- Addition of Staff section (pg. 7).
- Addition of What is a Public Participation Plan Section (pg. 8). This section was added to give more information for what is required in the PPP and how to get involved.
- An update to some of the Objectives and Measures of Effectiveness (pg. 9 and 10).
- Removed the Bicycle and Pedestrian Master Plan Section.
- Added a Transportation Disadvantaged Service Plan (pg. 13) and a Transportation Studies (pg. 14) sections under Core Plans and Programs.
- Changed the LRTP Program Amendments public comment period from 30 days to 21 days.
- Added Meeting Room Security Section (pg. 15).

- Removed the TPO Online Feedback Form Section. This section is no longer needed. The TPO Online Feedback Form was removed and replaced with Staff emails.
- Added a TPO Staff and Contact Information Section (pg. 17).
- Added summary table for how we use each Strategy and Outreach for the different TPO plans (pg. 18).
- Created an Evaluation section to evaluate different (pg. 18). This will help evaluate the strategies and outreach methods for future use.

Mr. McGinley inquired about the TPO's quarterly meetings with adjacent counties, asking whether meeting minutes were produced. He expressed curiosity about the priorities of these counties and whether they would impact roads in Marion County.

Mr. Balmes mentioned that more formalized topics were identified to cover during the quarterly meetings with the adjacent counties, emphasizing the need to examine shared priorities concerning roadway corridors and to review the Long-Range Transportation Plan (LRTP) for potential coordination opportunities. Additionally, he highlighted the coordination with Hernando Citrus regarding the State Road 200 corridor. Mr. Balmes also said he would keep the committee informed on future discussions.

Mr. McGinley made a motion to approve the PPP Update. Ms. Shearer seconded, and the motion passed unanimously.

Item 5a. City of Ocala Vision 2050

The City of Ocala was in the process of developing Vision 2050, a planning roadmap for the future. The City had been conducting public meetings in February and early March to solicit feedback and input from the public. Jeff Shrum, Growth Management Director, provided an update presentation on the Vision 2050 project.

The slideshow presentation is provided on pages 6-17 of this set of minutes for reference.

The committee discussed SunTran services and possible expansions.

Mr. McGinley inquired about the possibility of predominant SunTran expansions within the City of Ocala.

Mr. Shrum responded by stating that the Transit Development Plan (TDP) approved in 2023 outlined significant expansion plans within the County area, including areas like Marion Oaks and Belleview. He mentioned that the \$16 million grant from the Federal Highway Administration (FHWA) was specifically designated for electric buses, and they intended to utilize the funding for electric buses and smaller cutaways to function as feeder routes to the main routes. The expansion aimed to enhance access to SunTran services.

Item 6. Comments by FDOT

Ms. Kia Powell provided the construction report, which had been updated to include maps, making it more accessible to the public. She shared that there are currently eight road closures within Marion County, which can also be viewed on www.cflroads.com. Additionally, she provided several updates: intersection improvements at S.R. 492 (NE 14th Street) and NE 25th Avenue were estimated to commence in May. The S.R. 492 Bridge Improvements Over the C.S.X. Railroad were also estimated to start in the spring. Furthermore, the Marion County Districtwide Rumble Stripes Installation was scheduled to begin in the spring.

Ms. Powell also talked about the 2023 Annual Joint FDOT/TPO Certification. Annually and pursuant to federal requirements 23 USC 134(k)(5) and CFR 450.334(a), the Florida Department of Transportation (FDOT) and the TPO perform a joint review of the certification status for the transportation planning process. The 2023 joint certification process was conducted from January to February 2024, including a virtual meeting with FDOT District 5 Liaison team members on February 14.

The development of the Joint Certification package document was conducted by TPO and FDOT District 5 staff.

Ms. Powell proudly announced that the TPO had achieved a score of 100% and was placed in the Low Risk category. She commended the TPO for this achievement and expressed that FDOT was pleased to see consistent high scores, eagerly anticipating continued collaboration.

Mr. Balmes noted that Liz Mitchell from the Ocala Marion TPO, although not present at the meeting, deserved significant credit for the 100% scoring. He emphasized her role in ensuring accurate and timely submission of invoices.

Item 7. Comments by TPO Staff

Mr. Balmes informed the committee that in coordination with TPO Board Chair Dreyer, a formal 2050 LRTP Kick-Off Meeting had been scheduled for April 23, 2024 at 2:00 PM at the Marion County Commission Auditorium. The kick-off meeting would be open to the public, and for all elected officials and partner agencies. The regularly scheduled TPO Board meeting would follow at 3:00 PM.

The Kick-Off Meeting would include opening leadership remarks, a project overview session and summary of the project schedule. TPO staff would send out save-the-date and public notices in the near future for the meeting.

A project schedule would be made available at the Kick-Off meeting. The first Community Open House meeting for the LRTP was anticipated to be in September 2024.

Mr. Balmes also provided an MPO/TPO Legislative Update and said State House Bill 7049 and Senate Bill 1032 involved potential impacts to MPO/TPO's and the Metropolitan Planning Organization Advisory Council (MPOAC). The 2024 State Legislative session concluded on March 8 with no action to the Senate or House bill versions.

Item 8. Comments by CAC Members

Ms. Shearer inquired about a website to view the City of Ocala Vision 2050.

Ms. Brown provided the website www.ocalafl.gov/vision2050.

Ms. Shearer also conveyed to FDOT her appreciation for the updated construction report, which included maps, noting that it was a valuable addition.

Ms. Powell mentioned that FDOT was committed to making revisions to the construction report as needed and encouraged the committee to offer any feedback they may have.

Item 9. Public Comment

There was no public comment.

Item 10. Adjournment

Acting Chairman Richard Howard adjourned the meeting at 1:49pm.

Respectfully Submitted By:

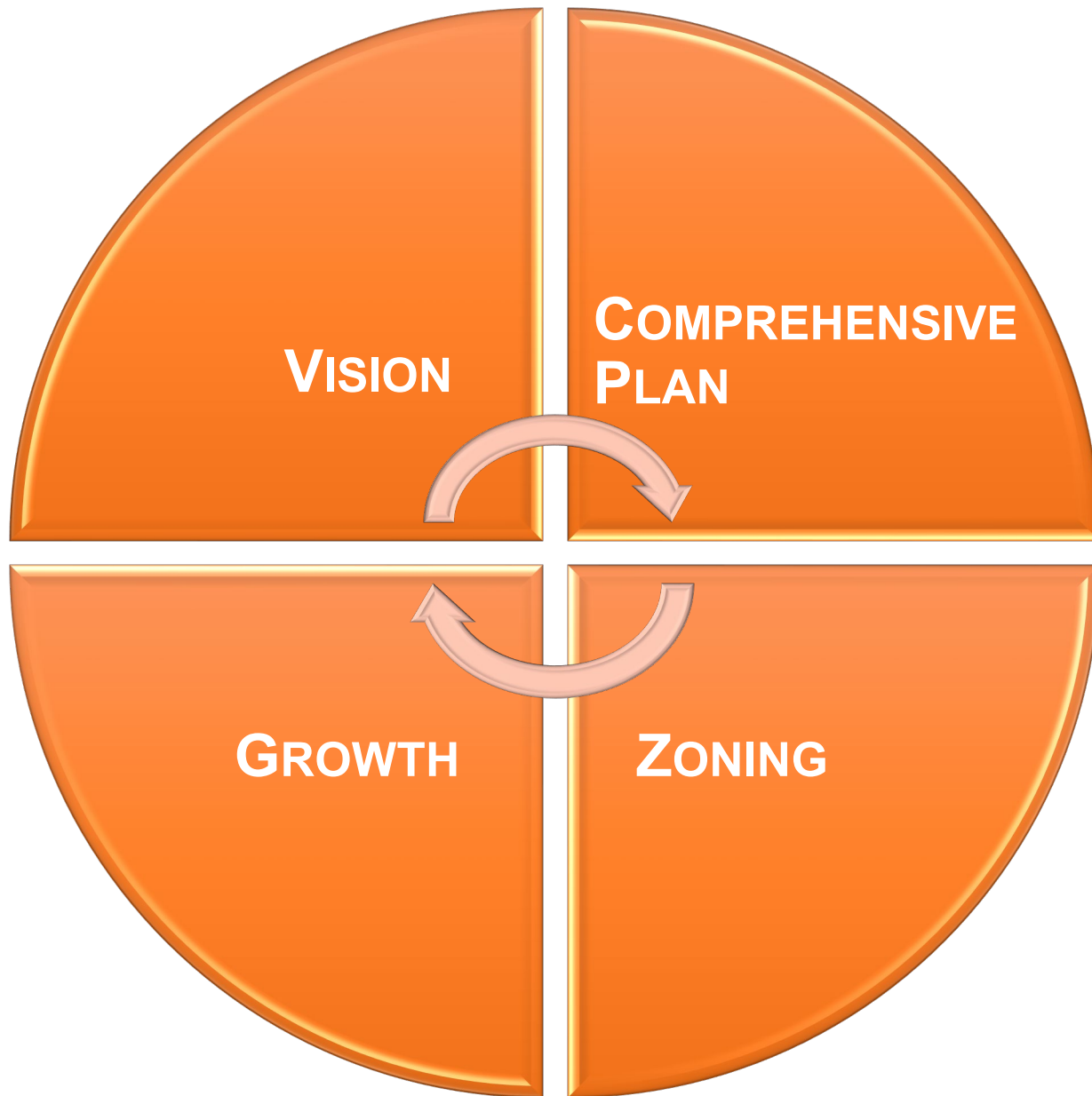
Shakayla Irby, TPO Administrative Assistant



My

Ocala

What is your vision?



WHY A VISION?

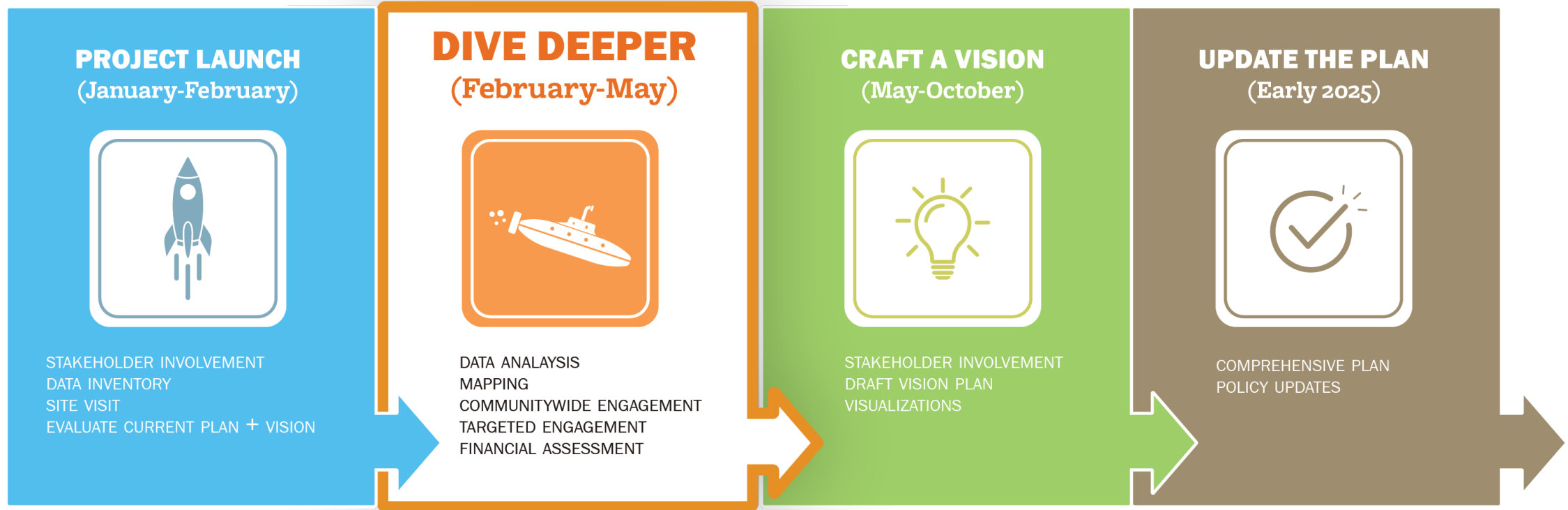
- It is the starting point - the roadmap for the future.
- It utilizes public engagement to build community consensus to clarify the desired Ocala of 2050.
- It serves as the guiding document to update the goals, policies, and objectives of the City's Comprehensive Plan.

BUILDING ON THE SUCCESS OF THE OCALA 2035 VISION

- Simplified future land use districts.
- Established Form Based Code standards.
- Improved Implementation of the Community Redevelopment Areas (CRA's) and expanded the Downtown CRA.
- Incentive programs to encourage infill and redevelopment.
- City gateways: SR 200, SR 40, US-27, and US 441.



2050 Project Timeline



Ocala 2050 Vision Participation Opportunities

- Four City-Wide Events (3 completed):
 - Thursday, Feb. 15, 5:30 to 7:30 p.m.
 - Mary Sue Rich Community Center
 - Wednesday, Feb. 28, 5:30 to 7:30 p.m.
 - Fort King National Historic Landmark
 - Saturday, March 2, 12 to 2 p.m.
 - Citizens Circle
 - TBD, Late March/Early April
 - TBD, SW Ocala



SHARE YOUR THOUGHTS ON...

PUBLIC AND OPEN SPACE



Ocala is community rich with history and natural beauty. It is important to celebrate, enhance, and protect these resources in a way that feels accessible to all residents of Ocala. Public spaces that are connected and activated improve neighborhood safety, inspire physical activity, promote overall belonging and wellbeing, boost the economy, and create a more sustainable city.

MOBILITY AND CONNECTIVITY



Over the last decade, Ocala has prioritized the development of an interconnected street network that provides travel choices for all users. Different users have different priorities - but a safe, comfortable, and accessible system is a priority for all. A more connected transportation system links destinations throughout the city with complete streets, trails, bike paths, sidewalks, and diverse transit options.

LAND USE AND HOUSING



Ocala is a community of neighborhoods and corridors that supports a robust economy and diverse population. As Ocala continues to grow and develop, it is important to think about the desired future physical character of the different areas of the City. Ocala prioritizes access to quality housing and conveniently located goods and services for all residents.

GATEWAYS

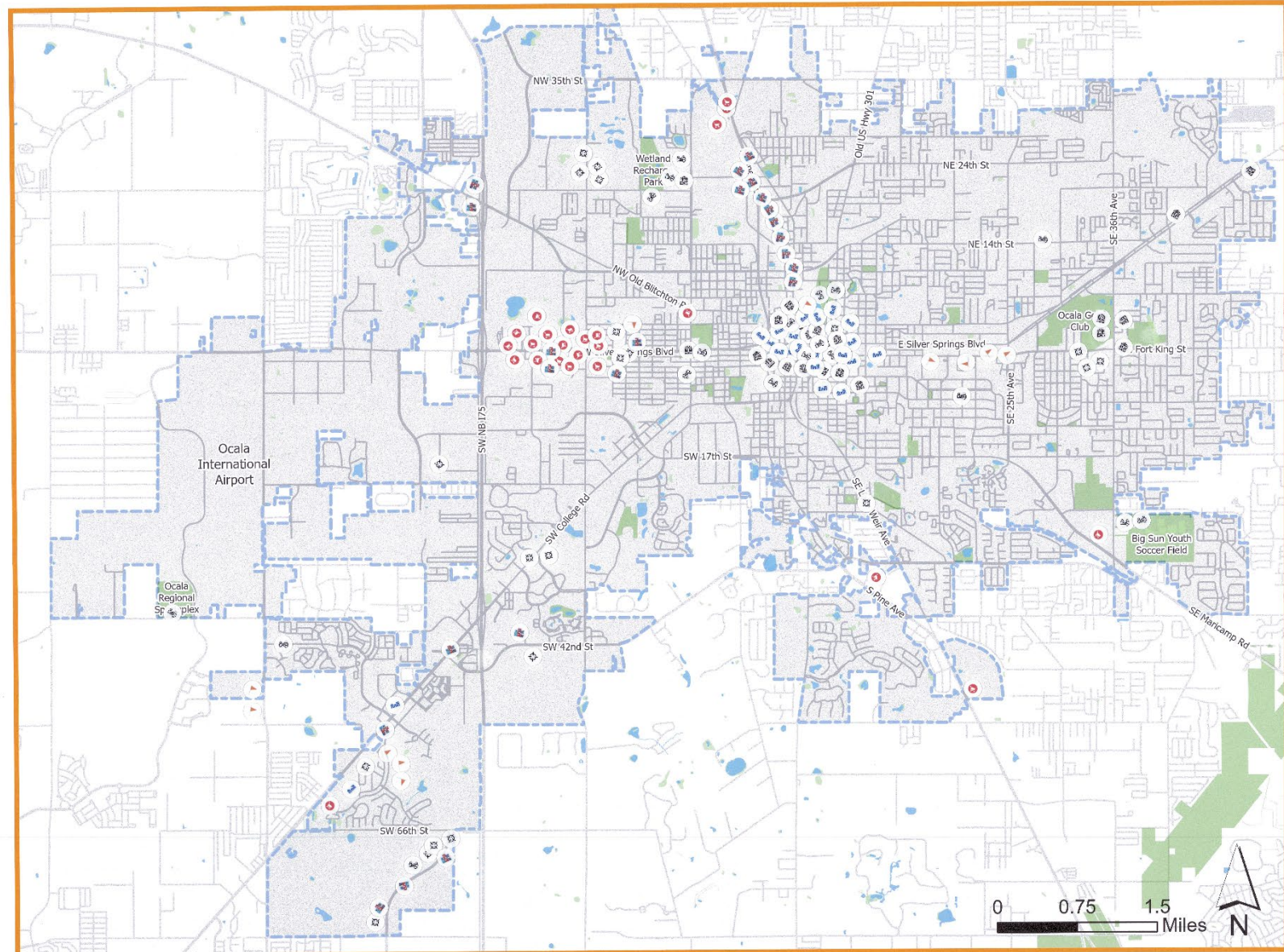


Ocala's gateways serve to welcome residents and visitors to a dynamic community that prioritizes accessible and comfortable spaces to encourage diverse uses and activities. A successful gateway is visible both from a distance and up close and sets the stage for what a community has to offer.

Share with us...








Use the key below (also in your brochure) to put stickers on the map and let us know what you think about Ocala today and tomorrow.

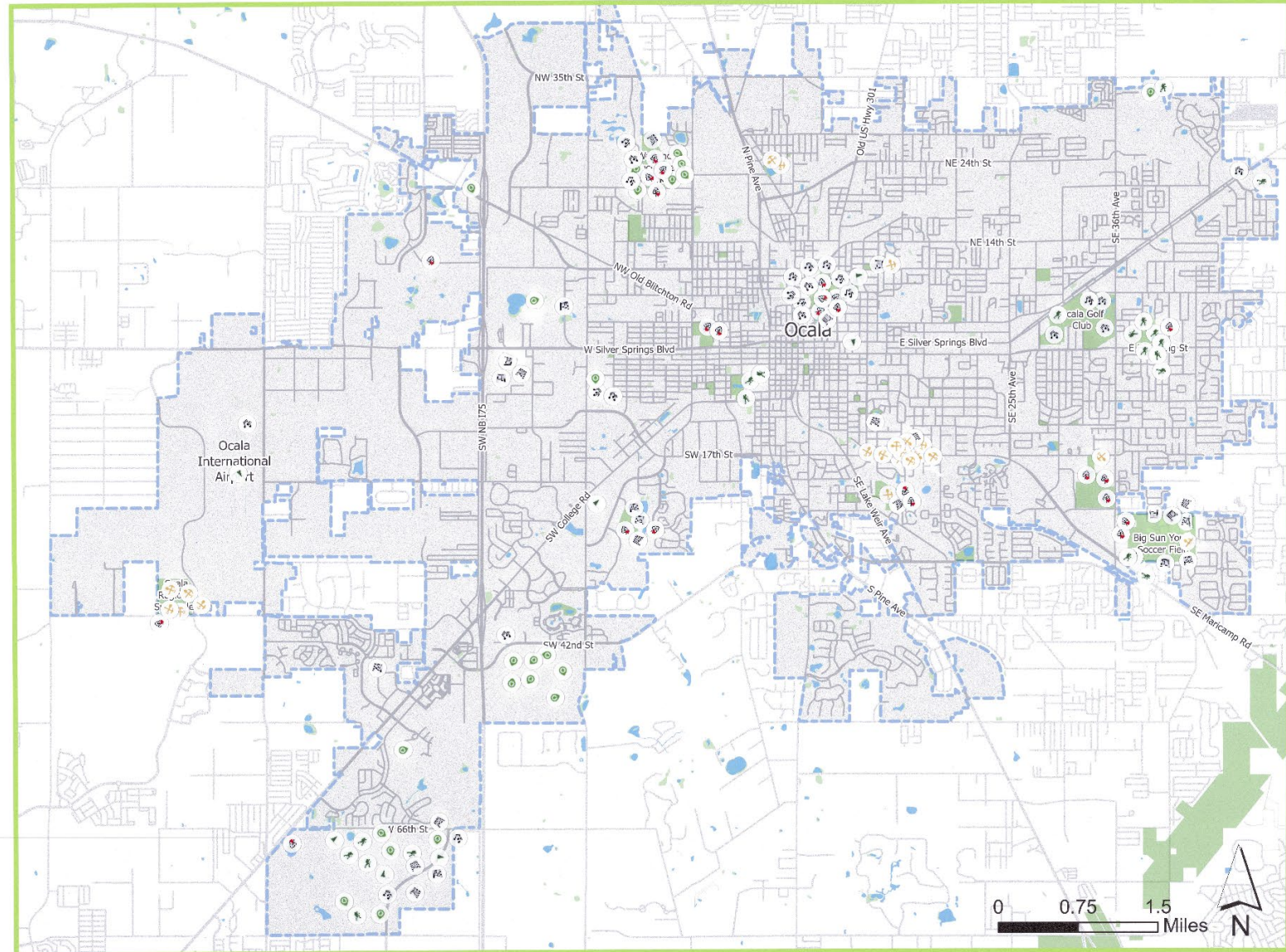
-  Buildings look appropriate for the area
-  Family-friendly area
-  Preserve this area and/or building
-  Needs grocery/other business
-  Needs more affordable housing options in this area
-  Area needs a better mix of residential and commercial areas
-  Other



Share with us...

Use the key below (also in your brochure) to put stickers on the map and let us know what you think about Ocala today and tomorrow.

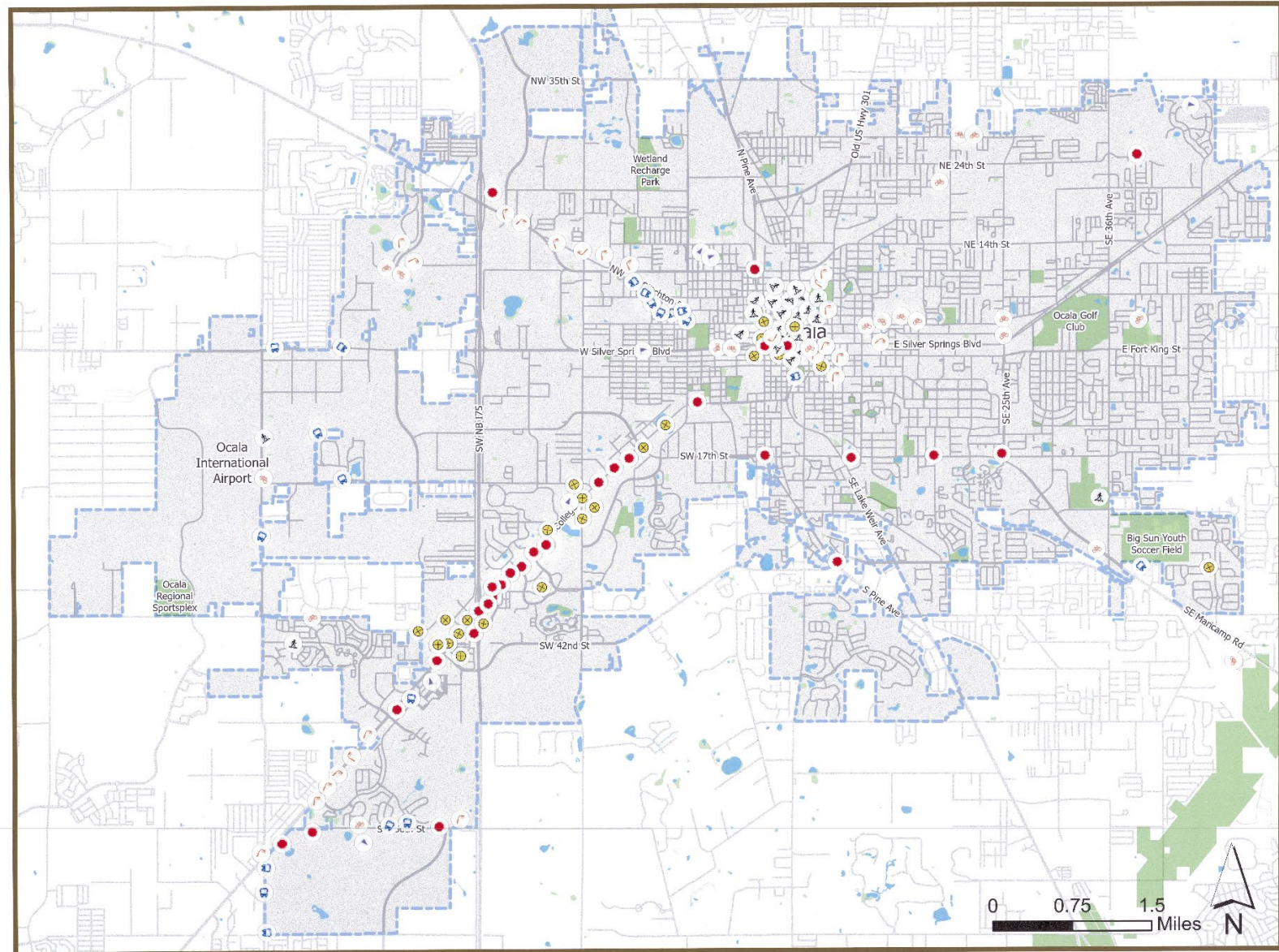
-  **Park needs maintenance**
-  **Well maintained park or recreation amenity**
-  **Park needs amenity improvements or additions**
-  **Potential new park/open space location**
-  **Potential location for public art, concerts, and/or events**
-  **Needs more hiking and/or biking trails**
-  **Other**



Share with us...

Use the key below (also in your brochure) to put stickers on the map and let us know what you think about Ocala today and tomorrow.

-  Traffic congestion
-  Needs improved lighting
-  Needs bicycle and/or sidewalk improvements
-  Needs bus accessibility
-  I feel safe walking here
-  I have difficulty navigating this area
-  Other

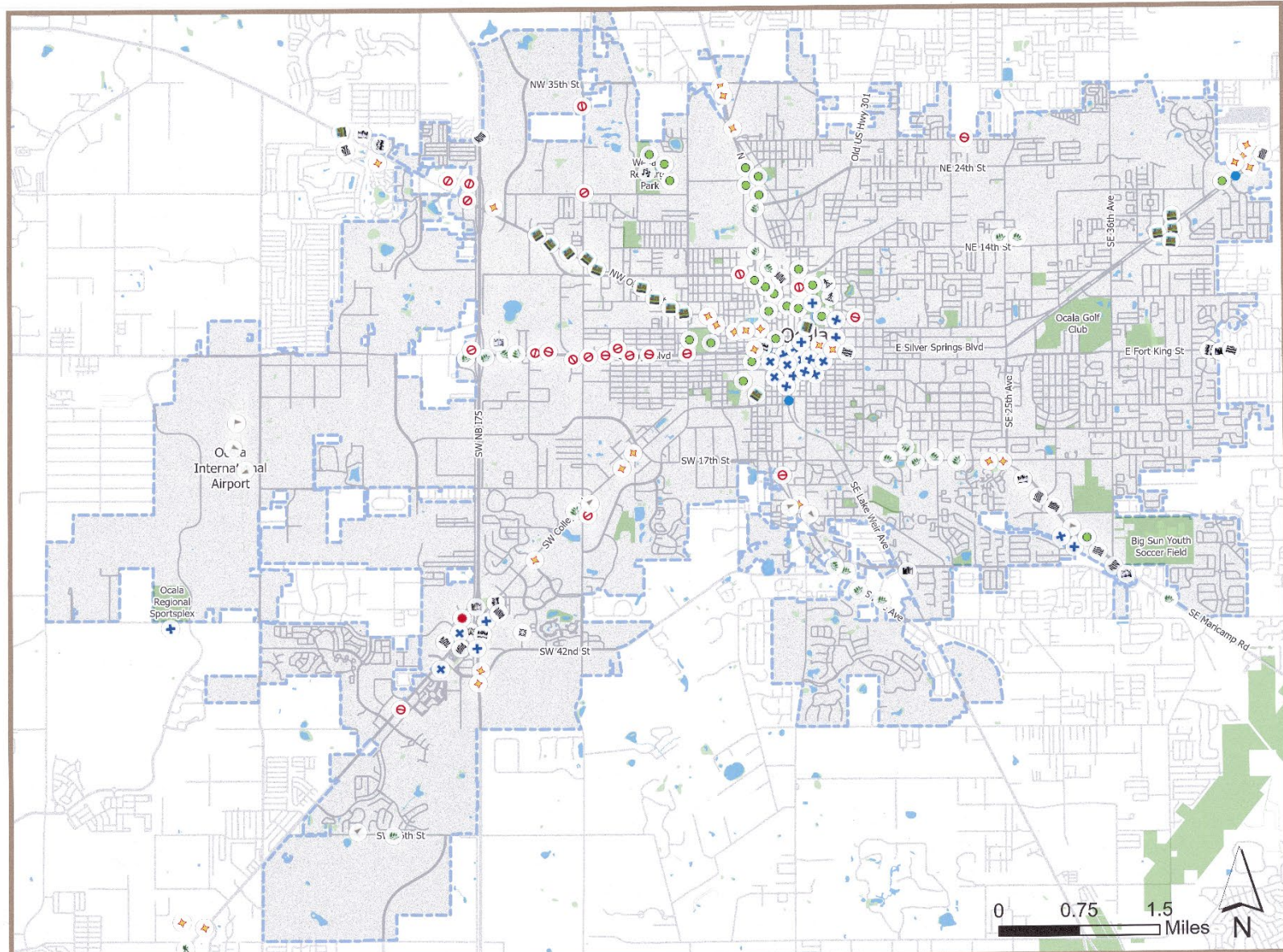


MY OCALA GATEWAYS //

Share with us: What do you envision for the gateways to Ocala?

Use the key below (also in your brochure) to put stickers on the map and let us know what you think about Ocala today and tomorrow.

-  Area feels inviting/comfortable
-  Location is good for current/future public art
-  Area does not feel inviting/comfortable
-  This building feels like it is too far from the road
-  Needs streetscape improvement (improved landscaping in medians, trees, along roadways)
-  I feel like I'm entering Ocala here
-  This area should be highlighted as a main entry into the City
-  Other



TWO ONLINE SURVEYS:

www.ocalafl.gov/vision2050



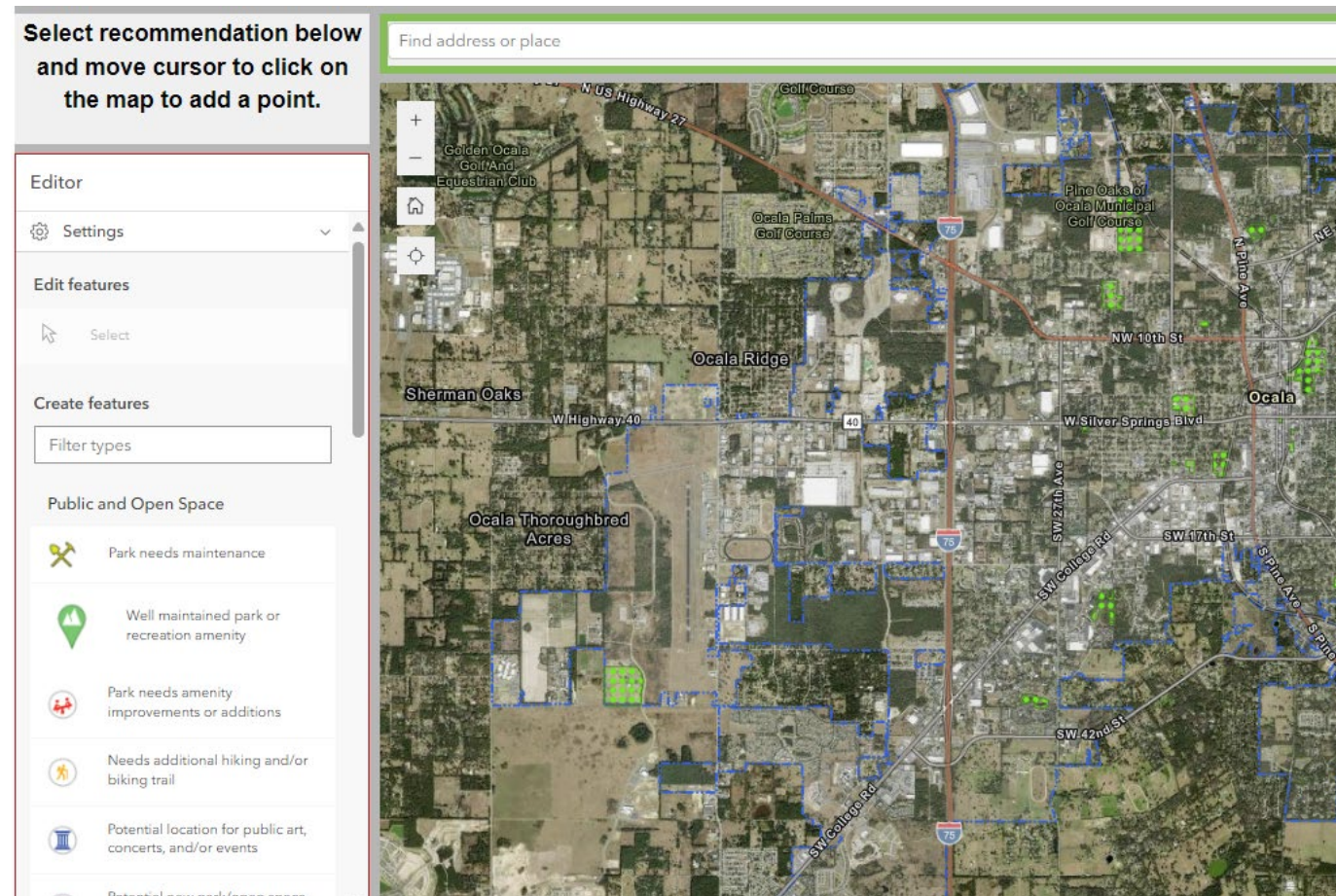
VISION 2050 PULSE SURVEY
A quick three-minute survey



MAP SURVEY
10-minute, in-depth survey that is an interactive mapping dashboard.

Select recommendation below and move cursor to click on the map to add a point.

Find address or place



- Park needs maintenance
- Well maintained park or recreation amenity
- Park needs amenity improvements or additions
- Needs additional hiking and/or biking trail
- Potential location for public art, concerts, and/or events
- Potential new park/open space



Additional Opportunities

We are looking for more community groups to reach out to.

- Check out www.ocalafl.gov/vision2050
- Email: gmd@ocalafl.gov



TO: Committee Members

FROM: Rob Balmes, Director

RE: Commitment to Zero Safety Action Plan Project List

Summary

On November 29, 2022, the TPO Board adopted the Commitment to Zero Safety Action Plan. The Action Plan outlines a framework and strategies for achieving the long-term goal of zero fatalities and serious injuries to the transportation system of Marion County.

Based upon a Notice of Funding Opportunity by the U.S. Department of Transportation on February 21, 2024 for the Safe Streets and Roads for All (SS4A) grant program, the TPO is proposing to update the Action Plan Project List.

On March 14, the TPO made a formal project addition request to local government partners. Based on the agreed-upon process to list/rank projects in 2023, TPO staff have included one additional project from Marion County in a revised list. The projects are listed/ranked in order based on the established four primary criteria approved in 2023:

- Location on the Commitment to Zero High Injury Network (HIN)
- Five-year history of fatalities and serious injuries (2018-2022)
- Location in a 2045 LRTP Equity Area
- 2023 LOPP Ranking

Attachment(s)

- Commitment to Zero draft revised project list

Recommendation(s)

Recommend approval of 2024 Commitment to Zero Safety Action Plan Project List to the TPO Board.

If you have any questions or concerns, please contact me at: 342-438-2631.

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Draft - 2024 Commitment to Zero Project List

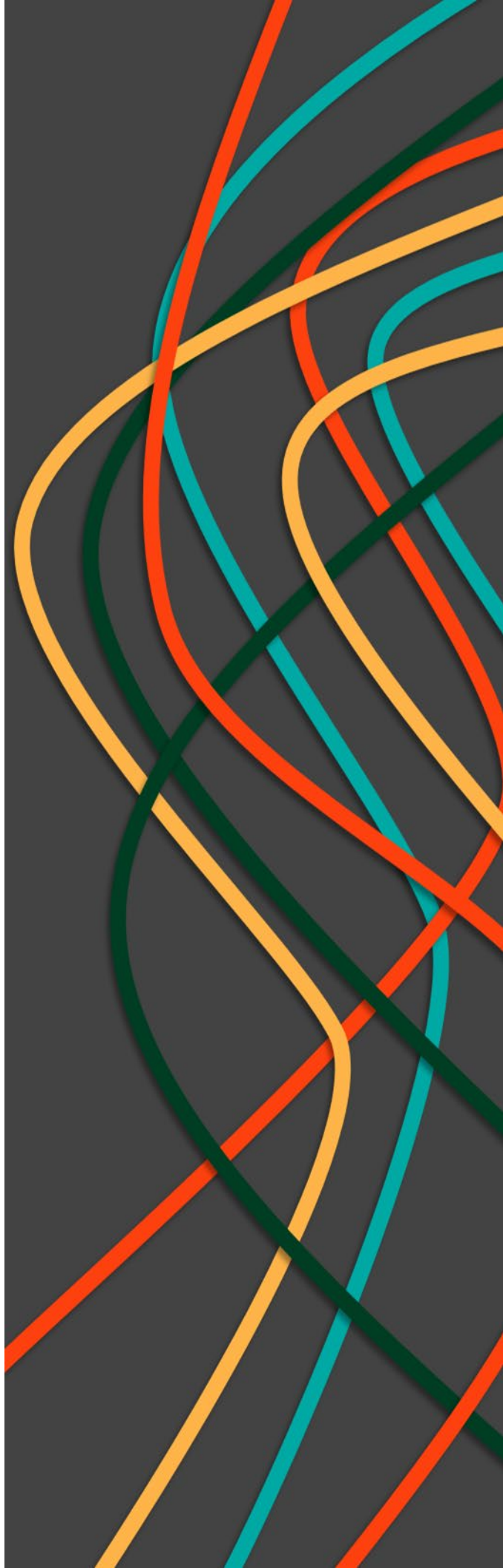
High Injury Network (Y/N)	Fatalities, Serious Injuries (2018-2022)	2045 Equity Area (Y/N)	2023 LOPP Rank	Project Name/Limits	Description	Current TPO TIP/FDOT Tentative Work Program Phase(s)	Current TPO TIP/Tentative FDOT Work Program Funding	Proposed Phase(s) Fiscal Years 2025 to 2030	Funding Requested Fiscal Years 2025 to 2030
Projects									
Yes	26	Yes		CR 464 (SE Maricamp Rd) from SR 35 (Baseline) to SE 108 th Terrace RD	Safety and Access Management Improvements				
Yes	15	Yes		SW 27th Avenue from SW 42nd St to SR 200	Safety project planning			PE, CST	
Yes	9	Yes		CR 42 from CR 25 to Lake County Line	Curve correction, paved shoulder addition, intersection improvements			PE, CST	\$18,500,000
Yes	8	Yes	6	SR 40 Intersection at SW 27th Avenue	Intersection operational and safety improvements	PE, CST	\$1,595,576		
Yes	10	Yes		NE 25th Avenue from NE 14th St to NE 35th St	Safety project planning			PE, CST	
Yes	7	Yes	3	US 441 (Pine Avenue) at SR 464 (SE 17th)	Intersection/Turn lane improvements	PE, CST	\$3,388,554		
Yes	2	Yes	10	SW 40th/SW 38th Realignment at SR 40	Intersection operational and safety improvements			ROW, CST	TBD
Yes	2	No	7	SR 200 at SW 60th Avenue	Intersection improvements	PE, CST	\$723,118		
Yes	0	Yes	5	CR 42 at CR 25 Intersection Improvements	Intersection operational and safety improvements	PE, CST	\$583,730		
Yes	0	Yes	11	West Pennsylvania Avenue at US 41 redesign and intersection improvements	Intersection operational and safety improvements			Planning, DES, CST	TBD
Yes	0	No	2	SR 40 at SR 35 intersection	Construction of a roundabout at the intersection			PE, ROW, CST	\$18,600,000
No	2	Yes	4	NE 8th Avenue from SR 40 to SR 492	Construction of roundabouts on NE 8th Avenue	CST	\$4,452,800		
No	2	Yes	9	SR 35 at CR 25A, Foss Road, Robinson Road	Intersection operational and safety improvements			Design, ROW, CST	TBD
No	2	Yes		CR 484 at Marion Oaks Boulevard	Intersection turn lane additions, signal modifications	CST	\$490,705		
No	1	No	13	SW 66th Avenue at CR 475A	Construction of a roundabout at the intersection			Design, ROW, CST	\$500,000
No	0	Yes		CR 484 at SW 135th Street Road	Intersection turn lane construction	CST	\$381,542		
No	0	No	12	CR 475 at SE 80th Street	Intersection improvements			Design, ROW, CST	\$500,000
Planning Studies									
City of Ocala				Citywide Speed Management/Traffic Calming	Develop a speed management/traffic calming policy for the City of Ocala				



An Action Plan >>> for Safer Streets in Ocala Marion

Appendix A Commitment to Zero Projects

April 23, 2024



COMMITMENT TO ZERO PROJECTS

The Commitment to Zero Action Plan includes a listing of projects to address safety challenges in the Ocala/Marion County community. Projects identified in the most current list are based on the TPO's annual formalized List of Priority Projects (LOPP) process, safety emphasis areas and submissions from local government partners. The 2024 project list was reviewed by the TPO's Citizens Advisory Committee (CAC) and Technical Advisory Committee (TAC) and approved by the TPO Board on April 23, 2024.

The projects identified are all deemed eligible for federal grants, and federal and/or state funding programmed annually by the Florida Department of Transportation (FDOT).

Project Ranking Methodology

The TPO's priority project ranking criteria is used to support the development of the **Commitment to Zero** project list based on the following ten categories and is summarized as follows:

- 1. Prior Year Rank:** An emphasis on prior project ranking to help support program stability and advancement toward implementation.
- 2. Project Cycle:** The status of projects in their development phase with an emphasis on the most weight given to projects that are ready for construction.
- 3. Local Funding Commitment:** Projects receive points for including a local match commitment.
- 4. Regional Connectivity and Partnerships:** Projects that involve a formal partnership between two or more jurisdictions and coordination between two or more jurisdictions.
- 5. Safety:** Points given for being located on a roadway segment with a five-year history of serious injury and fatality crashes (2018 to 2022). Additional points for projects located on the Commitment to Zero Plan High Injury Network (HIN).
- 6. Congestion Management:** Points given for being located on the most up to date Congestion Management Plan Congested Corridors.
- 7. Multimodal:** A sidewalk, trail and/or bicycle facility are given points and also receive additional points for connecting to existing multimodal facilities in Marion County.
- 8. Transportation Resilience:** Points given for being located on an existing Florida Evacuation Route or connection to an Evacuation Route.
- 9. Economic Development and Logistics:** Points given for connecting to or serving employment growth areas of Marion County, along with connecting to or being located on a facility that supports freight activity centers.
- 10. Equity:** Projects that are located in at least one or more equity-based transportation disadvantaged areas of Marion County as identified and mapped in the 2045 Long-Range Transportation Plan (LRTP). The equity areas include: Poverty higher than county average; Minority higher than county average; No vehicle higher than county average; Senior (over 65) higher than county average; and youth (under 16) higher than county average.

Priority Projects

Project rankings are then adjusted based on applying a safety emphasis and local government input through a strategic refinement process at TPO committee and/or board meetings. A complete summary of the LOPP ranking and scoring methodology is available on the TPO website (<https://ocalamariontpo.org/priority-project-list/>).

Commitment to Zero Project List

The following page provides the most current (2024) Commitment to Zero Safety and Operations Projects as identified by local government partners. The projects and planning studies are identified for implementation over the next six fiscal years (2025 to 2030).

The projects and planning studies are listed/ranked in order based on four primary criteria:

- Location on the Commitment to Zero High Injury Network (HIN)
- Five-year history of fatalities and serious injuries (2018-2022)
- Location in a 2045 LRTP Equity Area
- 2023 LOPP Ranking

2024 Commitment to Zero Project List

High Injury Network (Y/N)	Fatalities, Serious Injuries (2018-2022)	2045 Equity Area (Y/N)	2023 LOPP Rank	Project Name/Limits	Description	Current TPO TIP/FDOT Tentative Work Program Phase(s)	Current TPO TIP/Tentative FDOT Work Program Funding	Proposed Phase(s) Fiscal Years 2025 to 2030	Funding Requested Fiscal Years 2025 to 2030
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TO: Committee Members

FROM: Rob Balmes, Director

RE: Draft Fiscal Years (FY) 2024/25 to 2025/26 Unified Planning Work Program (UPWP)

Summary

The Unified Planning Work Program (UPWP) is a federally required two-year document that serves as the TPO’s working budget. The federal definition of the UPWP is *“a statement of work identifying the planning priorities and activities to be carried out within a metropolitan planning area. At a minimum, a UPWP includes a description of the planning work and resulting products, who will perform the work, time frames for completing the work, the cost of the work, and the source(s) of funds”* (23 CFR450.104).

Every two years, the TPO develops a draft UPWP document. The draft Fiscal Years 2024/25 to 2025/26 UPWP covers the next two-year period from July 1, 2024 to June 30, 2026. The UPWP is required as a basis and condition for receiving federal funding assistance from the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA).

TPO staff will provide a presentation of the draft version of the FY 2024/25 to 2025/26 UPWP at the April 9 committee meetings. As part of the development of the UPWP, a 30-day public review process is from March 14 to April 12, 2024. Some of the notable highlights of the Draft UPWP are as follows:

- The TPO and Florida Department of Transportation (FDOT) continue to participate in a Consolidated Planning Grant (CPG), which combines FHWA PL and FTA 5305d funding into one program.
- The state, through the FDOT, provides the local cash match requirement to the federal CPG grant by applying toll revenue credits (soft-match).
- The FHWA and FTA, through the U.S. Department of Transportation, maintain eight federal planning emphasis areas (PEAs) to be integrated into TPO tasks and planning activities (same as last UPWP).
- The state, through FDOT, maintains four statewide emphasis areas, including safety, equity, resilience and emerging mobility (same as last UPWP).

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Marion County • City of Belleview • City of Dunnellon • City of Ocala

Draft UPWP Funding Summary

Funding Source	*Fiscal Year 2024/2025	Fiscal Year 2025/2026
Consolidated Planning Grant (CPG)	\$675,850	\$682,743
CTD (Transportation Disadvantaged)	\$29,212	\$29,212
Local Funding	\$1,800	\$1,800
Total:	\$706,862	\$713,755

*Does not include a de-obligation amount of \$445,000

Attachment(s)

- Draft FY 24/25 to 25/26 UPWP presentation
- Memo to Florida Department of Transportation (FDOT)
- Draft FY 24/25 to 25/26 UPWP document

If you have any questions, please contact me at: 352-438-2631.

Draft

Unified Planning Work Program

Fiscal Years 2024/2025 and 2025/2026
(July 1, 2024 to June 30, 2026)



OCALA MARION
TRANSPORTATION
PLANNING
ORGANIZATION

CAC and TAC Meetings April 9, 2024

Unified Planning Work Program (UPWP)

- Two-year budget covering fiscal years (FY) 2025, 2026
- July 1, 2024 to June 30, 2026

Introduction

- Nine tasks, timeframes, budget and responsibilities
- Sources of funding (Federal, State, Local)
- All activities must be in the UPWP
- Federal approval required

- 30-Day Public Notice (March 14)
- Presentation to TPO Board (March 26)
- Presentations to TAC/CAC (April 9)
- TPO Board Adoption (April 23)
- Adopted UPWP to FDOT (by May 15)

Funding Sources

1. *Consolidated Planning Grant (CPG)
(FHWA PL and FTA 5305d)
2. Transportation Disadvantaged (CTD)
3. Local Funding

*FDOT Soft Match (Non-Cash) – 18.07%

Funding

Funding Source	*Fiscal Year 2024/2025	Fiscal Year 2025/2026
Consolidated Planning Grant (CPG)	\$675,850	\$682,743
CTD (Transportation Disadvantaged)	^\$29,212	^\$29,212
Local Funding	\$1,800	\$1,800
Total:	\$706,862	\$713,755

*Excludes de-obligated funds of \$445,000 in FY 24/25 (available after Oct. 1, 2024)

^Estimated

Five (5) Budget Categories

- A. Personnel
- B. Consultant
- C. Travel
- D. Direct Expenses
- E. Indirect Expenses

Year One – FY 2024/2025

A. Personnel	\$433,652
B. Consultant	\$156,540
C. Travel	\$17,735
D. Direct Expenses	\$42,435
E. Indirect Expenses	\$56,500
*Total:	\$706,862

*Excludes de-obligated funds of \$445,000 in FY 24/25 (available after Oct. 1, 2024)

Year Two – FY 2025/2026

A. Personnel	\$458,205
B. Consultant	\$136,040
C. Travel	\$18,885
D. Direct Expenses	\$44,125
E. Indirect Expenses	\$56,500
Total:	\$713,755

Federal Emphasis Areas

- Climate Crisis/Resilience
- Equity and Justice
- Complete Streets
- Public Involvement
- US Dept Defense Coordination
- Federal Lands Coordination
- Planning and Environ.
- Data in Trans. Planning

State Emphasis Areas

- Safety
- Resilience
- Equity
- Emerging Mobility

TPO Major Activities

- 2045 and 2050 Long Range Transportation Plans (LRTP)
- Transportation Improvement Program (TIP)
- Transportation Disadvantaged (TDLCB)
- Public Participation Plan (PPP)

TPO Major Activities

- Congestion and Safety Planning
- Active Transportation Planning
- Resiliency Planning
- Transportation Disadvantaged Service Plan (TDSP) Major Update
- Website

Next Steps

- Presentations to TAC/CAC (April 9)
- Comment Period Closes (April 12)
- **TPO Board Adoption (April 23)**
- Submission to FDOT (by May 1)

Questions and Comments



TO: Kia Powell, FDOT Liaison

FROM: Rob Balmes, Director *R.B.*

RE: Draft FY 2024/2025 to 2025/2026 UPWP for Review

DATE: March 14, 2024

The draft Ocala/Marion TPO Unified Planning Work Program (UPWP) for Fiscal Years 2025 and 2026 has been completed. The document was placed in the GAP Portal for review and comment.

The TPO's draft UPWP development process for this cycle is as follows:

- March 14 – Submission of draft UPWP to FDOT GAP Portal
- March 14 – Begin 30-day public review period of draft UPWP
- March 14 – Public advertisement notice on TPO website, social media post, and emails to partner agencies, including local government public information officers
- March 26 – Staff presentation of draft UPWP to TPO Board
- April 9 – Staff presentation of draft UPWP to TAC and CAC
- **April 12 – Deadline requested for comments from FDOT and local partners**
- April 16 – Final UPWP in TPO Board packet for April 23rd meeting
- April 23 – TPO Board final comments, public comments, and adoption
- May 1 – TPO submits adopted UPWP to FDOT GAP portal

The TPO looks forward to your review and comments. If you have any questions, please contact me at: 352-438-2631.



Website: Ocalamariontpo.org

Draft for Public Review

Unified Planning Work Program

**Fiscal Years 2024/2025 and 2025/2026
(July 1, 2024 to June 30, 2026)**

Mission

To plan for a future transportation system that is safe and accessible for the residents and visitors of our community.

Vision

A transportation system that supports growth, mobility, and safety through leadership and planning.

Pending Board Adoption on April 23, 2024

This document was prepared with financial assistance from the Federal Highway Administration and Federal Transit Administration of the U.S. Department of Transportation through the Florida Department of Transportation.

Federal Aid Project (FAP) Number: 0314-060-M; FDOT Financial Project Number (FPN): 439331-5

Catalog of Federal Domestic Assistance (CFDA) Numbers:

20.205 Highway Planning and Construction; 20.505 Federal Transit Technical Studies Grant (Metropolitan Planning)

2710 E. Silver Springs Boulevard • Ocala, FL 34470 • 352-438-2630

Ocala Marion Transportation Planning Organization (TPO)

Governing Board Members

Councilmember Kristen Dreyer, City of Ocala District 4, Chair
Commissioner Carl Zalak, III, Marion County District 4, Vice-Chair

Councilmember Ire Bethea, Sr., City of Ocala District 2
Commissioner Kathy Bryant, Marion County District 2
Commissioner Craig Curry, Marion County District 1
Commissioner Ray Dwyer, City of Belleview Seat 2
Councilmember James Hilty, City of Ocala District 5
Vice-Mayor Tim Inskeep, City of Dunnellon Seat 3
Councilmember Barry Mansfield, City of Ocala District 1
Mayor Ben Marciano, City of Ocala
Commissioner Matt McClain, Marion County District 3
Commissioner Michelle Stone, Marion County District 5
John E. Tyler, P.E., FDOT District Five Secretary, Non-Voting



Ocalamariontpo.org

2710 East Silver Springs Boulevard, Ocala, FL 34470
352-438-2630

The Ocala Marion Transportation Planning Organization (TPO) is committed to ensuring that no person is excluded from the transportation planning process and welcomes input from all interested parties, regardless of background, income level or cultural identity. The TPO does not tolerate discrimination in any of its programs, services, activities or employment practices. Pursuant to Title VI of the Civil Rights Act of 1964, as amended, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), the Age Discrimination Act of 1975, Executive Order 13898 (Environmental Justice) and 13166 (Limited English Proficiency), and other federal and state authorities. The TPO will not exclude from participation in, deny the benefits of, or subject to discrimination, anyone on the grounds of race, color, national origin, sex, age, disability, religion, income or family status. The TPO welcomes and actively seeks input from the public, to help guide decisions and establish a vision that encompasses all area communities and ensure that no one person(s) or segment(s) of the population bears a disproportionate share of adverse impacts. Persons wishing to express their may do so by contacting the TPO.

DRAFT, Pending Board Adoption

RESOLUTION OF THE OCALA/MARION COUNTY TRANSPORTATION PLANNING ORGANIZATION (TPO) ENDORSING THE UNIFIED PLANNING WORK PROGRAM FOR FISCAL YEARS 2024/25 to 2025/26.

WHEREAS, the Ocala/Marion County Transportation Planning Organization, designated by the Governor of the State of Florida as the Metropolitan Planning Organization (MPO) and body responsible for the urban transportation planning process for the Ocala/Marion County area; and

WHEREAS, Title 23 CFR Section 450.308(c) and Florida Statute 339.175(9) require each MPO to develop a Unified Planning Work Program; and

WHEREAS, a Unified Planning Work Program is defined as a two-year transportation planning work program which identifies the planning budget and the planning activities to be undertaken by the TPO; and

WHEREAS, the Ocala/Marion County Transportation Planning Organization's 2024/25 to 2025/26 two-year Unified Planning Work Program has been prepared to be consistent with Chapter 3 of the Florida Department of Transportation MPO Program Management Handbook.

WHEREAS, the 2024/25 to 2025/26 Unified Planning Work Program was approved by the Ocala/Marion County Transportation Planning Organization on April 23, 2024; and

NOW THEREFORE BE IT RESOLVED by the Ocala/Marion County Transportation Planning Organization adopts the Unified Planning Work Program for 2024/25 to 2025/26 and authorizes the TPO Director to execute all applications, invoices, revisions, amendments, un-encumbrances and de-obligations that may be necessary during the duration of the UPWP.

CERTIFICATE

The undersigned duly qualified and acting Chair of the Ocala/Marion County Transportation Planning Organization hereby certifies that the foregoing is a true and correct copy of a Resolution adopted at a legally convened meeting of the Ocala/Marion County Transportation Planning Organization held on this 23rd day of April 2024.

By: _____
Kristen Dreyer, Chair

Attest: _____
Rob Balmes, Director

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INTRODUCTION

The Unified Planning Work Program (UPWP) outlines the Ocala/Marion County Transportation Planning Organization (Ocala Marion TPO) activities for a two-year period from July 1, 2024 to June 30, 2026 (fiscal years 2024/2025, 2025/2026). The definition of the UPWP is ***“a statement of work identifying the planning priorities and activities to be carried out within a metropolitan planning area. At a minimum, a UPWP includes a description of the planning work and resulting products, who will perform the work, time frames for completing the work, the cost of the work, and the source(s) of funds”*** (23 CFR450.104).

The UPWP is required as a basis and condition for federal funding assistance by the joint planning regulations of the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA). All planning activities in the UPWP must also follow a *Continuing, Cooperative and Comprehensive ('3C') transportation process and be in full compliance with Title 23 United States Code (USC), Sections 134 (Metropolitan Transportation Planning), 135 (Statewide Transportation Planning), Title 49 (Public Transportation) Chapter 53 and Florida Statutes (F.S.) 339.175(9). The UPWP is approved by FHWA and FTA.

FUNDING SOURCES

The UPWP provides a description and estimated budget for nine specific planning tasks. Planning tasks programmed in the UPWP reflect the services anticipated to meet local priorities and requirements of FHWA, FTA and the Florida Department of Transportation (FDOT). The federal and state governments provide funding to support the TPO through FDOT and the Florida Commission for Transportation Disadvantaged (CTD), including two funding sources: FHWA and FTA Planning (PL-CGP funds), and the CTD Transportation Disadvantaged. Local funding is provided to activities that are non-reimbursable through the two grants.

The TPO and FDOT participate in the Consolidated Planning Grant (CPG) program. The CPG enables FDOT, in cooperation with the TPO, FHWA, and FTA, to annually consolidate Florida's FHWA PL and FTA 5305(d) metropolitan planning fund allocations into a single grant that is administered by the FHWA Florida Division. These funds are annually apportioned to FDOT as the direct recipient and allocated to the TPO utilizing formulas approved by the TPO, FDOT, FHWA, and FTA, in accordance with 23 Code of Federal Regulations (CFR) 420.109 and 49 USC Chapter 53. FDOT is fulfilling the CPG's required 18.07% non-federal share (match) using Transportation Development Credits as permitted by 23 CFR 120(i) and FTA C 8100.1D. A summary of all planning activities, budget and matching funds for the two-year period are provided on pages 38 to 41.

*The U.S. Department of Transportation (USDOT) requires the TPO to carry out a **Continuing, Cooperative and Comprehensive (3C)** transportation process. *Continuing*: Planning must be maintained as an ongoing activity and addresses both short-term needs and a long-term vision; *Cooperative*: The process must include the entire region and all partners through a public participation process; and *Comprehensive*: the process must cover all modes of transportation and be consistent with local plans and priorities.

PARTICIPATION PROCESS

The review of the UPWP is accomplished through meetings of the TPO Board (draft and adoption), and Technical Advisory Committee (TAC) and Citizens Advisory Committee (CAC) (draft). The TPO strives to engage citizens and stakeholders to provide feedback in the development of the UPWP. The draft UPWP is provided to the public for a minimum of 30 days prior to adoption by the TPO Board. The TPO uses a variety of methods to engage the public through posting on its website and social media platforms, and sending e-blast and press release notifications. A printed copy of the UPWP is available for public review at the TPO office during regular business hours. The TPO also ensures the UPWP complies with all public involvement provisions identified in Title VI of the Civil Rights Act of 1964 Nondiscrimination Requirements. The public participation process of the UPWP is described in further detail in the TPO's Public Participation Plan (PPP) on the TPO website. **Appendix A** consists of certification statements and assurances for all tasks in the UPWP. **Appendix B** provides a glossary of terms and acronyms used in this document and on a regular basis by the TPO and partner agencies.

PLANNING AREA

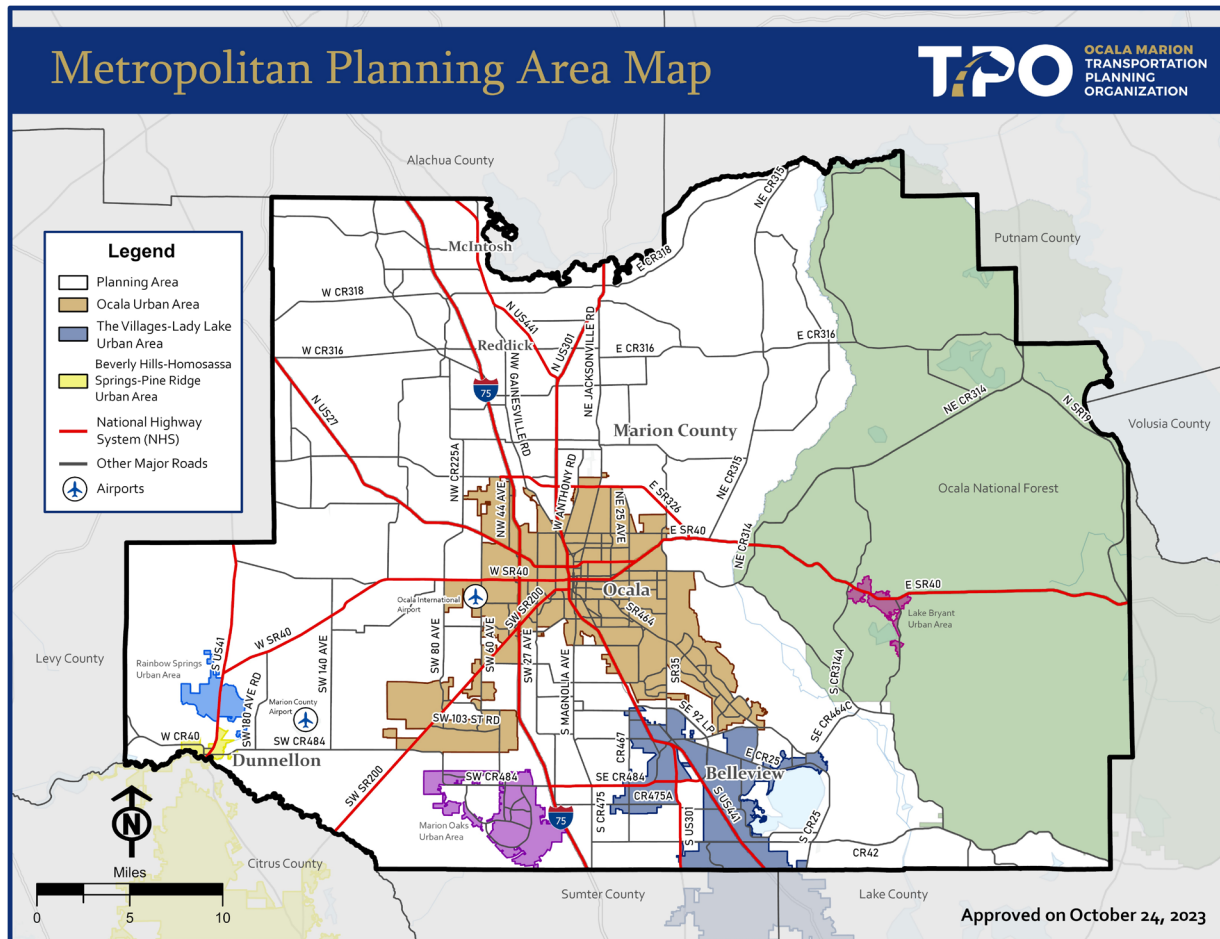
The Ocala Marion TPO is a federally-mandated public agency responsible for the planning and implementation of several modes of transportation, including highway, transit, freight, bicycle, pedestrian and paratransit. The TPO serves the cities of Belleview, Dunnellon, Ocala and unincorporated Marion County. The TPO was established in 1981 after the 1980 Census determined the urbanized area of Ocala exceeded a threshold of 50,000 people. Due to population growth in the 1980s, the TPO Board approved the entirety of Marion County in 1992 as the Metropolitan Planning Area (MPA) displayed in **Figure 1** on the next page. The UPWP incorporates all federal, state, regional and local activities to be performed in the census-designated Urban Areas and all of Marion County.

ORGANIZATION STRUCTURE

TPO Governing Board: The Ocala Marion TPO is governed by a 12-member Board of locally elected officials responsible for the overall guidance of the transportation planning process in Marion County. The Board provides leadership and oversight for the development of transportation policies, plans, programs and strategies. The Board is comprised of: City of Ocala Mayor and four members of the City of Ocala Council; all five Marion County Board of County Commissioners; one member of the City of Belleview City Commission; and one member of the City of Dunnellon City Council. The FDOT District Five Secretary also serves on the TPO Board as a non-voting member. The Board is guided by bylaws, adopted in May 2004 and amended in 2021 and 2022

(<https://ocalamariontpo.org/wp-content/uploads/2021/02/TPO-Bylaws-January-2021.pdf>).

Figure 1: TPO Planning Area



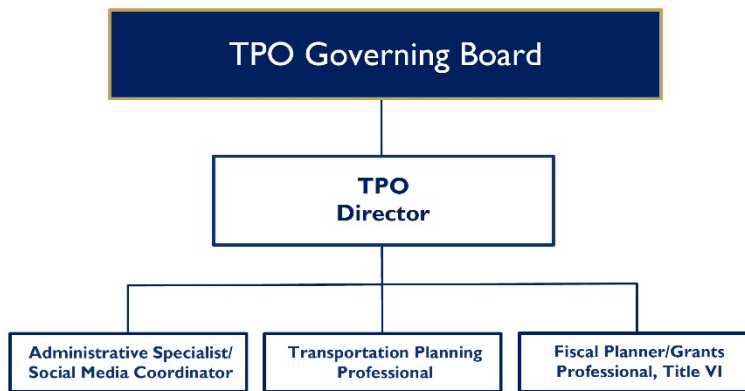
Transportation Disadvantaged Local Coordinating Board (TDLCB): Coordinates transportation needs of the disadvantaged in Marion County, including individuals with physical and economic challenges and senior citizens facing mobility issues.

Citizens Advisory Committee (CAC): Comprised of citizens from all areas of Marion County and its municipalities. Its primary function is to advise the TPO Board on local transportation issues based on the input of citizens in the area they represent.

Technical Advisory Committee (TAC): Comprised of planners, engineers, and other local and state professionals that review TPO plans, programs and projects from a technical perspective, offering recommendations to the TPO Board.

TPO Staff: The TPO is comprised of professional staff members, including a Director, Grants Coordinator/Fiscal Planner, Administrative Specialist/Social Media Coordinator and a Transportation Planning professional. **Figure 2** displays a staff organization chart of the TPO, as of March 2024.

Figure 2: TPO Staff Organization Chart



AGREEMENTS

The TPO executes agreements to support and facilitate the transportation planning process. An **Interlocal Agreement** was signed in June 2016 by the TPO’s four local governments and FDOT. The Agreement establishes the TPO as the official planning agency for the Ocala Urban Areas and MPA as shown in Figure 1. Additional **Joint Participation Agreements (JPA)** have been executed for maintaining continued federal and state match funding. The **Metropolitan Planning Organization Agreement** was last approved in May 2022 and will be revised in 2024 as part of the budgetary process with FDOT for CPG funding. In December 2020, a revised **Joint Intergovernmental Coordination and Review (ICAR) and Public Transportation Agreement** was approved between FDOT, the TPO, East Central Florida Regional Planning Council, City of Ocala and Marion County.

In January 2020, the TPO entered into a revised five-year **Staff Services Agreement** with the Marion County Board of County Commissioners for the County to provide support services and an office facility to the TPO. The agreement also includes a Cost Allocation Plan that the TPO is responsible for payment on a monthly basis to Marion County for indirect services.

The JPA of March 4, 1991, involving the Commission for the Transportation Disadvantaged (CTD) established the TPO as the **Designated Official Planning Agency (DOPA)** for transportation disadvantaged planning in Marion County. This JPA also established the Ocala Marion TDLCB. The TDLCB meets on a quarterly basis as managed by the TPO.

The TPO is part of the **Central Florida Metropolitan Planning Organization Alliance (CFMPOA)** and party to an **Interlocal Agreement** with six MPOs, updated in 2018 and 2016.

In 2020, the TPO entered in a **Interlocal Metropolitan Planning Agreement** with the Lake~Sumter Metropolitan Planning Organization to formalize ongoing collaboration for transportation activities in Marion, Lake and Sumter counties.

TPO agreements, bylaws for boards and committees, and the Continuity of Operations Plan (COOP) are located on the TPO website (<https://ocalamariontpo.org>).

PLANNING EMPHASIS AREAS

The transportation planning activities of the UPWP are aligned with the ‘3C’ process and follow specific organizational, federal and state emphasis areas. This section summarizes how the UPWP tasks in fiscal years (FY) 2024/25 and 2025/26 are guided by planning emphasis areas.

Long Range Transportation Plan

The **2045 Long Range Transportation Plan (LRTP)** outlines the vision for transportation in Marion County for the next 20 to 25 years. The LRTP reflects input and guidance from government officials, citizen’s advisory boards, technical experts, community stakeholders and the general public. The LRTP is also used to forecast future travel demands in Marion County. The 2045 LRTP was adopted by the TPO Board on November 24, 2020 and includes a Needs Assessment and Cost Feasible Plan. Selected projects from the Cost Feasible Plan are identified in the Transportation Improvement Program (TIP) and List of Priority Projects (LOPP). These projects are prioritized on an annual basis. The vision and goals of the 2045 LRTP serve as guidance to transportation planning by the TPO, state and local partners.

2045 LRTP Vision

“Develop a safe, convenient and accessible multimodal transportation system that supports a vibrant economy, preserves existing assets, and protects the natural environment.”

2045 LRTP Goals

1. Optimize and preserve existing infrastructure.
2. Focus on improving safety and security of the transportation system.
3. Provide efficient transportation that promotes economic development.
4. Promote travel choices that are multimodal and accessible.
5. Ensure the transportation system meets the needs of the community.
6. Protect natural resources and create quality places.

Federal Planning Factors

In November 2021, the Investment in Infrastructure Jobs Act (IIJA) was signed into law. The IIJA serves as the primary five-year surface transportation legislation, authorizing funding for highway programs over fiscal years 2022 through 2026. The IIJA includes over a dozen new highway programs involving both formula and discretionary federal funds. The IIJA also carried forward the required planning factors modified in the 2015 Fixing America’s Surface Transportation Act (Fast Act), which increased them from eight to ten. The ten planning factors (next page) shall be considered by the TPO as part of the development of transportation plans and programs. The planning factors are outlined in Title 23 USC, Section 134(h) and listed on the next page. The TPO will update the UPWP, as needed, when new federal regulations and guidelines become available.

Ten Federal Planning Factors:

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
2. Increase the safety of the transportation system for motorized and non-motorized users;
3. Increase the security of the transportation system for motorized and non-motorized users;
4. Increase the accessibility and mobility of people and for freight;
5. Protect and enhance the environment, promote energy conservation, improve quality of life, promote consistency between transportation improvements and State and local planned growth and economic development patterns;
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
7. Promote efficient system management and operation;
8. Emphasize the preservation of the existing transportation system;
9. Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation; and
10. Enhance travel and tourism.

Figure 3 summarizes how the TPO’s UPWP integrates the ten planning factors in the transportation planning process by federally funded tasks.

Figure 3: Ten Federal Planning Factors and UPWP Tasks

UPWP Task	1	2	3	4	5	6	7	8	9	10
1. Administration	X	X	X	X	X	X	X	X	X	X
2. Data Collection	X	X	X	X		X	X	X	X	
3. Long Range Planning	X	X	X	X	X	X	X	X	X	X
4. Short Range Planning	X	X	X	X	X	X	X	X	X	X
5. Public Transportation	X	X	X	X	X	X	X			X
6. Public Involvement	X	X	X	X	X	X	X	X	X	X
7. Special Projects	X	X	X	X	X	X	X	X	X	X
8. Regional Activities	X	X	X	X	X	X	X	X	X	X

Federal Planning Emphasis Areas (PEA)

On December 30, 2021, FHWA and FTA jointly issued updated Planning Emphasis Areas (PEA). PEAs are specific areas the TPO shall integrate into the ongoing 3C planning work in Ocala/Marion County. The following provides a summary of the eight (8) federal PEAs. **Appendix C** contains more detailed information regarding the eight federal PEAs.

Eight Federal Planning Emphasis Areas (PEA):

1. Tackling the Climate Crisis: Transition to Clean Energy, Resilient Future
2. Equity and Justice in Transportation Planning
3. Complete Streets
4. Public Involvement
5. Strategic Highway Network (STRAHNET)/U.S. Department of Defense (DOD) Coordination
6. Federal Land Management Agency (FLMA) Coordination
7. Planning and Environmental Linkages (PEL)
8. Data in Transportation Planning

Florida Planning Emphasis Areas

The FDOT develops Planning Emphasis Areas on a two-year cycle in coordination with Metropolitan Planning Organizations' UPWP documents. The Emphasis areas set planning priorities that are supportive of the statewide Florida Transportation Plan (FTP), and give importance to topics that all MPO's are encouraged to address in their respective planning programs. **Figure 4** illustrates the TPO's consideration of the Florida Planning Emphasis Areas in the transportation planning process over the two-year period.

Figure 4: Florida Planning Emphasis Areas and UPWP Tasks

UPWP Task	Safety	Equity	Resilience	Emerging Mobility
1. Administration	X	X	X	X
2. Data Collection	X	X	X	
3. Long Range Planning	X	X	X	X
4. Short Range Planning	X	X	X	X
5. Public Transportation	X	X		X
6. Public Involvement	X	X	X	X
7. Special Projects	X	X	X	X
8. Regional Activities	X	X	X	X

Appendix C contains further background information from FDOT's Office of Policy Planning. The Florida Planning Emphasis Areas are summarized as follows:

Safety

The FTP and the State's Strategic Highway Safety Plan place top priority on safety, with a state target of zero traffic fatalities and serious injuries. In addition to adopting safety targets, the MPOs must show how their LRTPs and priority projects in their TIPs support progress toward those targets. The UPWP should consider enhancements to data analyses and community involvement to better inform the identification and prioritization of safety projects.

Equity

Executive Order 14008, Tackling the Climate Crisis at Home and Abroad, created the “Justice40 Initiative” that aims to deliver 40 percent of the overall benefits of relevant federal investments to disadvantaged communities. This initiative supports Executive Order 13985, Advancing Racial Equity and Support for Underserved Communities Through the Federal Government, outlines federal policy and defines equity as the consistent and systematic fair, just, and impartial treatment of individuals. The FTP seeks transportation choices that improve accessibility and equity by including a key strategy to enhance affordable transportation, service, and information access options for all ages and abilities and throughout underserved communities. The MPOs are key to identifying and implementing improvements based on data-driven project prioritization that considers not only impacts of transportation projects on a community, but also benefits of projects that can enhance opportunities for a community. The UPWP should address approaches to furthering transportation equity.

Resilience

With the passage of the FAST Act, resilience was introduced as a federal planning factor: “Improve the resilience and reliability of the transportation system and mitigate stormwater impacts of surface transportation.” Resilience is defined as the ability to adapt to changing conditions and prepare for, withstand, and recover from disruption. These conditions can encompass a wide variety of environmental, technological, economic, or social impacts.

MPOs can address resilience within their planning processes by leveraging tools such as the *FHWA Resilience and Transportation Planning Guide* and the *FDOT Quick Guide: Incorporating Resilience* in the MPO LRTP. It should be noted that while these documents focus primarily on the development of MPO LRTPs and TIPs, addressing resilience should be a consideration within every planning document prepared by an MPO. MPOs should place a particular emphasis on coordination with agency partners responsible for natural disaster risk reduction, or who may be developing local resilience planning initiatives. Additionally, MPOs should consider the additional costs associated with reducing vulnerability of the existing transportation infrastructure. Proactive resiliency planning will help the MPO develop planning documents that are ultimately more realistic and cost-effective.

Emerging Mobility

Advances in communication and automation technology result in new mobility options, ranging from automated and connected transport, electric vehicles, ridesharing, and micro-mobility, to flying cars and space travel. These changes may be disruptive and transformational, with impacts to safety, vehicle ownership, travel capacity, vehicle miles traveled, land-use, transportation design, future investment demands, supply chain logistics, economy, and the workforce. Implementation of all seven goals of the Florida Transportation Plan can be furthered through both the transformation of major corridors and hubs and the expansion of transportation infrastructure to embrace and support the adoption of emerging

mobility. The UPWP should recognize the important influence of emerging mobility on the multimodal transportation system and include related planning studies, collaboration efforts, research, or other activities.

FDOT District Five Planning Activities

The following summarizes the major planning activities of FDOT District Five for the two-year period. **Appendix C** contains more detailed information regarding District planning activities.

Improve Safety

FDOT's mission and top priority is to create a safe, efficient transportation system for all road users in the state of Florida. To continually improve the safety of the traveling public, FDOT participates in several safety campaigns throughout the year, consistently spreads awareness of safety practices through its communication and social media channels, and follows safety standards in every project, every time. FDOT supports the mission of Vision Zero by implementing Target Zero initiatives and by collaborating with our partners to reach zero fatalities and serious injuring on all roads in Florida.

Enhance Mobility

As Florida continues to gain more than 600 residents a day and welcomes more than 126 million annual visitors, it is essential to enhance mobility throughout the state to accommodate its consistent and rapid growth. The Florida Department of Transportation is committed to continuing to enhance our state's transportation system to fit the current and future needs of our residents and visitors. Whether that's through the expansion or enhancement of existing roadways or increased multimodal options, we are committed to building the Florida of the future.

Inspire Innovation

Since it was created, FDOT has been consistently creating innovative solutions to solve transportation challenges throughout the state and has become a leader in transportation across the country. The transportation industry is evolving at a rapid pace, and one of our goals at FDOT is to inspire innovation in everything we do. FDOT is proud to employ some of the best and brightest individuals. In order to continue to provide a safe, efficient transportation system for Florida's residents and visitors and prepare for the future, FDOT encourages every employee to think outside of the box. From the everyday processes we use to complete our work to incorporating the latest technologies, let us be forward-thinking in all we do.

Additional Planning Activities

- MPO Program Management
- Regional Planning
- Environmental Management

PLANNING PRIORITIES

The following summarizes the major planning priorities of the TPO during the FY 2024/25 and FY 2025/26 two-year period. Some activities are identified as ongoing or as needed based on changes to federal and state requirements and organizational priorities.

2045 Long Range Transportation Plan (LRTP)

The TPO will actively manage the 2045 LRTP and process amendments or modifications, as needed, to ensure projects are included in the Needs and/or Cost Feasible Elements.

2050 Long Range Transportation Plan (LRTP)

The TPO began development of the 2050 LRTP in FY 2024. The 2050 LRTP is required to be adopted by the TPO Board by November 24, 2025. Activities in this UPWP include completion of the LRTP as identified specifically in a consultant contract, scope of work, TPO staff project management plan and the public/partner agency participation process.

Transportation Improvement Program (TIP)

The TPO will actively manage the FY 2025 to 2029 TIP, including amendments and modifications. The Roll Forward Amendment will be approved by the TPO Board in September or October 2024 and 2025. TPO staff will develop the FY 2026 to 2030 TIP, scheduled for adoption by June 2025. The following fiscal year will involve development of the FY 2027 to 2031 TIP, scheduled for adoption by June 2026.

Transportation Disadvantaged Local Coordinating Board (TDLCB)

The TPO serves the transportation disadvantaged community of Marion County in partnership with representative agencies and the Community Transportation Coordinator (CTC), currently Marion Senior Services. The TPO will be involved in several major activities including an annual update and five-year major update to the Transportation Disadvantaged Service Plan (TDSP), annual CTC Evaluations, new CTC selection process, quarterly TDLCB meetings and annual workshops. Work completed for the major TDSP update will be tied to a Scope of Work, Consultant supplemental support and a public outreach/partner participation process.

Active Transportation Plan

In coordination with the 2050 LRTP, the TPO will develop an Active Transportation Plan for bicycle, pedestrian, trail, complete streets and equestrian users in the TPO Planning Area. This project includes an assessment of the economic, recreational, health and community impacts of active transportation in Marion County. Work completed will be tied to a scope of work, consultant supplemental support and a public outreach/partner participation process.

Congestion Management Plan (CMP), State of System Report

The TPO plans to update the CMP State of the System Report every two to three years. During this UPWP, the TPO will complete one update. Work completed will be tied to a scope of work, consultant support and a partner agency participation process.

Safety Planning Implementation

Improving safety for all modes and users is critical to the future of transportation in Marion County. In 2022, the TPO, in collaboration with its state and local government partners adopted the Commitment to Zero Safety Action Plan. As part of planning implementation, the TPO will identify and support projects that improve safety, including multimodal and complete streets. The TPO will also be involved in supporting grants; updating the Commitment to Zero online dashboard, annual report and project list; improving education and awareness; reviewing the High Injury Network (HIN); and implementation strategies in the Action Plan.

Resiliency Planning

Improving resiliency is crucial to the long-term viability of the transportation system in Ocala/Marion County. As a follow-up to the Transportation Resilience Guidance Paper published in February 2022, the TPO will assess the further development of planning tools and/or a master planning project. The TPO will also identify and support resilience projects, data/information, grants, education and other opportunities.

Transportation Studies

The TPO may lead and manage professional planning activities, as needed, such as the completion of trail studies, congestion management studies, complete streets or safety studies, and transit studies. The UPWP will be amended as specific studies are formalized and funding is available.

Unified Planning Work Program

The TPO will actively manage the 2024/2025 to 2025/2026 UPWP, including amendments and modifications. The development of the next UPWP for fiscal years 2026/2027 to 2027/2028 will be undertaken from January to April 2026.

During the two-year UPWP period, the TPO will also review and update, as needed, the following planning program documents.

- Commitment to Zero Safety Action Plan and Project List
- Disadvantaged Business Enterprise (DBE) Program
- Public Participation Plan (PPP)
- Title VI Non-Discrimination Plan

TASKS AND BUDGET

The planning activities of the UPWP are organized into nine specific tasks. Each task provides an overview of the work completed in the previous UPWP, activities planned for the two-year period, funding sources and budget. Summary budget tables are provided on pages 38 to 41.

Task 1: Administration: Identifies all administrative functions to carry out the continuous, cooperative and comprehensive transportation planning process for the TPO planning area.

Task 2: Data Collection and Analysis: Includes the collection and analysis of socioeconomic, traffic, crash, land use, and other transportation related data on a continuing basis in order to document changes within the TPO planning area.

Task 3: Long Range Planning: Includes work related to the maintenance and development of the 2045 and 2050 Long-Range Transportation Plans (LRTP), congestion management process and transportation performance-based planning.

Task 4: Short Range Planning: Includes development of the annual Transportation Improvement Program (TIP) and List of Priority Projects (LOPP) development process.

Task 5: Public Transportation: Includes all work items related to the Transportation Disadvantaged (TD) Program and the public transportation system in Marion County.

Task 6: Public Involvement: Describes the activities used to encourage and solicit public participation in the '3C' transportation planning process.

Task 7: Special Projects: Identifies short-term projects, plans and/or planning studies undertaken and managed by the TPO.

Task 8: Regional Activities: Identifies the transfer of funds to MetroPlan in support of the Central Florida Metropolitan Planning Organization (MPO) Alliance regional coordination.

Task 9: Local Fund: Identifies expenditures that are non-reimbursable from state and federal grant sources, provided by local governments.

Budget categories for the UPWP are as follows:

A. Personnel	Salaries and fringe benefits. Fringe includes retirement, FICA, health insurance, workers compensation, life insurance.
B. Consultant	Costs for consulting services in support of TPO planning activities.
C. Travel	Costs for travel related to TPO activities. This includes costs associated with training and educational related activities.
D. Direct Expenses	Costs for public advertising, office supplies, computer equipment, furniture, copier, postage, printing and binding, software, professional dues, room rental, insurance, etc.
E. Indirect Expenses	Marion County Cost Allocation through Staff Services Agreement.

State Soft Match

Section 120 of Title 23, USC, permits FDOT to use toll revenue expenditures as a credit (non-cash) toward the non-federal matching share of authorized MPO programs. This credit, referred to as a soft-match, is listed as FDOT state funds in the agency participation tables on pages 38 to 41. The total soft match provided by FDOT is 18.07% of the CPG grant. The soft-match replaces the required local cash-match to the CPG funding allocated to the TPO.

FHWA Approval

Any purchase by the TPO equal to or greater than \$5,000 shall require the pre-approval of the FHWA per Section 200 of Title 2, USC.

Indirect Rate – Cost Allocation Plan

Per the Staff Services Agreement between the TPO Governing Board and Marion County Board of County Commissioners, calculated indirect rates are used by the Office of the Marion County Clerk of the Circuit Court and Comptroller to recover indirect costs of the TPO. These rates are derived from an annual Cost Allocation Plan completed by the Clerk of the Circuit Court and Comptroller. The Plan is prepared in compliance with Section 200 of Title 2, USC. The Plan was presented and approved in 2021 by the TPO Board and the FDOT. **Appendix E** contains the most current rate, prior TPO Cost Allocation rates, and the Staff Services Agreement with Marion County.

FUNDING SUMMARY

The following chart summarizes the total funding by source for the FY 2024/2025 and FY 2025/2026 UPWP. The CPG is reflected as FHWA PL in each of the UPWP task tables in both fiscal years for reporting purposes. However, as noted, the CPG contains FHWA and FTA planning funds. The total for FY 2024/2025 does not include de-obligated CPG funding from the prior UPWP (\$445,000). This funding will be available after October 1, 2024, subject to an approved UPWP amendment.

Funding Source	Fiscal Year 2024/2025	Fiscal Year 2025/2026
Consolidated Planning Grant (CPG)	\$675,850	\$682,743
CTD (Transportation Disadvantaged)	\$29,212	\$29,212
Local Funding	\$1,800	\$1,800
Total:	\$706,862	\$713,755

TASK 1: ADMINISTRATION

Purpose

Conduct all administrative related functions necessary to carry out the '3C' (continuous, cooperative and comprehensive) transportation planning process for the TPO planning area.

Previous Work Completed

Summary of completed administrative activities in FY 2022/23 and FY 2023/24.

- Administration of all TPO meetings, workshops, agendas and public notices.
- Documentation of all TPO meetings, including minutes, recordings and files.
- Completion of financial and invoicing tasks for the PL-CPG and 5305d grant reimbursement process through FDOT.
- Travel and attendance to Central Florida MPO Alliance (CFMPOA) and Metropolitan Planning Organization Advisory Council (MPOAC) meetings.
- Development of regional priority projects lists, including coordination with local partners, committees, TPO Board and the CFMPOA.
- Coordination and meetings with MPO/TPO, local, state and federal partners.
- Completion of FY 2022/23 to 2023/24 UPWP and amendments or modifications.
- Completion of updates to the bylaws for the TPO Board, CAC and TAC.
- Completion of the annual Joint Certification with FDOT in 2023 and 2024.
- Updated the TPO Disadvantaged Business Enterprise (DBE) Program in 2022.
- Completed the TPO Continuity of Operations Plan (COOP) in 2022.
- Coordination with FDOT and local governments on Census activities.
- Adoption of 2023 Apportionment Plan.
- Monitored DBE participation and report payments for work completed.
- Staff and TPO Board travel to meetings, trainings, conferences and workshops.
- Review of federal and state legislation involving programs to MPO/TPO's.
- Coordination with Marion County Departments, including Human Resources, Payroll, Procurement, IT, Administration and Clerk of the Court and Comptroller.
- Annual host agency Marion County budget process conducted through the Marion County Clerk of the Court and Comptroller.
- Staff management, timesheets, interviews and personnel changes.
- Staff Services Agreement with Marion County review.
- Ongoing communication with TPO Board members regarding budget status.
- Completed a TPO Board 101 Workshop, including presentation materials.
- Procurement and contracting with consultants for tasks and projects.
- Procurement of office supplies, equipment and software licenses.
- Management of travel and training for staff and TPO Board members.
- Printing of information for meetings and workshops.

Required Activities

The Task 1 activities planned for FY 2024/25 and FY 2025/26, including end products and completion dates are summarized as follows.

Activity	End Product(s)	Completion Date(s)
Staff support, administration and *security of TPO committees, boards, meetings, workshops	Meetings, packets, public notifications, minutes	Monthly
Financial tasks, grant and budget management, maintenance of electronic files and records	Budgets for UPWP	Ongoing
Process timesheets, payroll and monthly/quarterly progress reporting	Staff timesheets, progress reports	Bi-weekly
Prepare and submit invoices for federal grants, progress reports and backup documentation	Invoices, progress reports for federal grants	Monthly, Quarterly
Amend, update FY 24/25 to FY 25/26 UPWP	FY 25-26 updated UPWP	As needed
Complete FY 26/27 to FY 27/28 UPWP	FY 27-28 new UPWP	May 2026
Prepare financial budgets for host agency	Clerk of Court Budgets	May 2025, 2026
TPO Board budget updates	Budget Summary Reports	Quarterly
Participate in annual Joint FDOT/TPO Certification process	Certification Reports, Certification Statements	March/April 2025, 2026
Participation in MPOAC and CFMPOA, regional and statewide partner meetings, trainings	Meetings, trainings,	Quarterly, Ongoing
Coordination with MPOAC, CFMPOA on regional planning and project prioritization	State planning and coordination	Ongoing
Coordinate and attend meetings with federal, state, regional and local partners	Meeting participation	Ongoing
Maintain and update TPO agreements, board and committee bylaws	Revised agreements, bylaws	As needed
Update Continuity of Operations Plan (COOP) and Process Documentation	COOP document, Process documentation	Ongoing, As needed
Monitor legislative activities at the federal, state, local levels affecting transportation	Summary reports, documentation	Ongoing
Manage consultant support services and contracts, scopes and task work orders	Consultant contract(s), task work orders	Ongoing, As needed
Office supplies, computer equipment	Supplies and Equipment	As needed
Software license renewals or purchases (ArcGIS, Pagefreezer, Microsoft Office, Teams, BIS/DCR, Kronos, Clockify, Adobe Pro, Adobe Cloud); News subscriptions	Software Licenses, Subscriptions	Ongoing, Annual
Printing of materials for education and outreach	Printed materials	As needed
Travel and training for TPO staff and TPO Board	Meetings, conferences	Ongoing
Monitor DBE participation and report payments	Summary report(s)	Monthly
#Conduct Single Audit for Federal Funds	Professional Audit	As Needed

*Consultant support (security contractor, local law enforcement as needed)

Auditor to perform audit of federal funds expended if the TPO meets audit and reporting requirements of the Single Audit Act 2 CFR 200.501, Florida Statute 215.97 (\$750,000 or more federal funds in a fiscal year)

Responsible Agency

Ocala Marion TPO

Responsible Staff

Ocala Marion TPO, Consultants

Budget Summary

The estimated budgets for Task 1 are summarized in Tables 1A and 1B.

Table 1A: Task 1 Administration, FY 2024/2025

Task 1 Administration, FY 2024/2025			
Funding Source	FHWA PL Gxxxx	CTD	Total
Contract			
Budget Category			
A. Personnel			
Salaries and Benefits	\$ 240,062	\$ -	\$ 240,062
Total:	\$ 240,062	\$ -	\$ 240,062
B. Consultant			
Security Services for Meetings	\$ 1,000	\$ -	\$ 1,000
Total:	\$ 1,000	\$ -	\$ 1,000
C. Travel			
Travel Expenses	\$ 10,250	\$ 985	\$ 11,235
Training and Education	\$ 6,100	\$ 400	\$ 6,500
Total:	\$ 16,350	\$ 1,385	\$ 17,735
D. Direct Expenses			
Advertising/Public Notices	\$ 1,200	\$ 1,200	\$ 2,400
Computer Equipment	\$ 7,500	\$ -	\$ 7,500
Copier Rental	\$ 3,600	\$ -	\$ 3,600
Insurance	\$ 3,500	\$ -	\$ 3,500
Meeting Room Rental	\$ 2,000	\$ -	\$ 2,000
Office Supplies	\$ 5,160	\$ 100	\$ 5,260
Postage	\$ 100	\$ 25	\$ 125
Printing and Binding	\$ 750	\$ -	\$ 750
Software Licenses and Subscriptions	\$ 15,500	\$ -	\$ 15,500
Total:	\$ 39,310	\$ 1,325	\$ 40,635
E. Indirect Expenses			
Marion County Cost Allocation	\$ 55,000	\$ 1,500	\$ 56,500
Task Total:	\$ 351,722	\$ 4,210	\$ 355,932

Gxxxx to be updated with planning agreement grant contract number

Table 1B: Task 1 Administration, FY 2025/2026

Task 1 Administration, FY 2025/2026				
Budget Category	Funding Source Contract	FHWA PL Gxxxx	CTD	Total
A. Personnel				
Salaries and Benefits		\$ 274,408	\$ -	\$ 274,408
	Total:	\$ 274,408	\$ -	\$ 274,408
B. Consultant				
Security Services for Meetings		\$ 500	\$ -	\$ 500
Professional Audit		\$ 1,000	\$ -	\$ 1,000
	Total:	\$ 1,500	\$ -	\$ 1,500
C. Travel				
Travel Expenses		\$ 11,300	\$ 985	\$ 12,285
Training and Education		\$ 6,200	\$ 400	\$ 6,600
	Total:	\$ 17,500	\$ 1,385	\$ 18,885
D. Direct Expenses				
Advertising/Public Notices		\$ 1,200	\$ 1,200	\$ 2,400
Computer Equipment		\$ 7,500	\$ -	\$ 7,500
Copier Rental		\$ 3,800	\$ -	\$ 3,800
Insurance		\$ 3,800	\$ -	\$ 3,800
Meeting Room Rental		\$ 2,000	\$ -	\$ 2,000
Office Supplies		\$ 5,350	\$ 100	\$ 5,450
Postage		\$ 100	\$ 25	\$ 125
Printing and Binding		\$ 750	\$ -	\$ 750
Software Licenses and Subscriptions		\$ 16,500	\$ -	\$ 16,500
	Total:	\$ 41,000	\$ 1,325	\$ 42,325
E. Indirect Expenses				
Marion County Cost Allocation		\$ 55,000	\$ 1,500	\$ 56,500
	Task Total:	\$ 389,408	\$ 4,210	\$ 393,618

TASK 2: DATA COLLECTION

Purpose

Conduct data collection and corresponding analysis activities from a number of sources including the City of Ocala, Belleview, Dunnellon, Marion County, FDOT, University of Florida, federal agencies, law enforcement, among others. This data is used in the development of geographic information systems (GIS) online applications and maps, the annual TPO Traffic Counts Report, Commitment to Zero Dashboard and Annual Report, support for the Congestion Management Plan (CMP), and other related tasks.

Previous Work Completed

Summary of completed data collection activities in FY 2022/23 and FY 2023/24.

- Completion of 2022 and 2023 Traffic Counts Reports.
- Completion of online interactive and static maps and database updates for TPO website, including Traffic Counts, Transportation and Community Features, Transportation Improvement Program, Congestion Management Plan and Long-Range Transportation Plan.
- Coordination and review of traffic counts collection with FDOT, City of Ocala and Marion County.
- Collection of crash data and information from FDOT and University of Florida Signal Four Analytics database and other sources.
- Participation in Marion County Community Traffic Safety Team (CTST).
- Data collection support of the Congestion Management Plan (CMP) and updates.
- Participation in the regional Transportation Systems Management and Operations (TSM&O) work group.

Required Activities

The Task 2 activities planned for FY 2024/25 and FY 2025/26, including end products and completion dates are as follows.

Activity	End Product(s)	Completion Date(s)
Completion of annual Traffic Counts Reports	Summary Report and online maps.	June 2025, 2026
*Updates to interactive and static maps for TPO website (safety dashboard, traffic counts, multimodal transportation network features, congestion management, resiliency and others)	Online interactive maps on TPO website	Ongoing
Participation in Community Traffic Safety Team (CTST), Transportation Systems Management and Operations (TSM&O) and other groups	Meetings, workshops	Monthly, Ongoing

*Data collection and information to support update to the Congestion Management Plan (CMP) State of System Report	Congestion Management Plan (CMP) State of System update	June 2026
Central Florida Regional Planning Model (CFRPM) review, support and coordination	CFRPM participation	Ongoing, As needed
*Data collection to support updates on Commitment to Zero Dashboard and Summary Report	Updated Dashboard, Annual Summary Report	Annual 2025, 2026
General data collection, GIS and map development in support of transportation planning activities and projects	Databases, maps, documents	Ongoing, As needed

*Consultant support (As identified in a Task Order, Scope of Work)

Responsible Agency

Ocala Marion TPO

Responsible Staff

Ocala Marion TPO, Consultants

Budget Summary

The estimated budgets for Task 2 are summarized in Tables 2A and 2B.

Table 2A: Task 2 Budget, FY 2024/2025

Task 2 Data Collection, FY 2024/2025				
Budget Category	Funding Source Contract	FHWA PL Gxxxx	CTD	Total
A. Personnel				
Salaries and Benefits		\$ 22,162	\$ -	\$ 22,162
	Total:	\$ 22,162	\$ -	\$ 22,162
B. Consultant				
Consultants		\$ -	\$ -	\$ -
	Total:	\$ -	\$ -	\$ -
	Task Total:	\$ 22,162	\$ -	\$ 22,162

Table 2B: Task 2 Budget, FY 2025/2026

Task 2 Data Collection, FY 2025/2026				
Budget Category	Funding Source Contract	FHWA PL Gxxxx	CTD	Total
A. Personnel				
Salaries and Benefits		\$ 21,018	\$ -	\$ 21,018
	Total:	\$ 21,018	\$ -	\$ 21,018
B. Consultant				
Consultants		\$ -	\$ -	\$ -
	Total:	\$ -	\$ -	\$ -
	Task Total:	\$ 21,018	\$ -	\$ 21,018

TASK 3: LONG RANGE PLANNING

Purpose

Conduct activities that support the long-term implementation of TPO transportation programs, plans and projects. Also included are activities that support transportation needs on a local or regional level.

Previous Work Completed

Summary of completed long-range planning activities in FY 2022/23 and FY 2023/24.

- Two amendments completed to the 2045 Long Range Transportation Plan (LRTP), including public hearings.
- Updates and adoption of federally required performance measures, including PM-1 Safety, PM-2 Bridge and Pavement, PM-3 System Performance and PTASP transit, and development of Greenhouse Gas (GHG) targets.
- Coordination with local and regional partners on planning initiatives, local and regional trails and other major projects.
- Coordination with local partners and FDOT District Five on Strategic Intermodal System (SIS) project planning and priorities.
- Completed an update to the Congestion Management Plan (CMP) State of System Report, including comprehensive database and online maps.
- Development of CMP online resource page on TPO website.
- Development of the Scope of Work for the 2050 LRTP.
- Conducted the procurement process for selection of a Consultant to support the 2050 LRTP development.
- Commencement of the 2050 LRTP, including project management plan, schedule, kick-off meeting, internal staff roles, and other initial phases, tasks of the project.

Required Activities

The Task 3 activities planned for FY 2024/25 and FY 2025/26, including end products and completion dates are as follows.

Activity	End Product(s)	Completion Date(s)
Complete modifications or amendments to the 2045 Long Range Transportation Plan (LRTP)	Update/Amend the 2045 LRTP	Ongoing, As needed
*Development and completion of the 2050 multimodal LRTP, including project management, data collection and analysis, technical documents, maps, chapter elements, partner and public participation process, coordination, LRTP draft and final documents	Adopted 2050 LRTP Plan with all documentation, technical appendices, online maps, electronic files	December 2025

Data collection and analysis for all federally required performance measures, including PM-1, PM-2, PM-3, Greenhouse Gas (GHG) Emissions, PTASP	Updated information to support target setting	Annual, Biennial, As Needed 2025, 2026
Updated reports on the federally required performance measures, including safety targets	Annual reports and safety target setting	February 2025, 2026
Coordination on local, regional projects and transportation studies with partner agencies related to the LRTP, TIP and other planning documents	Meetings, technical support and review of documents	As Needed, Ongoing
*Completion of Congestion Management Plan (CMP) State of System Report	CMP State of System Report update	June 2026

*Consultant support (As identified in a Contract, Task Order and Scope of Work)

Responsible Agency

Ocala Marion TPO

Responsible Staff

Ocala Marion TPO, Consultants

Budget Summary

The estimated budgets for Task 3 are summarized in Tables 3A and 3B.

Table 3A: Task 3 Budget, FY 2024/2025

Task 3 Long-Range Planning, FY 2024/2025				
Budget Category	Funding Source Contract	FHWA PL Gxxxx	CTD	Total
A. Personnel				
Salaries and Benefits		\$ 56,487	\$ -	\$ 56,487
	Total:	\$ 56,487	\$ -	\$ 56,487
B. Consultant				
2050 Long Range Transportation Plan		\$ 110,000	\$ -	\$ 110,000
Consultants		\$ -	\$ -	\$ -
	Total:	\$ 110,000	\$ -	\$ 110,000
	Task Total:	\$ 166,487	\$ -	\$ 166,487

Table 3B: Task 3 Budget, FY 2025/2026

Task 3 Long-Range Planning, FY 2025/2026				
Budget Category	Funding Source Contract	FHWA PL Gxxxx	CTD	Total
A. Personnel				
Salaries and Benefits		\$ 45,431	\$ -	\$ 45,431
	Total:	\$ 45,431	\$ -	\$ 45,431
B. Consultant				
2050 Long Range Transportation Plan		\$ 50,000	\$ -	\$ 50,000
CMP State of System Update		\$ 30,500	\$ -	\$ 30,500
	Total:	\$ 80,500	\$ -	\$ 80,500
	Task Total:	\$ 125,931	\$ -	\$ 125,931

TASK 4: SHORT RANGE PLANNING

Purpose

Conduct activities that support the short-term implementation of TPO transportation programs and projects. Also included are activities in support of the annual development and updates to the Transportation Improvement Program (TIP) and List of Priority Projects (LOPP).

Previous Work Completed

The completed short-range planning activities of the TPO in FY 2022/23 and FY 2023/24.

- Developed the annual TIP for both FY 2024 to 2028 and FY 2025 to 2029, including public and partner review/participation process.
- Development of a revised TIP document format to support public access.
- Development of updated and revised TIP interactive online maps.
- Processed TIP amendments and modifications, including the annual Roll Forward.
- Assisted local governments with submission of applications to FDOT for off-system projects through the LOPP process.
- Assisted state and local partners with applications for the SUN Trail grant program.
- Completion of the Annual LOPP process for FY 2029 and FY 2030 (2023, 2024).
- Published the annual listing of federally-funded obligated projects in the TIP for Federal Fiscal Years (FFY) 2022, 2023.

Required Activities

The Task 4 activities planned for FY 2024/25 and FY 2025/26, including end products and completion dates are as follows.

Activity	End Product(s)	Completion Date(s)
*Prepare annual TIP, including the planning document, project database, online mapping, public and partner participation/review process	FY 2026 to 2030 TIP FY 2027 to 2031 TIP	June 2025 June 2026
Updates, modifications, amendments to TIP documents and online interactive maps	Updated TIP, online maps	June 2025, 2026, Ongoing
Annual Listing of Federally Obligated projects	Annual Obligation Report in TIP	June 2025 June 2026
Annual Roll Forward TIP Amendment	Roll Forward Amendment	September 2024, 2025
Completion and updates to annual List of Priority Projects (LOPP) process and project lists	LOPP Priority Lists	June 2025 June 2026
Assistance to local governments for LOPP project applications	LOPP Applications	June 2025 June 2026

*Consultant support (As identified in a Task Order, Scope of Work)

Responsible Agency

Ocala Marion TPO

Responsible Staff

Ocala Marion TPO, Consultants

Budget Summary

The estimated budgets for Task 4 are summarized in Tables 4A and 4B.

Table 4A: Task 4 Budget, FY 2024/2025

Task 4 Short-Range Planning, FY 2024/2025			
Funding Source	FHWA PL Gxxxx	CTD	Total
Contract			
Budget Category			
A. Personnel			
Salaries and Benefits	\$ 33,379	\$ -	\$ 33,379
Total:	\$ 33,379	\$ -	\$ 33,379
B. Consultant			
Consultants	\$ -	\$ -	\$ -
Total:	\$ -	\$ -	\$ -
Task Total:	\$ 33,379	\$ -	\$ 33,379

Table 4B: Task 4 Budget, FY 2025/2026

Task 4 Short-Range Planning, FY 2025/2026			
Funding Source	FHWA PL Gxxxx	CTD	Total
Contract			
Budget Category			
A. Personnel			
Salaries and Benefits	\$ 35,697	\$ -	\$ 35,697
Total:	\$ 35,697	\$ -	\$ 35,697
B. Consultant			
Consultants	\$ -	\$ -	\$ -
Total:	\$ -	\$ -	\$ -
Task Total:	\$ 35,697	\$ -	\$ 35,697

TASK 5: PUBLIC TRANSPORTATION

Purpose

Staff support activities that assist the local public transportation system, which includes services provided by SunTran and Marion Transit (MT). SunTran operates fixed-route service on seven routes. MT provides door-to-door paratransit services as well as Americans with Disabilities Act (ADA) service within the fixed-route area of SunTran service. MT also serves as the designated Community Transportation Coordinator (CTC) through the Florida Commission for Transportation Disadvantaged (CTD).

Previous Work Completed

The completed public transportation planning activities of the TPO in FY 2022/23 and FY 2023/24.

- Provided staff support and administration to the Transportation Disadvantaged Local Coordinating Board (TDLCB), quarterly meetings and annual workshop.
- Conducted administration responsibilities for the Florida Commission for Transportation Disadvantaged grant (TD), including quarterly reports, invoices and financial statements.
- Conducted annual reviews of the CTC, Marion Transit (MT).
- Completed review and approval of the CTC Annual Operating Report (AOR).
- Reviewed CTC's Annual report.
- Completed two minor updates to the Transportation Disadvantaged Service Plan (TDSP) in 2023 and 2024.
- Completed updates/reviews of TDLCB Bylaws, Grievance Procedures and TD Service Plan revisions.
- Coordination with the CTD state grant program manager.
- Facilitated coordination between the TDLCB, CTC and MT.
- Coordination and project management for the Marion Transit Service Area Study.
- Conducted a brainstorming workshop for the TDLCB in 2023.
- Coordination with SunTran on support services.
- Coordination with SunTran for UPWP tasks and updates.
- Participation with SunTran in the transit route realignments and public meetings.
- Provided support to FDOT for FTA grant application reviews.

Required Activities

The Task 5 activities planned for FY 2024/25 and FY 2025/26, including end products and completion dates are on the next page.

Activity	End Product(s)	Completion Date(s)
Staff support and administration of the TDLCB	Meetings, packets, public notifications, minutes	Quarterly
Perform CTC annual evaluation process	Annual CTD Evaluation Report	March 2025, 2026
Financial tasks and maintain records for TD grant	Budget for UPWP and Marion Clerk of Court	Ongoing
Prepare and submit progress reports and invoices for TD grant	Invoices and progress reports	Quarterly
Meetings and coordination with CTC, CTD and SunTran	Meetings	Ongoing, As needed
Staff training for Transportation Disadvantaged	CTD Annual Conference and workshops	2024, 2025
Updates, Amendments to TDLCB Bylaws and Grievance Procedures	Updated documents	Ongoing, As needed
Review and approval of CTC Annual Operating Report (AOR)	AOR Review	2024, 2025
Conduct TD annual Public workshop	Public workshop meeting	2024, 2025
*Five-year major update to the TDSP, including data collection and analysis, plan development, public and partner agency outreach and coordination	TDSP Major Update	October 2025
Coordination and support for minor update to the TDSP	Annual update to TDSP	June 2026
Prepare and review Actual Expenditure Report (AER)	Annual Expenditure Report (AER)	August 2024 August 2025
Development of CTC Request for Proposals (RFP), selection and contracting process	New CTC Five-year contract	June 2025
Meetings, coordination, support to FDOT, SunTran and other public transit providers	Meetings, support services	As needed
Coordinate with SunTran for the Public Transportation Agency Safety Plan (PTASP) and required safety performance targets	PTASP targets and reporting in TIP	Annual
Coordination and support for public transportation in development of short-term and long-term planning needs for TPO area	Technical assistance, meetings, data and information gathering	As needed

*Consultant support (As identified in a Task Order, Scope of Work)

Responsible Agency

Ocala Marion TPO

Responsible Staff

Ocala Marion TPO, Consultants

Budget Summary

The estimated budget for Task 5 in FY 2022/23 and FY 2023/24 is summarized in Tables 5A and 5B.

Table 5A: Task 5 Budget, FY 2024/2025

Task 5 Public Transportation, FY 2024/2025			
Funding Source	FHWA PL Gxxxx	CTD	Total
Contract			
Budget Category			
A. Personnel			
Salaries and Benefits	\$ 4,599	\$ 25,002	\$ 29,601
Total:	\$ 4,599	\$ 25,002	\$ 29,601
B. Consultant			
Transportation Disadvantaged Service Plan	\$ 4,500	\$ -	\$ 4,500
Total:	\$ 4,500	\$ -	\$ 4,500
Task Total:	\$ 9,099	\$ 25,002	\$ 34,101

Table 5B: Task 5 Budget, FY 2025/2026

Task 5 Public Transportation, FY 2025/2026			
Funding Source	FHWA PL Gxxxx	CTD	Total
Contract			
Budget Category			
A. Personnel			
Salaries and Benefits	\$ 4,808	\$ 25,002	\$ 29,810
Total:	\$ 4,808	\$ 25,002	\$ 29,810
B. Consultant			
Consultants	\$ -	\$ -	\$ -
Total:	\$ -	\$ -	\$ -
Task Total:	\$ 4,808	\$ 25,002	\$ 29,810

TASK 6: PUBLIC INVOLVEMENT

Purpose

Identifies all activities that involve the public in the TPO's '3C' transportation planning process. This includes information dissemination, review of federally required plans and programs, meetings, public hearings and workshops.

Previous Work Completed

The completed public transportation planning activities of the TPO in FY 2022/23 and FY 2023/24.

- Completed regular updates on the TPO website, including public notices for meetings, meeting agendas and minutes, meeting schedules and all federally required planning document reviews.
- Provided public notices for all meetings and workshops within seven (7) days to meet state Sunshine Law and PPP directives.
- Developed or updated information fact sheets and postcards for public education and awareness.
- Maintained Limited English Proficiency "I Speak Cards", and made available Public Comment cards for use in all TPO meetings.
- Maintained non-discrimination statements in English on all public meeting notices and agendas.
- Maintained non-discrimination statement in English and Spanish on the website.
- Maintained the TPO's Facebook and Twitter social media platforms.
- Regular Facebook and Twitter postings for meeting notices, community events, transportation information and publications.
- Maintained social media archive services.
- Title VI Plan update completed in January 2023.
- Public Participation Plan (PPP) update completed in March 2024.
- Maintained and updated TPO List of Acronyms publication.
- Hosted Mobility Week events in 2022 and 2023.
- Hosted a TPO-Community Traffic Safety Team Safety Summit in November 2023.
- Participated in community events, local government meetings and activities.
- Documented and responded to all public inquiries and requests for information.
- Developed a new Annual Report document template in 2022.
- Developed Annual Reports for 2022 and 2023.
- Maintained public website page for the Commitment to Zero Safety Action Plan.
- Conducted outreach to solicit interest and applications for the Citizens Advisory Committee (CAC).

Required Activities

The Task 6 activities planned for FY 2024/25 and FY 2025/26, including end products and completion dates are as follows.

Activity	End Product(s)	Completion Date(s)
*Enhance awareness and understanding of the TPO and the 3C planning process	Fact sheets, infographics, postcards, documents	Ongoing
Regular updates and maintenance to website	Up to date website	Ongoing
*Development of TPO website procurement, selection and contracting process	New TPO website and contract	January 2026
Develop Annual Report to highlight major activities, accomplishments	2024, 2025 Annual Reports	January 2025, 2026
Conduct social media outreach to gain input and feedback on planning activities	Routine postings on Facebook and Twitter	Weekly
Advertise all TPO meetings with 7-day notice to meet state Sunshine Law	Meeting notifications	Monthly, As required
Updates to Public Participation Plan (PPP)	Revised, Updated PPP	As needed
Updates to Title VI Plan	Revised Title VI Plan	As needed
Monitor and respond to all Title VI and ADA complaints	Formal response, documented report(s)	As needed, As required
Document and respond to all public inquiries and information requests	Formal responses, documented	Ongoing
Social media archive subscription renewals and ongoing file maintenance	Social Media archives subscription service	April 2025, 2026
Attend Title VI, ADA, DBE, Limited English Proficiency and public involvement training	Completed trainings	Ongoing, Annual
Outreach to attain membership for the Citizens Advisory Committee (CAC)	New members of the CAC	Ongoing
Participate in FDOT Mobility Week events	Serve as a local partner	2024, 2025
Updates to the Safety Action Plan regarding activities and information	Safety Action Plan webpage updates	Ongoing
Participate in transportation related community events and activities	Community events, meetings, workshops	Ongoing

*Consultant support (As identified in a Contract, Scope of Work)

Responsible Agency

Ocala Marion TPO

Responsible Staff

Ocala Marion TPO, Consultants

Budget Summary

The estimated budget for Task 6 in FY 2024/25 and FY 2025/26 is summarized in Tables 6A and 6B on the next page.

Table 6A: Task 6 Budget, FY 2024/2025

Task 6 Public Involvement, FY 2024/2025			
Funding Source	FHWA PL Gxxxx	CTD	Total
Contract			
Budget Category			
A. Personnel			
Salaries and Benefits	\$ 30,093	\$ -	\$ 30,093
Total:	\$ 30,093	\$ -	\$ 30,093
B. Consultant			
Consultants	\$ -	\$ -	\$ -
Website Maintenance and Hosting	\$ 4,040	\$ -	\$ 4,040
Total:	\$ 4,040	\$ -	\$ 4,040
Task Total:	\$ 34,133	\$ -	\$ 34,133

Table 6B: Task 6 Budget, FY 2025/2026

Task 6 Public Involvement, FY 2025/2026			
Funding Source	FHWA PL Gxxxx	CTD	Total
Contract			
Budget Category			
A. Personnel			
Salaries and Benefits	\$ 31,390	\$ -	\$ 31,390
Total:	\$ 31,390	\$ -	\$ 31,390
B. Consultant			
New Website	\$ 45,000	\$ -	\$ 45,000
Website Maintenance and Hosting	\$ 4,040	\$ -	\$ 4,040
Total:	\$ 49,040	\$ -	\$ 49,040
Task Total:	\$ 80,430	\$ -	\$ 80,430

TASK 7: SPECIAL PROJECTS

Purpose

Identifies special projects and activities that are non-recurring, such as planning studies and research in support of federal and state emphasis areas and TPO priorities.

Previous Work Completed

The completed special project planning activities of the TPO in FY 2022/23 and FY 2023/24.

- Completed the Marion Transit Service Area Study in June 2023.
- Completed the Commitment to Zero Online Dashboard and Annual Safety Report in August 2023.
- Completed the CMP State of the System Update in August 2023.
- Development of task work orders, scheduling and procurement process for Marion Transit Service Area Study, Commitment to Zero Dashboard and Annual Report and CMP State of System projects.

Required Activities

The Task 7 activities planned for FY 2024/25 and FY 2025/26, including end products and completion dates are as follows.

Activity	End Product(s)	Completion Date(s)
*Completion of an Active Transportation Plan for non-motorized transportation, in support of bicyclists, pedestrians, trails, complete streets and equestrians. Project includes data collection and analysis, plan development, public/partner review process, and listing of project improvements. A study of the economic, community, health benefits of active transportation will be included in the plan	Active Transportation Plan with economic, community, health benefits study	August 2025
*Implementation of Commitment to Zero safety activities, online interactive map dashboard, HIN and Action Plan updates, project list updates, education/awareness and strategy implementation, annual safety report	Commitment to Zero Online Dashboard, Annual Report, Action Plan Update, Education	August 2024, 2025
*Transportation Resiliency planning, including additional technical tools, master planning, data/information gathering, education and grant support for projects	Transportation resiliency planning	Ongoing, as needed and identified

*Consultant support (As identified in a Task Order, Scope of Work)

Responsible Agency

Ocala Marion TPO

Responsible Staff

Ocala Marion TPO, Consultants

Budget Summary

The estimated budget for Task 7 in FY 2024/25 and FY 2025/26 is summarized in Tables 7A and 7B on the next page.

Table 7A: Task 7 Budget, FY 2024/2025

Task 7 Special Projects, FY 2024/2025			
Funding Source	FHWA PL Gxxxx	CTD	Total
Contract			
Budget Category			
A. Personnel			
Salaries and Benefits	\$ 21,868	\$ -	\$ 21,868
Total:	\$ 21,868	\$ -	\$ 21,868
B. Consultant			
Active Transportation Plan	\$ 32,000	\$ -	\$ 32,000
Consultants	\$ -	\$ -	\$ -
Total:	\$ 32,000	\$ -	\$ 32,000
Task Total:	\$ 53,868	\$ -	\$ 53,868

Table 7B: Task 7 Budget, FY 2025/2026

Task 7 Special Projects, FY 2025/2026			
Funding Source	FHWA PL Gxxxx	CTD	Total
Contract			
Budget Category			
A. Personnel			
Salaries and Benefits	\$ 20,451	\$ -	\$ 20,451
Total:	\$ 20,451	\$ -	\$ 20,451
B. Consultant			
Consultants	\$ -	\$ -	\$ -
Total:	\$ -	\$ -	\$ -
Task Total:	\$ 20,451	\$ -	\$ 20,451

TASK 8: REGIONAL ACTIVITIES

Purpose

To promote and enhance interregional transportation planning and coordination with neighboring MPOs by supporting common interests through the Central Florida MPO Alliance (CFMPOA). Participating MPOs/TPOs include: Lake~Sumter MPO, MetroPlan Orlando, Ocala Marion TPO, Polk TPO, River to Sea TPO and Space Coast TPO.

Previous Work:

Previous Work	Adoption Date/Status
CFMPOA Regional priority project list	Annual
CFMPOA Quarterly meetings	Quarterly
CFMPOA Annual joint meeting with Sun Coast Transportation Planning Alliance (SCTPA)	Annual

Required Activities:

Required Activities and Work Products	Milestone/Completion Date
CFMPOA Regional priority project list	July 2024 July 2025
CFMPOA continued coordination amongst regional MPO partners	Quarterly meetings/Ongoing
CFMPOA Regional Indicators Report	April 2024 April 2025
CFMPOA Regional LRTP Summary	April 2026

Responsible Agencies:

Participating agencies of CFMPOA include Lake-Sumter MPO, MetroPlan Orlando, Ocala-Marion TPO, Polk TPO, River to Sea TPO, and Space Coast TPO

Budget Tables:

The estimated budget for Task 8 in FY 2024/25 and FY 2025/26 is summarized in Tables 8A and 8B on the next page.

Table 8A: Task 8 Budget, FY 2024/25

Task 8 Regional Activities		
Budget Detail for FY 25 (July 1, 2024 - June 30, 2025)		
Funding Source	FHWA (CPG)	Total
Contract Number	Gxxxx	
Source Level	Federal (81.93%)	
Consultant		
Transfer to: MetroPlan Orlando Annual Allocation for CFMPO Alliance*	\$ 5,000	\$ 5,000
TOTAL	\$ 5,000	\$ 5,000

* Central Florida Metropolitan Planning Organization Alliance. CFMPO Alliance members include: Metroplan Orlando, River to Sea TPO, Space Coast TPO, Lake-Sumter MPO, Ocala-Marion MPO and Polk TPO.



 Orange formatting indicates outgoing funds.

Table 8B: Task 8 Budget, FY 2025/26

Task 8 Regional Activities		
Budget Detail for FY 26 (July 1, 2025 - June 30, 2026)		
Funding Source	FHWA (CPG)	Total
Contract Number	Gxxxx	
Source Level	Federal (81.93%)	
Consultant		
Transfer to: MetroPlan Orlando Annual Allocation for CFMPO Alliance*	\$ 5,000	\$ 5,000
TOTAL	\$ 5,000	\$ 5,000

* Central Florida Metropolitan Planning Organization Alliance. CFMPO Alliance members include: Metroplan Orlando, River to Sea TPO, Space Coast TPO, Lake-Sumter MPO, Ocala-Marion MPO and Polk TPO.

 Orange formatting indicates outgoing funds.

TASK 9: LOCAL FUND

Purpose

Identifies activities and expenditures that are non-reimbursable from state and federal grant sources or local match funds.

Previous Work Completed

Sources of local funds provided by the host agency Marion County supported the following activities in FY 2022/23 and FY 2023/24:

- Staff professional membership dues.

Required Activities

The activities planned for FY 2024/25 and FY 2026/26 that will be supported by local funding are as follows.

Activity	End Product(s)	Completion Date(s)
Staff professional membership dues	American Planning Association (APA), professional and grant memberships	Annual

Responsible Agency

Ocala Marion TPO

Responsible Staff

Ocala Marion TPO

Budget Summary

The estimated budget for Task 9 in FY 2024/25 and FY 2025/26 is summarized in Tables 9A and 9B on the next page.

Table 9A: Task 9 Budget, FY 2024/2025

Task 9 Local Fund, FY 2024/2025		
Funding Source	Local	Total
Budget Category		
D. Direct Expenses		
Professional Membership Dues	\$ 1,800	\$ 1,800
Total:	\$ 1,800	\$ 1,800
Task Total:	\$ 1,800	\$ 1,800

Table 9B: Task 9 Budget, FY 2025/2026

Task 9 Local Fund, FY 2025/2026		
Funding Source	Local	Total
Budget Category		
D. Direct Expenses		
Professional Membership Dues	\$ 1,800	\$ 1,800
Total:	\$ 1,800	\$ 1,800
Task Total:	\$ 1,800	\$ 1,800

FINANCIAL SUMMARY TABLES

Table 10A: Funding Sources Summary, FY 2024/2025

Funding Sources, FY 2024/2025					
Funding Source Source Level Contract Number UPWP Task	Federal FHWA PL Gxxxx	^State Soft Match (18.07%)	State CTD xxxxx	Local	Total (minus soft match)
1. Administration	\$ 351,722	\$ 63,556	\$ 4,210	\$ -	\$ 355,932
2. Data Collection	\$ 22,162	\$ 4,005	\$ -	\$ -	\$ 22,162
3. Long-Range Planning	\$ 166,487	\$ 30,084	\$ -	\$ -	\$ 166,487
4. Short-Range Planning	\$ 33,379	\$ 6,032	\$ -	\$ -	\$ 33,379
5. Public Transportation	\$ 9,099	\$ 1,644	\$ 25,002	\$ -	\$ 34,101
6. Public Involvement	\$ 34,133	\$ 6,168	\$ -	\$ -	\$ 34,133
7. Special Projects	\$ 53,868	\$ 9,734	\$ -	\$ -	\$ 53,868
*8. Regional Planning	\$ 5,000	\$ 904	\$ -	\$ -	\$ 5,000
9. Local Fund	\$ -	\$ -	\$ -	\$ 1,800	\$ 1,800
TOTAL:	\$ 675,850	\$ 122,127	\$ 29,212	\$ 1,800	\$ 706,862

Table 10B: Agency Participation Summary, FY 2024/2025

Agency Participation, FY 2024/2025							
UPWP Task	FHWA	FDOT (Soft Match)	CTD	Local	Total (minus soft match)	MetroPlan Transfer (CFMPOA)	Consultant
1. Administration	\$ 351,722	\$ 63,556	\$ 4,210	\$ -	\$ 355,932	\$ -	\$ 1,000
2. Data Collection	\$ 22,162	\$ 4,005	\$ -	\$ -	\$ 22,162	\$ -	\$ -
3. Long-Range Planning	\$ 166,487	\$ 30,084	\$ -	\$ -	\$ 166,487	\$ -	\$ 110,000
4. Short-Range Planning	\$ 33,379	\$ 6,032	\$ -	\$ -	\$ 33,379	\$ -	\$ -
5. Public Transportation	\$ 9,099	\$ 1,644	\$ 25,002	\$ -	\$ 34,101	\$ -	\$ 4,500
6. Public Involvement	\$ 34,133	\$ 6,168	\$ -	\$ -	\$ 34,133	\$ -	\$ 4,040
7. Special Projects	\$ 53,868	\$ 9,734	\$ -	\$ -	\$ 53,868	\$ -	\$ 32,000
*8. Regional Planning	\$ 5,000	\$ 904	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ -
9. Local Fund	\$ -	\$ -	\$ -	\$ 1,800	\$ 1,800	\$ -	\$ -
TOTAL:	\$ 675,850	\$ 122,127	\$ 29,212	\$ 1,800	\$ 706,862	\$ 5,000	\$ 151,540

Gxxxx and xxxxx to be updated with planning agreement grant contract numbers in June

*Orange formatting indicates outgoing funds

^All federal funding, including fund transfers, apply the required non-federal match (FDOT State Soft Match with Toll Revenue Credits)

Table 11A: Funding Sources Summary, FY 2025/2026

Funding Sources, FY 2025/2026					
Funding Source Source Level Contract Number UPWP Task	Federal FHWA PL Gxxxx	^State Soft Match (18.07%)	State CTD xxxx	Local	Total (minus soft match)
1. Administration	\$ 389,408	\$ 70,366	\$ 4,210	\$ -	\$ 393,618
2. Data Collection	\$ 21,018	\$ 3,798	\$ -	\$ -	\$ 21,018
3. Long-Range Planning	\$ 125,931	\$ 22,756	\$ -	\$ -	\$ 125,931
4. Short-Range Planning	\$ 35,697	\$ 6,450	\$ -	\$ -	\$ 35,697
5. Public Transportation	\$ 4,808	\$ 869	\$ 25,002	\$ -	\$ 29,810
6. Public Involvement	\$ 80,430	\$ 14,534	\$ -	\$ -	\$ 80,430
7. Special Projects	\$ 20,451	\$ 3,695	\$ -	\$ -	\$ 20,451
*8. Regional Planning	\$ 5,000	\$ 904	\$ -	\$ -	\$ 5,000
9. Local Fund	\$ -	\$ -	\$ -	\$ 1,800	\$ 1,800
TOTAL:	\$ 682,743	\$ 123,372	\$ 29,212	\$ 1,800	\$ 713,755

Table 11B: Agency Participation Summary, FY 2025/2026

Agency Participation, FY 2025/2026							
UPWP Task	FHWA	FDOT (Soft Match)	CTD	Local	Total (minus soft match)	MetroPlan Transfer (CFMPOA)	Consultant
1. Administration	\$ 389,408	\$ 70,366	\$ 4,210	\$ -	\$ 393,618	\$ -	\$ 1,500
2. Data Collection	\$ 21,018	\$ 3,798	\$ -	\$ -	\$ 21,018	\$ -	\$ -
3. Long-Range Planning	\$ 125,931	\$ 22,756	\$ -	\$ -	\$ 125,931	\$ -	\$ 80,500
4. Short-Range Planning	\$ 35,697	\$ 6,450	\$ -	\$ -	\$ 35,697	\$ -	\$ -
5. Public Transportation	\$ 4,808	\$ 869	\$ 25,002	\$ -	\$ 29,810	\$ -	\$ -
6. Public Involvement	\$ 80,430	\$ 14,534	\$ -	\$ -	\$ 80,430	\$ -	\$ 49,040
7. Special Projects	\$ 20,451	\$ 3,695	\$ -	\$ -	\$ 20,451	\$ -	\$ -
*8. Regional Planning	\$ 5,000	\$ 904	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ -
9. Local Fund	\$ -	\$ -	\$ -	\$ 1,800	\$ 1,800	\$ -	\$ -
TOTAL:	\$ 682,743	\$ 123,372	\$ 29,212	\$ 1,800	\$ 713,755	\$ 5,000	\$ 131,040

Gxxxx and xxxx to be updated with planning agreement grant contract numbers in June

*Orange formatting indicates outgoing funds

^All federal funding, including fund transfers, apply the required non-federal match (FDOT State Soft Match with Toll Revenue Credits)

Table 12: Budget Summary by Category and Funding Source, FY 2024/2025

Summary by Category and Funding Source, FY 2024/2025				
Budget Category	Funding Sources			
	FHWA (CPG)	CTD	Local	Total
A. Personnel				
Salaries and Fringe Benefits	\$ 408,650	\$ 25,002	\$ -	\$ 433,652
Total:	\$ 408,650	\$ 25,002	\$ -	\$ 433,652
B. Consultant Services				
Consultants	\$ 41,540	\$ -	\$ -	\$ 41,540
2050 Long Range Transportation Plan	\$ 110,000	\$ -	\$ -	\$ 110,000
MetroPlan Orlando (CFMPO Alliance)	\$ 5,000	\$ -	\$ -	\$ 5,000
Total:	\$ 156,540	\$ -	\$ -	\$ 156,540
C. Travel				
Travel and Training	\$ 16,350	\$ 1,385	\$ -	\$ 17,735
Total:	\$ 16,350	\$ 1,385	\$ -	\$ 17,735
D. Direct Expenses				
Advertising	\$ 1,200	\$ 1,200	\$ -	\$ 2,400
Computer Equipment	\$ 7,500	\$ -	\$ -	\$ 7,500
Copier/Printer Rental	\$ 3,600	\$ -	\$ -	\$ 3,600
Insurance	\$ 3,500	\$ -	\$ -	\$ 3,500
Meeting Room Rental	\$ 2,000	\$ -	\$ -	\$ 2,000
Office Supplies	\$ 5,160	\$ 100	\$ -	\$ 5,260
Postage	\$ 100	\$ 25	\$ -	\$ 125
Printing and Binding	\$ 750	\$ -	\$ -	\$ 750
Professional Membership Dues	\$ -	\$ -	\$ 1,800	\$ 1,800
Software Licenses, Subscriptions	\$ 15,500	\$ -	\$ -	\$ 15,500
Total:	\$ 39,310	\$ 1,325	\$ 1,800	\$ 42,435
E. Indirect Expenses				
Marion County Cost Allocation	\$ 55,000	\$ 1,500	\$ -	\$ 56,500
Total:	\$ 55,000	\$ 1,500	\$ -	\$ 56,500
Grand Total:				
	\$ 675,850	\$ 29,212	\$ 1,800	\$ 706,862

Table 13: Budget Summary by Category and Funding Source, FY 2025/2026

Summary by Category and Funding Source, FY 2025/2026				
Budget Category	Funding Sources			
	FHWA (CPG)	CTD	Local	Total
A. Personnel				
Salaries and Fringe Benefits	\$ 433,203	\$ 25,002	\$ -	\$ 458,205
Total:	\$ 433,203	\$ 25,002	\$ -	\$ 458,205
B. Consultant Services				
Consultants	\$ 81,040	\$ -	\$ -	\$ 81,040
2050 Long Range Transportation Plan	\$ 50,000	\$ -	\$ -	\$ 50,000
MetroPlan Orlando (CFMPO Alliance)	\$ 5,000	\$ -	\$ -	\$ 5,000
Total:	\$ 136,040	\$ -	\$ -	\$ 136,040
C. Travel				
Travel and Training	\$ 17,500	\$ 1,385	\$ -	\$ 18,885
Total:	\$ 17,500	\$ 1,385	\$ -	\$ 18,885
D. Direct Expenses				
Advertising	\$ 1,200	\$ 1,200	\$ -	\$ 2,400
Computer Equipment	\$ 7,500	\$ -	\$ -	\$ 7,500
Copier/Printer Rental	\$ 3,800	\$ -	\$ -	\$ 3,800
Insurance	\$ 3,800	\$ -	\$ -	\$ 3,800
Meeting Room Rental	\$ 2,000	\$ -	\$ -	\$ 2,000
Office Supplies	\$ 5,350	\$ 100	\$ -	\$ 5,450
Postage	\$ 100	\$ 25	\$ -	\$ 125
Printing and Binding	\$ 750	\$ -	\$ -	\$ 750
Professional Membership Dues	\$ -	\$ -	\$ 1,800	\$ 1,800
Software Licenses, Subscriptions	\$ 16,500	\$ -	\$ -	\$ 16,500
Total:	\$ 41,000	\$ 1,325	\$ 1,800	\$ 44,125
E. Indirect Expenses				
Marion County Cost Allocation	\$ 55,000	\$ 1,500	\$ -	\$ 56,500
Total:	\$ 55,000	\$ 1,500	\$ -	\$ 56,500
Grand Total:				
	\$ 682,743	\$ 29,212	\$ 1,800	\$ 713,755

APPENDIX A: UPWP STATEMENTS AND ASSURANCES

FLORIDA DEPARTMENT OF TRANSPORTATION
UNIFIED PLANNING WORK PROGRAM (UPWP)
STATEMENTS AND ASSURANCES

525-010-08
POLICY PLANNING
05/18

DEBARMENT and SUSPENSION CERTIFICATION

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

- (1) The Ocala/Marion County TPO hereby certifies to the best of its knowledge and belief, that it and its principals:
- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
 - (b) Have not, within a three-year period preceding this proposal, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction, violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses listed in paragraph (b) of this certification; and
 - (d) Have not, within a three-year period preceding this certification, had one or more public transactions (federal, state or local) terminated for cause or default.
- (2) The Ocala/Marion County TPO also hereby certifies that if, later, it becomes aware of any information contradicting the statements of paragraphs (a) through (d) above, it will promptly provide that information to the U.S.D.O.T.

Name: Kristen Dreyer
Title: TPO Chair

April 23, 2024

Date

FLORIDA DEPARTMENT OF TRANSPORTATION
UNIFIED PLANNING WORK PROGRAM (UPWP)
STATEMENTS AND ASSURANCES

525-010-08
POLICY PLANNING
05/18

LOBBYING CERTIFICATION for GRANTS, LOANS and COOPERATIVE AGREEMENTS

In accordance with Section 1352 of Title 31, United States Code, it is the policy of the Ocala/Marion County TPO that:

- (1) No Federal or state appropriated funds have been paid or will be paid by or on behalf of the Ocala/Marion County TPO, to any person for influencing or attempting to influence an officer or employee of any Federal or state agency, or a member of Congress or the state legislature in connection with the awarding of any Federal or state contract, the making of any Federal or state grant, the making of any Federal or state loan, extension, continuation, renewal, amendment, or modification of any Federal or state contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The Ocala/Marion County TPO shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants and contracts and subcontracts under grants, subgrants, loans, and cooperative agreement), which exceeds \$100,000, and that all such subrecipients shall certify and disclose accordingly.
- (4) This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each failure.

Name: Kristen Dreyer
Title: TPO Chair

April 23, 2024
Date

FLORIDA DEPARTMENT OF TRANSPORTATION
UNIFIED PLANNING WORK PROGRAM (UPWP)
STATEMENTS AND ASSURANCES

525-010-08
POLICY PLANNING
05/18

DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION

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

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

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

Name: Kristen Dreyer
Title: TPO Chair

April 23, 2024
Date

FLORIDA DEPARTMENT OF TRANSPORTATION
UNIFIED PLANNING WORK PROGRAM (UPWP)
STATEMENTS AND ASSURANCES

525-010-08
POLICY PLANNING
05/18

TITLE VI/ NONDISCRIMINATION ASSURANCE

Pursuant to Section 9 of US DOT Order 1050.2A, the Ocala/Marion County TPO assures the Florida Department of Transportation (FDOT) that no person shall on the basis of race, color, national origin, sex, age, disability, family or religious status, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, the Florida Civil Rights Act of 1992 and other nondiscrimination authorities be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any program or activity.

The Ocala/Marion County TPO further assures FDOT that it will undertake the following with respect to its programs and activities:

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

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

Name: Kristen Dreyer
Title: TPO Chair

April 23, 2024
Date

FLORIDA DEPARTMENT OF TRANSPORTATION
**UNIFIED PLANNING WORK PROGRAM (UPWP)
STATEMENTS AND ASSURANCES**

525-010-08
POLICY PLANNING
05/18

APPENDICES A and E

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

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

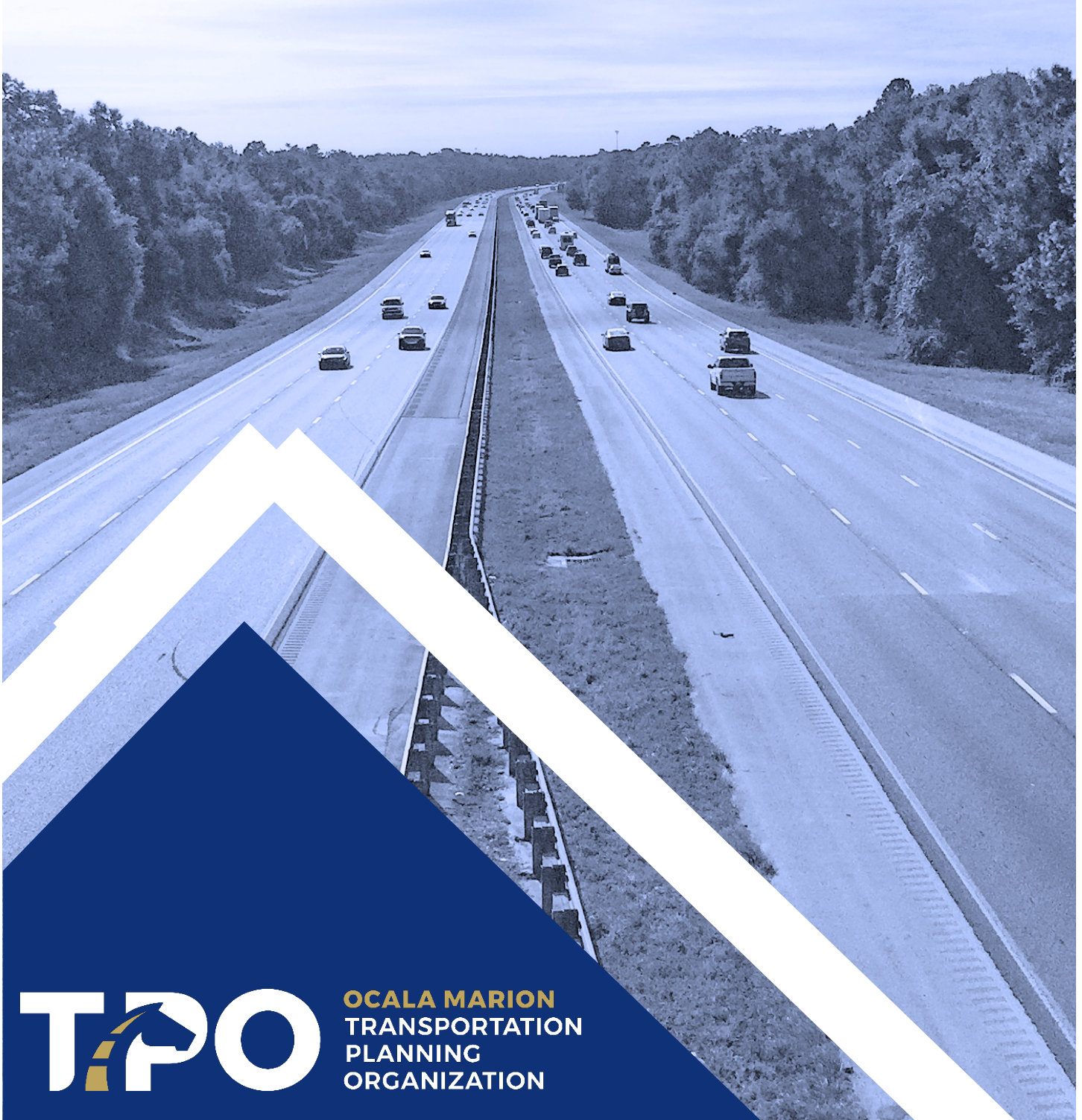
FLORIDA DEPARTMENT OF TRANSPORTATION
UNIFIED PLANNING WORK PROGRAM (UPWP)
STATEMENTS AND ASSURANCES

525-010-08
POLICY PLANNING
05/18

- (6) **Incorporation of Provisions:** The Contractor shall include the provisions of paragraphs (1) through (7) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The Contractor shall take such action with respect to any subcontract or procurement as the Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. In the event a Contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the Contractor may request the Florida Department of Transportation to enter into such litigation to protect the interests of the Florida Department of Transportation, and, in addition, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.
- (7) **Compliance with Nondiscrimination Statutes and Authorities:** Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21; The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects); Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex); Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27; The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age); Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex); The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not); Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 -- 12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38; The Federal Aviation Administration’s Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex); Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations; Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100); Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq)

APPENDIX B: GLOSSARY OF TERMS AND ACRONYMS

Glossary of Terms and Acronyms



OCALA MARION
TRANSPORTATION
PLANNING
ORGANIZATION

November 2023

ACRYONYM	NAME	DESCRIPTION
3C	Continuing, Cooperative and Comprehensive	A Continuing, Cooperative and Comprehensive (3C) process is required for all Metropolitan Planning Organizations (MPO) to be eligible for Federal transportation funding.
AADT	Average Annual Daily Traffic	Average daily traffic on a roadway segment for all days of the week during a period of one year expressed in vehicles per day.
ACS	American Community Survey	The American Community Survey is an ongoing survey that provides vital information on a yearly basis about our nation and its people.
ADA	Americans with Disabilities Act	The Americans with Disabilities Act (ADA) prohibits discrimination against people with disabilities in employment, transportation, public accommodation, communications, and governmental activities.
ATMS	Automated Traffic Management System	ATMS is used to improve the efficiency of the transportation network. ATMS utilizes data-analysis and communication technology to reduce congestion in real-time due to crashes and other traffic problems.
BEA	Bureau of Economic Analysis	Federal agency within the Department of Commerce that provides economic data and projections.
BLS	Bureau of Labor Statistics	Federal agency within the Department of Labor that tracks federal employment data.
BTS	Bureau of Transportation Statistics	The Bureau of Transportation Statistics was established as a statistical agency in 1992. The Intermodal Surface Transportation Efficiency Act (ISTEA) of 1991 created BTS to administer data collection, analysis, and reporting and to ensure the most cost-effective use of transportation- monitoring resources.
CAAA	Clean Air Act Amendments of 1990	The original Clean Air Act was passed in 1963, but the national air pollution control program is actually based on the 1970 revision of the law. The Clean Air Act as amended in 1990 made major changes and contains the most far reaching revisions of the 1970 law.
CAC	Citizen Advisory Committee	The Citizens Advisory Committee (CAC) advises the TPO on local transportation issues based on the input of citizens they represent in the area. The TPO strives to keeps the composition of the CAC diverse in terms of geographic location and professions represented.
CBSA	Core Based Statistical Areas	CBSAs consist of the county or counties or equivalent entities associated with at least one core (urbanized area or urban cluster) of at least 10,000 population plus adjacent counties having a high degree of social and economic integration with the core. Social and economic integration is measured in the form of commuting and other reoccurring travel.
CFMPOA	Central Florida Metropolitan Planning Organization Alliance	A partnership of Transportation Planning Organizations in Central Florida created to provide transportation solutions throughout the region.
CFR	Code of Federal Regulations	The codification of the rules published in the Federal Register by the executive departments and agencies of the Federal Government. These are the administrative rules and regulations that clarify the impact of the United States Code (USC) or the law.

ACRYONYM	NAME	DESCRIPTION
CFRPM	Central Florida Regional Planning Model	Travel demand forecasting tool used by numerous planning agencies throughout central Florida.
CIP	Capital Improvement Program	The CIP is a multi-year schedule of programmed capital improvement projects, including cost estimates and budgeted by year. CIP documents are typically updated annually by a local government.
CMAQ	Congestion Mitigation and Air Quality Improvement Program	The CMAQ program funds transportation projects and programs in air quality non-attainment and maintenance areas that reduce traffic congestion and transportation related emissions (ozone, carbon monoxide, particulate matter, etc.).
CMP	Congestion Management Process	A systematic approach required in transportation management areas (TMAs) that provides for effective management and operation. Provides information on transportation system performance and finds alternative ways to alleviate congestion and enhance the mobility of people and goods, to levels that meet state and local needs.
COOP	Continuity of Operations Plan	The COOP outlines guidance to TPO Staff and Board Members to ensure all federal and state required essential functions continue to be performed in the event of an extended interruption of services due to a declared emergency or disaster.
CTC	Community Transportation Coordinator	Community Transportation Coordinators are businesses or county departments responsible for arrangement of transportation services delivered to the transportation disadvantaged. (Definition taken from Lee MPO - http://leempo.com/programs-products/transportation-disadvantaged/).
CTD	Commission for Transportation Disadvantaged	Created in 1989, the CTD was created to provide statewide policy guidance to Florida's Transportation Disadvantaged Program, which coordinates funds to provide older adults, persons with disabilities and people with limited access to employment, health care and educational opportunities (Definition taken from NCFRPC - http://www.ncfrpc.org/TD/td.html).
CTST	Community Traffic Safety Team	An organization created to inform the public about transportation safety issues. Major events conducted by the Marion County CTST include "Walk Your Child to School Day", a mock DUI scenario, and a Battle of the Belts competition.
DBE	Disadvantaged Business Enterprise	The DBE program ensures that federally-assisted contracts for transportation projects are made available for small businesses owned/ controlled by socially and economically disadvantaged individuals (Definition taken from FHWA - https://www.fhwa.dot.gov/civilrights/programs/dbe/).
DOPA	Designated Official Planning Agency	An agency that assists the Florida Commission for the Transportation Disadvantaged (CTD) in the coordination of safe, efficient, cost effective transportation services to those who are transportation disadvantaged. (Definition taken from CTD - https://ctd.fdot.gov/communitytransystem.htm)
DRI	Development of Regional Impact	A large-scale development project that may impact multiple counties or jurisdictions

ACRYONYM	NAME	DESCRIPTION
EIS	Environmental Impact Statement	Report developed as part of the National Environmental Policy Act requirements, which details any adverse economic, social, and environmental effects of a proposed transportation project for which Federal funding is part of the project.
EPA	Environmental Protection Agency	The federal regulatory agency responsible for administering and enforcing federal environmental laws, including the Clean Air Act, the Clean Water Act, the Endangered Species Act, and others.
ETDM	Efficient Transportation Decision Making	Developed by the Florida Department of Transportation (FDOT) to streamline the environmental review process, ETDM helps protect natural resources by involving stakeholders early in the transportation planning process. Specifically, ETDM is used to identify the impacts may occur from planned transportation projects.
FAA	Federal Aviation Administration	FAA provides a safe, secure, and efficient global aerospace system that contributes to national security and the promotion of US aerospace safety.
FAST Act	Fixing America's Surface Transportation Act	The Fixing America's Surface Transportation (FAST) Act is five-year legislation that was enacted into law on December 4, 2015. The main focus of the legislation is to improve the Nation's surface transportation infrastructure, including our roads, bridges, transit systems, and rail transportation network.
FDOT	Florida Department of Transportation	Originally named the Florida State Road Department, the Florida Department of Transportation (FDOT) was created in 1969. FDOT's mission is to ensure the mobility of people and goods, enhance economic prosperity, and preserve the quality of the environment and community (Definition taken from State of Florida- https://jobs.myflorida.com/go/Department-of-Transportation/2817700/).
FHWA	Federal Highway Administration	A branch of the U.S. Department of Transportation that administers the federal-aid highway program, providing financial assistance to states to construct and improve highways, urban and rural roads, and bridges.
FMTP	Freight Mobility and Trade Plan	FDOT's Freight Mobility and Trade Plan (FMTP) defines policies and investments that will enhance Florida's economic development into the future.
FSUTMS	Florida Standard Urban Transportation Modeling Structure	FSUTMS is a computerized planning model that allows users to better predict the impact of transportation policies and programs by providing a standardized framework for the development, use and sharing of models.
FTA	Federal Transit Administration	A branch of the U.S. Department of Transportation that administers federal funding to transportation authorities, local governments, and states to support a variety of locally planned, constructed, and operated public transportation systems throughout the U.S., including buses, subways, light rail, commuter rail, streetcars, monorail, passenger ferry boats, inclined railways, and people movers.
FTP	Florida Transportation Plan	Florida's long-range plan that guides current transportation decisions. The plan outlines transportation issues and solutions related to improving safety, efficiency, population growth, economic development, and access to transit and other modes of transportation.

ACRYONYM	NAME	DESCRIPTION
FY	Fiscal Year/ Federal Fiscal Year	The TPO's Fiscal Year is from July 1 to June 30. The Federal Fiscal Year is from October 1 to September 30.
GIS	Geographic Information System	Computerized data management system designed to capture, store, retrieve, analyze, and display geographically referenced information.
HOV	High-Occupancy Vehicle	Vehicles carrying two or more people.
HSIP	Highway Safety Improvement Program	The goal of the HSIP program is to achieve a significant reduction in traffic fatalities and serious injuries on all public roads, including non-State-owned public roads and roads on tribal lands.
HUD	Department of Housing and Urban Development	HUD's mission is to increase homeownership, support community development and increase access to affordable housing free from discrimination. HUD's Community Development Block Grant Program (CDBG) is a program with many resources that are used to help address a wide array of community development needs, including sidewalks and other transportation infrastructure.
IIJA	Infrastructure Investment and Jobs Act	Commonly referred to as the Bipartisan Infrastructure Bill, IIJA was signed into law by President Biden on November 15, 2021. IIJA includes \$550 billion in new funding for transportation infrastructure. IIJA authorizes \$1.2 trillion in total spending.
IRI	International Roughness Index	International Roughness Index (IRI) is used by transportation professionals around the world as a standard to quantify road surface roughness. IRI is highly useful for assessing overall roadway pavement ride quality; a higher IRI value indicates a rougher road surface.
ITS	Intelligent Transportation Systems	Electronics, photonics, communications, or information processing to improve the efficiency or safety of the surface transportation system.
LOS	Level of Service	Level of Service (LOS) is a term that describes the operating conditions a driver, transit users, bicyclist, or pedestrian will experience while traveling on a particular street, highway or transit vehicle. LOS is used in transportation planning as a data friendly tool to help aid in the decision making process regarding road capacity. LOS data allows planners to make more informed decisions regarding transportation projects.
LOPP	List of Priority Projects	The List of Priority Projects (LOPP) is a formalized list developed each year by the TPO in collaboration with local government partners, and as required by state statute. The LOPP contains the highest priorities for future transportation projects and investments to receive consideration for federal and state funding.
LRTP/MTP	Long-Range Transportation Plan (or Metropolitan Transportation Plan)	A document that serves as the defining vision for the region's transportation systems and services. The LRTP addresses a planning horizon of no less than a 20-years and is developed, adopted, and updated every five years by the TPO. The most recent LRTP was adopted in December 2015. The plan can be viewed on the TPO website at: https://ocalamariontpo.org/plans-and-programs/long-range-transportation-plan-lrtp/ .

ACRYONYM	NAME	DESCRIPTION
LOTTR	Level of Travel Time Reliability	The Level of Travel Time Reliability (LOTTR) is the ratio of the 80th percentile travel time to the normal travel time (50th percentile) throughout a full calendar year. Data for this measure is derived from the FHWA National Performance Management Research Data set (NPMRDS).
MAP-21	Moving Ahead for Progress in the 21st Century	The Moving Ahead for Progress in the 21st Century Act (P.L. 112-141), was signed into law in 2012. Funding surface transportation programs at over 105 billion for fiscal years (FY) 2013 and 2014, MAP-21 is the first long-term highway authorization enacted since 2005. MAP-21 creates a streamlined and performance-based surface transportation program and builds on many of the highway, transit, bike, and pedestrian programs and policies established in 1991.
MPA	Metropolitan Planning Area	The geographic area determined by agreement between the transportation planning organization (TPO) for the area and the Governor, in which the metropolitan transportation planning process is carried out.
MPO	Metropolitan Planning Organization	An MPO, also known as a TPO, is a forum for cooperative transportation decision-making for metropolitan planning areas. In order for a TPO to be designated as an MPO, an urban area must have a population of at least 50,000 as defined by the US Census Bureau.
MPOAC	Metropolitan Planning Organization Advisory Council	A planning and policy organization created to assist individual MPO/TPOs across Florida in building a more collaborative transportation planning process.
MSA	Metropolitan Statistical Area	A Core Based Statistical Areas associated with at least one urbanized area that has a population of at least 50,000. The metropolitan statistical area comprises the central county or counties or equivalent entities containing the core, plus adjacent outlying counties having a high degree of social and economic integration with the central county or counties as measured through commuting.
NTD	National Transit Database	The National Transit Database (NTD) is the repository of data for the financial, operating and asset conditions of the nation's transit systems.
NEPA	National Environmental Policy Act of 1969	Established requirements that any project using federal funding or requiring federal approval, including transportation projects, examine the effects of proposed and alternative choices on the environment before a federal decision is made.
NHPP	National Highway Performance Program	The NHPP provides support for the condition and performance of the National Highway System (NHS), for the construction of new facilities on the NHS.
NHPP (Bridge)	National Highway Performance Program (Bridge)	Reconstruction, resurfacing, restoration, rehabilitation, or preservation of a bridge on a non-NHS Federal-aid highway (if Interstate System and NHS Bridge Condition provision requirements are satisfied) [23 U.S.C. 119(i)].
NHS	National Highway System	This system of highways designated and approved in accordance with the provisions of 23 U.S.C. 103(b) (23CFR500).

ACRYONYM	NAME	DESCRIPTION
PD&E	Project Development and Environmental Study	A study conducted to determine feasible building alternatives for transportation projects and their social, economic and environmental impacts. PD&E studies are required per the National Environmental Policy Act (NEPA). (Definition taken from FDOT, District 7 - https://www.fdotd7studies.com/what-is-a-pde-study.html).
PEA	Planning Emphasis Area	Planning Emphasis Areas set planning priorities that are supportive of the statewide Florida Transportation Plan (FTP), and give importance to topics that all MPOs are encouraged to address in their respective planning programs.
PM	Performance Management	Performance Management (PM) serves as federally required strategic approach that uses system data and information guide investment and policies to achieve national goals.
PPP	Public Participation Plan	The Public Participation Plan documents the goals, objectives and strategies for ensuring all individuals have every opportunity to be involved in transportation planning decisions. The plan is designed to provide a transparent planning process that is free from any cultural, social, racial or economic barriers and offers multiple opportunities for public participation and input.
PTASP	Public Transportation Agency Safety Action Plan	A plan that is developed by transit agencies to identify responsibilities for safety and day to day implementation of a safety management system.
RPC	Regional Planning Council	Organizations designated by Florida law to provide planning and technical expertise to local governments in order to promote regional collaboration.
SHSP	Strategic Highway Safety Plan	This is a statewide and coordinated safety plan that provides a comprehensive framework for eliminating highway fatalities and reducing serious injuries on all public roads.
SIS	Strategic Intermodal System	A network of transportation facilities important to the state's economy and mobility. The SIS was created to focus the state's limited resources on the facilities most significant for interregional, interstate and international travel (Definition taken from FDOT - https://www.fdot.gov/planning/sis/default.shtm).
SOV	Single-Occupancy Vehicle	Any motor vehicle operated or driven by a single person.
STBG	Surface Transportation Block Grant Program	The STBG federal funding promotes flexibility in State and local transportation decisions and provides flexible funding to best address State and local transportation needs.
STIP	Statewide Transportation Improvement Program	The STIP is a statewide prioritized listing/program of transportation projects covering a period of four years that is consistent with the long-range statewide transportation plan, metropolitan transportation plans, and TIPs, and required for projects to be eligible for funding under title 23 U.S.C. and title 49 U.S.C. Chapter 53.
STP	Surface Transportation Program	Federal-aid highway funding program that supports a broad range of surface transportation capital needs, including many roads, transit, sea and airport access, vanpool, bike, and pedestrian facilities.

ACRYONYM	NAME	DESCRIPTION
TAC	Technical Advisory Committee	The Technical Advisory Committee provides technical expertise to the TPO by reviewing transportation plans, programs and projects primarily from a technical standpoint. The TAC is comprised of professional planners, engineers, and other state and local professionals.
TAMP	Transportation Asset Management Plan	The TAMP outlines the process for effectively operating, maintaining and improving the physical transportation assets in Florida (e.g., roads, bridges, culverts).
TAZ	Traffic Analysis Zone	A defined geographic area used to tabulate traffic-related land use data and forecast travel demand. Traffic Analysis Zones typically consist of one or more Census blocks/tracts or block groups.
TD	Transportation Disadvantaged	Transportation Disadvantaged includes individuals with physical and economic challenges and senior citizens facing mobility issues.
TDLCB	Transportation Disadvantaged Local Coordinating Board	The TDLCB coordinates transportation needs of the disadvantaged, including individuals with physical and economic challenges and senior citizens facing mobility issues. The Board helps the TPO identify local service needs of the Transportation Disadvantaged (TD) community to the Community Transportation Coordinator (CTC).
TDM	Transportation Demand Management	Programs designed to reduce demand for transportation through various means, such as the use of public transit and of alternative work hours.
TDP	Transit Development Plan	The Transit Development Plan (TDP) represents the community's vision for public transportation in the Ocala Marion TPO service area for a 10- year span. Updated every five years, the Plan provides a comprehensive assessment of transit services in Marion County. Specifically, the TDP details SunTran's transit and mobility needs, cost and revenue projections, and community transit goals, objectives, and policies.
TDSP	Transportation Disadvantaged Service Plan	The TDSP is a tactical plan outlining the services provided to the transportation disadvantaged population served by the Community Transportation Coordinator (Marion Transit). The TDSP is update every year, and also undergoes a major update every five years by the TPO.
TIP	Transportation Improvement Program	A TIP is a prioritized listing/program of transportation projects covering a period of five years that is developed and formally adopted by a TPO as part of the metropolitan transportation planning process, consistent with the metropolitan transportation plan, and required for projects to be eligible for funding under title 23 U.S.C. and title 49 U.S.C. Chapter 53.
TMA	Transportation Management Area	An urbanized area with a population over 200,000 (as determined by the latest decennial census) or other area when TMA designation is requested by the Governor and the TPO (or affected local officials), and officially designated by the Administrators of the FHWA and FTA. The TMA designation applies to the entire metropolitan planning area.
TMIP	Travel Model Improvement Program	TMIP supports and empowers planning agencies through leadership, innovation and support of planning analysis improvements to provide better information to support transportation and planning decisions.

ACRYONYM	NAME	DESCRIPTION
TOD	Transit Oriented Development	Transit-oriented development, or TOD, is a type of community development that includes a mixture of housing, office, retail and/or other amenities integrated into a walkable neighborhood and located within a half-mile of quality public transportation (Definition taken from Reconnecting America-www.reconnectingamerica.org).
TPM	Transportation Performance Management	FHWA defines Transportation Performance Management as a strategic approach that uses system information to make investment and policy decisions to achieve national performance goals.
TPO	Transportation Planning Organization	A TPO, also known as an MPO, is a forum for cooperative transportation decision-making for metropolitan planning areas. In order for a TPO to be designated, an urban area must have a population of at least 50,000 as defined by the US Census Bureau.
TRB	Transportation Research Board	The mission of the Transportation Research Board (TRB) is to promote innovation and progress in transportation through research.
TRIP	Transportation Regional Incentive Program	Created in 2005, the program provides state matching funds to improve regionally significant transportation facilities.
TTTR	Truck Travel Time Reliability Index	The Truck Travel Time Reliability Index (TTTR) is defined as the ratio of longer truck travel times (95th percentile) compared to normal truck travel times (50th percentile) on the interstate system.
UA	Urban Area	A statistical geographic entity delineated by the Census Bureau, consisting of densely settled census tracts and blocks and adjacent densely settled territory that together contain at least 50,000 people.
ULB	Useful Life Benchmark	The expected lifecycle or the acceptable period of use in service for a transit capital asset, as determined by the transit agency or by a default benchmark provided by the Federal Transit Administration.
UPWP	Unified Planning Work Program	UPWP means a Scope of Services identifying the planning priorities and activities to be carried out within a metropolitan planning area. At a minimum, a UPWP includes a description of planning work and resulting products, who will perform the work, time frames for completing the work, the cost of the work, and the source(s) of funds.
USC	United States Code	The codification by subject matter of the general and permanent laws of United States.
USDOT	United States Department of Transportation	When used alone, indicates the U.S. Department of Transportation. In conjunction with a place name, indicates state, city, or county transportation agency.
YOE	Year of Expenditure	The current dollar in the year (adjusted for inflation) during which an expenditure is made or benefit realized, such as a project being constructed.
VMT	Vehicle Miles Traveled	A measurement of miles traveled by vehicles within a specified region for a specified time period (Definition taken from Wikipedia).

APPENDIX C: PLANNING EMPHASIS AREAS



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

Office of the Administrator

1200 New Jersey Ave., SE
Washington, D.C. 20590

Federal Transit
Administration

December 30, 2021

Attention: FHWA Division Administrators
FTA Regional Administrators

Subject: 2021 Planning Emphasis Areas for use in the development of Metropolitan and Statewide Planning and Research Work programs.

With continued focus on transportation planning the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) Offices of Planning are jointly issuing updated Planning Emphasis Areas (PEAs). The PEAs are areas that FHWA and FTA field offices should emphasize when meeting with the metropolitan planning organizations, State departments of transportation, Public Transportation Agencies, and Federal Land Management Agency counterparts to identify and develop tasks associated with the Unified Planning Work Program and the Statewide Planning and Research Program. We recognize the variability of work program development and update cycles, so we encourage field offices to incorporate these PEAs as programs are updated.

Please note that this letter is intended only to provide clarity regarding existing requirements. It is not binding and does not have the force and effect of law. All relevant statutes and regulations still apply.

Sincerely,

Nuria Fernandez
Administrator
Federal Transit Administration

Stephanie Pollack
Acting Administrator
Federal Highway Administration

Enclosure

2021 Planning Emphasis Areas:

Tackling the Climate Crisis – Transition to a Clean Energy, Resilient Future

Federal Highway Administration (FHWA) divisions and Federal Transit Administration (FTA) regional offices should work with State departments of transportation (State DOT), metropolitan planning organizations (MPO), and providers of public transportation to ensure that our transportation plans and infrastructure investments help achieve the national greenhouse gas reduction goals of 50-52 percent below 2005 levels by 2030, and net-zero emissions by 2050, and increase resilience to extreme weather events and other disasters resulting from the increasing effects of climate change. Field offices should encourage State DOTs and MPOs to use the transportation planning process to accelerate the transition toward electric and other alternative fueled vehicles, plan for a sustainable infrastructure system that works for all users, and undertake actions to prepare for and adapt to the impacts of climate change. Appropriate Unified Planning Work Program work tasks could include identifying the barriers to and opportunities for deployment of fueling and charging infrastructure; evaluating opportunities to reduce greenhouse gas emissions by reducing single-occupancy vehicle trips and increasing access to public transportation, shift to lower emission modes of transportation ; and identifying transportation system vulnerabilities to climate change impacts and evaluating potential solutions. We encourage you to visit FHWA’s [Sustainable Transportation](#) or FTA’s [Transit and Sustainability](#) Webpages for more information.

(See [EO 14008](#) on “Tackling the Climate Crisis at Home and Abroad,” [EO 13990](#) on “Protecting Public Health and the Environment and Restoring Science to Tackle the Climate Crisis.” [EO 14030](#) on “Climate-Related Financial Risk,” See also [FHWA Order 5520](#) “Transportation System Preparedness and Resilience to Extreme Weather Events,” FTA’s “[Hazard Mitigation Cost Effectiveness Tool](#),” FTA’s “[Emergency Relief Manual](#),” and “[TCRP Document 70: Improving the Resilience of Transit Systems Threatened by Natural Disasters](#)”)

Equity and Justice⁴⁰ in Transportation Planning

FHWA Division and FTA regional offices should work with State DOTs, MPOs, and providers of public transportation to advance racial equity and support for underserved and disadvantaged communities. This will help ensure public involvement in the planning process and that plans and strategies reflect various perspectives, concerns, and priorities from impacted areas. We encourage the use of strategies that: (1) improve infrastructure for non-motorized travel, public transportation access, and increased public transportation service in underserved communities; (2) plan for the safety of all road users, particularly those on arterials, through infrastructure improvements and advanced speed management; (3) reduce single-occupancy vehicle travel and associated air pollution in communities near high-volume corridors; (4) offer reduced public transportation fares as appropriate; (5) target demand-response service towards communities with higher concentrations of older adults and those with poor access to essential services; and (6) consider equitable and sustainable practices while developing transit-oriented development including affordable housing strategies and consideration of environmental justice populations.

[Executive Order 13985](#) (*Advancing Racial Equity and Support for Underserved Communities*) defines the term “equity” as the consistent and systematic fair, just, and impartial treatment of all individuals, including individuals who belong to underserved communities that have been denied such treatment, such as Black, Latino, and Indigenous and Native American persons, Asian

Americans and Pacific Islanders and other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons; persons with disabilities; persons who live in rural areas; and persons otherwise adversely affected by persistent poverty or inequality. The term “underserved communities” refers to populations sharing a particular characteristic, as well as geographic communities, that have been systematically denied a full opportunity to participate in aspects of economic, social, and civic life, as exemplified by the list in the preceding definition of “equity.” In addition, [Executive Order 14008](#) and [M-21-28](#) provides a whole-of-government approach to advancing environmental justice by stating that 40 percent of Federal investments flow to disadvantaged communities. FHWA Division and FTA regional offices should work with State DOTs, MPOs, and providers of public transportation to review current and new metropolitan transportation plans to advance Federal investments to disadvantaged communities.

To accomplish both initiatives, our joint planning processes should support State and MPO goals for economic opportunity in disadvantaged communities that have been historically marginalized and overburdened by pollution and underinvestment in housing, transportation, water and wastewater infrastructure, recreation, and health care.

Complete Streets

FHWA Division and FTA regional offices should work with State DOTs, MPOs and providers of public transportation to review current policies, rules, and procedures to determine their impact on safety for all road users. This effort should work to include provisions for safety in future transportation infrastructure, particularly those outside automobiles.

A complete street is safe, and feels safe, for everyone using the street. FHWA and FTA seek to help Federal aid recipients plan, develop, and operate streets and networks that prioritize safety, comfort, and access to destinations for people who use the street network, including pedestrians, bicyclists, transit riders, micro-mobility users, freight delivery services, and motorists. The goal is to provide an equitable and safe transportation network for travelers of all ages and abilities, including those from marginalized communities facing historic disinvestment. This vision is not achieved through a one-size-fits-all solution – each complete street is unique and developed to best serve its community context and its primary role in the network.

Per the National Highway Traffic Safety Administration’s 2019 data, 62 percent of the motor vehicle crashes that resulted in pedestrian fatalities took place on arterials. Arterials tend to be designed for vehicle movement rather than mobility for non-motorized users and often lack convenient and safe crossing opportunities. They can function as barriers to a safe travel network for road users outside of vehicles.

To be considered complete, these roads should include safe pedestrian facilities, safe transit stops (if present), and safe crossing opportunities on an interval necessary for accessing destinations. A safe and complete network for bicycles can also be achieved through a safe and comfortable bicycle facility located on the roadway, adjacent to the road, or on a nearby parallel corridor. Jurisdictions will be encouraged to prioritize safety improvements and speed management on arterials that are essential to creating complete travel networks for those without access to single-occupancy vehicles.

Public Involvement

Early, effective, and continuous public involvement brings diverse viewpoints into the decisionmaking process. FHWA Division and FTA regional offices should encourage MPOs, State DOTs, and providers of public transportation to increase meaningful public involvement in transportation planning by integrating Virtual Public Involvement (VPI) tools into the overall public involvement approach while ensuring continued public participation by individuals without access to computers and mobile devices. The use of VPI broadens the reach of information to the public and makes participation more convenient and affordable to greater numbers of people. Virtual tools provide increased transparency and access to transportation planning activities and decisionmaking processes. Many virtual tools also provide information in visual and interactive formats that enhance public and stakeholder understanding of proposed plans, programs, and projects. Increasing participation earlier in the process can reduce project delays and lower staff time and costs. More information on VPI is available [here](#).

Strategic Highway Network (STRAHNET)/U.S. Department of Defense (DOD) Coordination

FHWA Division and FTA regional offices should encourage MPOs and State DOTs to coordinate with representatives from DOD in the transportation planning and project programming process on infrastructure and connectivity needs for STRAHNET routes and other public roads that connect to DOD facilities. According to the Declaration of Policy in 23 U.S.C. 101(b)(1), it is in the national interest to accelerate construction of the Federal-aid highway system, including the Dwight D. Eisenhower National System of Interstate and Defense Highways, because many of the highways (or portions of the highways) are inadequate to meet the needs of national and civil defense. The DOD's facilities include military bases, ports, and depots. The road networks that provide access and connections to these facilities are essential to national security. The [64,200-mile STRAHNET system](#) consists of public highways that provide access, continuity, and emergency transportation of personnel and equipment in times of peace and war. It includes the entire 48,482 miles of the Dwight D. Eisenhower National System of Interstate and Defense Highways and 14,000 miles of other non-Interstate public highways on the National Highway System. The STRAHNET also contains approximately 1,800 miles of connector routes linking more than 200 military installations and ports to the primary highway system. The DOD's facilities are also often major employers in a region, generating substantial volumes of commuter and freight traffic on the transportation network and around entry points to the military facilities. Stakeholders are encouraged to review the STRAHNET maps and recent Power Project Platform (PPP) [studies](#). These can be a useful resource in the State and MPO areas covered by these route analyses.

Federal Land Management Agency (FLMA) Coordination

FHWA Division and FTA regional offices should encourage MPOs and State DOTs to coordinate with FLMAs in the transportation planning and project programming process on infrastructure and connectivity needs related to access routes and other public roads and transportation services that connect to Federal lands. Through joint coordination, the State DOTs, MPOs, Tribal Governments, FLMAs, and local agencies should focus on integration of their transportation planning activities and develop cross-cutting State and MPO long range transportation plans, programs, and corridor studies, as well as the Office of Federal Lands

Highway's developed transportation plans and programs. Agencies should explore opportunities to leverage transportation funding to support access and transportation needs of FLMAs before transportation projects are programmed in the Transportation Improvement Program (TIP) and Statewide Transportation Improvement Program (STIP). Each State must consider the concerns of FLMAs that have jurisdiction over land within the boundaries of the State (23 CFR 450.208(a)(3)). MPOs must appropriately involve FLMAs in the development of the metropolitan transportation plan and the TIP (23 CFR 450.316(d)). Additionally, the Tribal Transportation Program, Federal Lands Transportation Program, and the Federal Lands Access Program TIPs must be included in the STIP, directly or by reference, after FHWA approval in accordance with 23 U.S.C. 201(c) (23 CFR 450.218(e)).

Planning and Environment Linkages (PEL)

FHWA Division and FTA regional offices should encourage State DOTs, MPOs and Public Transportation Agencies to implement PEL as part of the transportation planning and environmental review processes. The use of PEL is a collaborative and integrated approach to transportation decisionmaking that considers environmental, community, and economic goals early in the transportation planning process, and uses the information, analysis, and products developed during planning to inform the environmental review process. PEL leads to interagency relationship building among planning, resource, and regulatory agencies in the early stages of planning to inform and improve project delivery timeframes, including minimizing duplication and creating one cohesive flow of information. This results in transportation programs and projects that serve the community's transportation needs more effectively while avoiding and minimizing the impacts on human and natural resources. More information on PEL is available [here](#).

Data in Transportation Planning

To address the emerging topic areas of data sharing, needs, and analytics, FHWA Division and FTA regional offices should encourage State DOTs, MPOs, and providers of public transportation to incorporate data sharing and consideration into the transportation planning process, because data assets have value across multiple programs. Data sharing principles and data management can be used for a variety of issues, such as freight, bike and pedestrian planning, equity analyses, managing curb space, performance management, travel time reliability, connected and autonomous vehicles, mobility services, and safety. Developing and advancing data sharing principles allows for efficient use of resources and improved policy and decisionmaking at the State, MPO, regional, and local levels for all parties.

Florida Planning Emphasis Areas 2021

The Florida Department of Transportation (FDOT) Office of Policy Planning develops *Planning Emphasis Areas* on a two-year cycle in coordination with the development of metropolitan planning organizations' (MPOs) respective Unified Planning Work Programs (UPWPs). Emphasis areas set planning priorities, support the Florida Transportation Plan, and give importance to topic areas which MPOs are encouraged to address as they develop their planning programs. Implementation of the seven (7) goals of the Florida Transportation Plan requires embracing innovation; extensive collaboration across jurisdictions, modes and disciplines; an emphasis on customer service; data and performance feedback; and strategic investments for the efficient and effective allocation of resources.

Florida MPOs should consider emphasizing the following four (4) planning topics when updating their UPWPs.

Safety

The Florida Transportation Plan and the State's Strategic Highway Safety Plan place top priority on safety, with a state target of zero traffic fatalities and serious injuries. In addition to adopting safety targets, the MPOs must show how their Long Range Transportation Plan (LRTP) and priority projects in their Transportation Improvement Program (TIP) support progress toward those targets. The UPWP should consider enhancements to data analyses and community involvement to better inform the identification and prioritization of safety projects.

Equity

Executive Order 14008, [*Tackling the Climate Crisis at Home and Abroad*](#), created the "Justice40 Initiative" that aims to deliver 40 percent of the overall benefits of relevant federal investments to disadvantaged communities. This initiative supports Executive Order 13985, [*Advancing Racial Equity and Support for Underserved Communities Through the Federal Government*](#), outlines federal policy and defines equity as the consistent and systematic fair, just, and impartial treatment of individuals. The Florida Transportation Plan seeks transportation choices that improve accessibility and equity by including a key strategy to enhance affordable transportation, service, and information access options for all ages and abilities and throughout underserved communities. The MPOs are key to identifying and implementing improvements based on data-driven project prioritization that considers not only impacts of transportation projects on a community, but also benefits of projects that can enhance opportunities for a community. The UPWP should address approaches to furthering transportation equity.

Resilience

With the passage of the FAST Act, resilience was introduced as a federal planning factor: "Improve the resilience and reliability of the transportation system and mitigate stormwater impacts of surface transportation." Resilience is defined as the ability to adapt to changing



conditions and prepare for, withstand, and recover from disruption. These conditions can encompass a wide variety of environmental, technological, economic, or social impacts.

MPOs can address resilience within their planning processes by leveraging tools such as the *FHWA Resilience and Transportation Planning Guide* and the *FDOT Quick Guide: Incorporating Resilience* in the MPO LRTP. It should be noted that while these documents focus primarily on the development of MPO LRTPs and TIPs, addressing resilience should be a consideration within every planning document prepared by an MPO. MPOs should place a particular emphasis on coordination with agency partners responsible for natural disaster risk reduction, or who may be developing local resilience planning initiatives. Additionally, MPOs should consider the additional costs associated with reducing vulnerability of the existing transportation infrastructure. Proactive resiliency planning will help the MPO develop planning documents that are ultimately more realistic and cost-effective.

Emerging Mobility

Advances in communication and automation technology result in new mobility options, ranging from automated and connected transport, electric vehicles, ridesharing, and micro-mobility, to flying cars and space travel. These changes may be disruptive and transformational, with impacts to safety, vehicle ownership, travel capacity, vehicle miles traveled, land-use, transportation design, future investment demands, supply chain logistics, economy, and the workforce. Implementation of all seven goals of the Florida Transportation Plan can be furthered through both the transformation of major corridors and hubs and the expansion of transportation infrastructure to embrace and support the adoption of emerging mobility.

The UPWP should recognize the important influence of emerging mobility on the multi-modal transportation system and include related planning studies, collaboration efforts, research, or other activities.

Contact Information:

Abra Horne, FDOT, Metropolitan Planning Administrator

850-414-4901

Abra.Horne@dot.state.fl.us



Florida Department of Transportation
District Five

District Planning Activities

At Florida Department of Transportation (FDOT), our mission is to provide a safe transportation system that ensures the mobility of people and goods, enhances economic prosperity, and preserves the quality of our environment and communities. In order to achieve FDOT's mission and to remain one of the top DOTs in the country, FDOT Secretary Kevin J. Thibault has implemented the department's Vital Few: **Improve Safety, Enhance Mobility, Inspire Innovation, and Foster Talent**. These four core areas should be at the forefront of everything we do as we continue to serve the residents and visitors of Florida. We should always strive to improve safety for all road users, enhance mobility for a growing Florida, inspire innovation within the transportation industry and foster talent within our agency by attracting the best and brightest employees in the nation.

Improve Safety

FDOT's mission and top priority is to create a safe, efficient transportation system for all road users in the state of Florida. To continually improve the safety of the traveling public, FDOT participates in several safety campaigns throughout the year, consistently spreads awareness of safety practices through its communication and social media channels, and follows safety standards in every project, every time. FDOT supports the mission of Vision Zero by implementing Target Zero initiatives and by collaborating with our partners to reach zero fatalities and serious injuring on all roads in Florida.

- Incorporate safety into all planning activities for all modes
 - Corridor studies
 - Bicycle and Pedestrian plans and projects
 - Transit plans and projects
 - Operational improvements
 - Intersection safety
 - Rail safety
 - Establish target speed for corridors and projects
- Develop and maintain District safety plans
- State Highway Safety Plan
- Safety Campaigns:
 - Target Zero
 - Alert Today Florida
 - Safe Mobility for Life
- Safety Emphasis Areas
 - Aggressive driving
 - Aging road users and teen drivers
 - Distracted driving



Florida Department of Transportation
District Five

- Impaired driving
- Intersection crashes
- Lane departure crashes
- Traffic records data
- Vulnerable road users
- Speed Management
- Crash data

Enhance Mobility

As Florida continues to gain more than 600 residents a day and welcomes more than 126 million annual visitors, it is essential to enhance mobility throughout the state to accommodate its consistent and rapid growth. The Florida Department of Transportation is committed to continuing to enhance our state's transportation system to fit the current and future needs of our residents and visitors. Whether that's through the expansion or enhancement of existing roadways or increased multimodal options, we are committed to building the Florida of the future.

- Systems Planning
 - Travel demand model development
 - Interchange analysis and reviews
 - Level of Service (LOS)
 - Growth management reviews (traffic impact analysis)
 - System maintenance
 - GIS application development and data maintenance
 - Management of data and statistics (track trends)
 - Traffic count program
 - Functional classification
 - Incorporate CAV technology into infrastructure improvements
- Modal Development
 - Incorporate all modes into planning activities
 - Corridor studies that integrate transportation and land use
 - Bicycle and pedestrian facilities
 - Filling gaps in the network
 - Improvements and enhancements included with all plans and projects
 - Multi use trails and side paths
 - Connections to transit
 - Public transit
 - Increasing accessibility to transit routes
 - Commuter Assistance Program
 - Transit agency program management and technical assistance



Florida Department of Transportation
District Five

- Administration/Program Management of state and federal transit funds
- Assistance to develop transit plans
 - Transit Development Plan (TDP)
 - Transit Asset Management
 - Title VI
 - Transit Disadvantaged Service Plan (TDSP)
- Fixed Guideway Systems
 - Greater Orlando Area Airport (GOAA)
 - SunRail
- Triennial safety audits
- Transportation Disadvantaged Local Coordinating Boards
- Freight and goods movement
 - District Freight Plan
 - Truck Parking Feasibility Studies
 - Sub-area Freight Studies
- SunRail
- Context Classification
- Incident management
- Active work zone management
- Incorporate TSM&O strategies
- Expand flexibility of funding to support multimodal projects
 - District allocation of state funds for transit operations

Inspire Innovation

Since it was created, FDOT has been consistently creating innovative solutions to solve transportation challenges throughout the state and has become a leader in transportation across the country. The transportation industry is evolving at a rapid pace, and one of our goals at FDOT is to inspire innovation in everything we do. FDOT is proud to employ some of the best and brightest individuals. In order to continue to provide a safe, efficient transportation system for Florida's residents and visitors and prepare for the future, FDOT encourages every employee to think outside of the box. From the everyday processes we use to complete our work to incorporating the latest technologies, let us be forward-thinking in all we do.

- Improve innovation process
 - Ideation approach
 - Incorporate innovation into all FDOT activities and function
- Training
- Data needs and sharing
- Launch platform to engage FDOT staff



Florida Department of Transportation
District Five

- Innovator Teams
- Migrate ideas
- Monitor and report
 - Develop reports
 - Share information

Additional Planning Activities

- MPO Program Management
 - Administration of MPO program and federal funds
 - District Liaison support for MPOs and local governments
 - Technical assistance for development and maintenance of MPO plans and documents
 - UPWP
 - LRTP
 - TIP
 - Agreements
 - Monitoring of program
 - Financial management and oversight
 - Annual Joint MPO Certification
- Regional Planning
 - Support and participate in advisory role to regional boards and committees
 - Regional studies
 - Truck parking
 - Freight and goods movement
 - Multimodal
 - Regional project priorities
- Environmental Management
 - Enhance planning and environmental linkages (PEL)
 - ETDM process
 - Planning consistency
 - PD&E studies

APPENDIX D: PUBLIC NOTICES AND PARTNER AGENCY COMMENTS

To be Inserted in Adoption Version

APPENDIX E: COST ALLOCATION AND STAFF SERVICES AGREEMENT

Marion County Board of County Commissioners
Detail of Cost Allocation
Rev- Fiscal Year 2020-21

62,074 56,255 54,220
- 0 -

BR407, 408, 409 BR407, 408, 409 **BR407, 408, 409**

Type of Central Service		TPO 2021-22	TPO 2022-23	TPO 2023-24
AA101513	Independent Audit Fee	346	230	258
9242	Clerk of the Circuit Court - Finance	5,790	6,098	7,032
9252	Clerk of the Circuit Court - Internal Auditor	1,040	758	599
9262	Clerk of the Circuit Court - Budget	13,592	10,271	9,941
9203	BCC Records	614	712	849
9552	Records Center	-	-	-
AA103514	County Attorney	155	171	178
AA105512	County Administration	5,151	4,766	5,541
AA174516	Information Systems	23,367	15,121	11,291
AA170513	Human Resources	3,374	3,032	1,875
AA176513	Procurement	186	6,203	7,342
AA172562	Human Resources - Clinic	103	-	-
AA180519	Facilities Management	8,356	8,894	9,313
AA310529	Public Safety Radio	-	-	-
AA410513	MSTU / Assessments Office	-	-	-
	Tax Collector (Assessment)	-	-	-
	Property Appraiser (Assessment)	-	-	-
	Total Costs Identified	\$ 62,074	\$ 56,255	\$ 54,220
	Identified Costs not Allocated	-	-	-
	Actual Budgeted Allocation	\$ 62,074	\$ 56,255	\$ 54,220

Thank you,
Jaime



Jaime McLaughlin

Assistant Director, Budget Division

[352-671-5507](tel:352-671-5507) |

JaimeM@marioncountyclerk.org

Office of Gregory C. Harrell

Marion County Clerk of Court and Comptroller

PO Box 1030, Ocala FL 34478-1030

352-671-5604 | www.marioncountyclerk.org

"Here to serve and protect the public trust"

STAFF SERVICES AGREEMENT

THIS STAFF SERVICES AGREEMENT is made and entered into this 21 day of January, 2020 between the Ocala/Marion County Transportation Planning Organization, created and operating pursuant to Section 339.175, Florida Statutes (hereinafter called the "TPO"), and the Marion County Board of County Commissioners, a political subdivision of the State of Florida (hereinafter called the "COUNTY").

WITNESSETH:

WHEREAS, 23 U.S.C. 134 and Section 339.175, Florida Statutes provides for the designation of a metropolitan planning organization for each urbanized area of the state; and

WHEREAS, pursuant to Section 339.175(4), F.S., the Governor, by letter dated the 13th day of February 2014, approved the apportionment and boundary plan submitted by the TPO; and

WHEREAS, the TPO, pursuant to the power conferred upon it by Section 339.175(6)(g), Florida Statutes, and Section 5.00 of the Interlocal Agreement between Marion county, the City of Ocala, the City of Belleview, and the City of Dunnellon, and the Florida Department of Transportation, (FDOT), dated May 18, 2004, as amended, may enter into agreements with local agencies to utilize the staff resources of such agencies or for the performance of certain services by such agencies; and

WHEREAS, pursuant to Section 339.175(2)(b), Florida Statutes, the TPO is an independent governmental entity separate and distinct from the COUNTY; and

WHEREAS, the TPO is desirous of obtaining certain services from the COUNTY to assist with the TPO functions of managing the continuing, cooperative and comprehensive transportation planning process as mandated by State and Federal law; and

WHEREAS, it is deemed by the parties to be appropriate and necessary that the duties and obligation of the TPO and the COUNTY in relation to the staffing of the TPO be defined and fixed by formal agreement.

NOW, THEREFORE, in consideration the mutual covenants, premises, and representations herein, the parties agree as follows:

1. **Purpose.** For the reasons recited in the preamble, which are hereby adopted as part thereof, this Staff Services agreement (Agreement) is to provide for professional services to carry out the term of the Intergovernmental Coordination and Review and Public Transportation Coordination Joint Participation Agreement, dated September 19, 2017 between the TPO and the FDOT and to provide personnel for the administration of the TPO.
2. **Scope of Services.** It is agreed by the COUNTY that it shall support the TPO with the staff necessary for professional, technical, administrative, and clerical services, office and other space, and other incidental items as may be required and necessary to manage the business and affairs of the TPO and to carry on the transportation planning and programming process specified by the Transportation Planning Joint Participation Agreement; provided, it is understood and agreed that, unless otherwise provided for, the performance of such service and functions shall be limited to those specified and allocated in the TPO's federally approved two-year Unified Planning Work Program (UPWP) budget and all approved budgets and management reports under Federal or State grant contracts with the TPO. The UPWP shall be prepared by the TPO support Staff in cooperation

with all related State and Federal agencies and TPO committees in accordance with the rules and regulations governing the TPO and shall be subject to the approval of the TPO Governing Board before submittal to State or Federal Agencies.

3. **Cost Allocation.** The TPO shall be responsible for all direct and indirect costs of services provided by the COUNTY. A Cost Allocation Plan will be maintained and updated to identify the costs to the TPO for the use of COUNTY facilities, resources and staff services during each fiscal year. A cost allocation rate will be monitored by the Budget Office of the Clerk of the Circuit Court to specifically reflect the TPO organizational needs and staff size, including occupation of office space at the Marion County Growth Services Building.

4. **TPO Director.** The TPO Director shall be selected by the TPO Governing Board. Pursuant to Section 339.715(6)(g) Florida Statutes, the TPO Director shall report directly to the TPO Governing Board for all matters relating to the administration and operation of the TPO. **The County Administrator shall serve as a resource to assist the TPO Director in the execution of the TPO's operations and priorities.** The TPO Director shall be responsible for the development of an appropriate organizational structure to carry out the responsibilities set forth in this Agreement, development of procedures to monitor and coordinate the planning process, as well as the overall administration of TPO programs. Addition of new personnel shall be subject to approval of the TPO Governing Board. The TPO chairman and his/her designee shall be responsible for the annual performance evaluation of the TPO Director using the standard COUNTY performance evaluation process.

5. **TPO Personnel.** The TPO Director shall be responsible for full oversight and supervision of TPO support staff. Subject to TPO Governing Board approval and within the existing COUNTY's Job Classifications Plan, the TPO Director responsibilities include adding or deleting staff or staff positions, adjusting responsibilities and salaries, and to recommend through the COUNTY HR department when to hire, terminate, discipline or suspend personnel in accordance with the rules and procedures established in the COUNTY's Employee Handbook. TPO support staff, as COUNTY employees, shall abide by the COUNTY's Employee Handbook. When the TPO Governing Board approves TPO personnel changes, all records shall be submitted to the COUNTY for documentation purposes only and no further action shall be necessary by the COUNTY.

5.1 The TPO Director shall be responsible for submitting all the necessary information to establish job descriptions and pay grades within the COUNTY's Job Classification Plan for TPO positions. Each pay grade will define a minimum, mid-point and a maximum for the position. The TPO Director shall be responsible for coordinating with Marion County Human Resources to determine the salary for new hires up to 75% of the paygrade range in accordance with the rules and procedures established in the COUNTY's Employee Handbook.

7. **Legal Representation.** The TPO shall utilize the services of the COUNTY's attorney as needed. The TPO may employ special legal counsel for specific needs when it is deemed necessary.

9. **Financial Administration**

9.1 The records and accounts of the TPO including receipts, expenditures and deposits shall be administered by the TPO support staff with final processing of such by the COUNTY. The COUNTY shall include TPO revenues and expenditures in the COUNTY budget, and will authorize the Marion County Clerk of the Circuit Court

without further action by the COUNTY to pay expenses from the appropriated funds subject to reimbursement, subject to meeting all appropriate State and Federal Regulations. .

- 9.2 Contracts and bids for the purchase of materials and services shall be in accordance with COUNTY procedures for the same purposes. The TPO shall follow the County Procurement process for all contracts and bids. The TPO Director and TPO Governing Board shall review and approve all Requests for Proposals (RFP) and subsequent contracts. Subject to meeting all appropriate State and Federal Regulations, when the TPO Governing Board approves a contract or bid, all records shall be submitted to the COUNTY for documentation purposes only and no further action shall be necessary by the COUNTY.

10. **Asset Management.** All equipment and supplies purchased by the TPO with federal funding are the property of the TPO. The TPO will maintain a property inventory per federal regulations [C.F.R.200.313(d)], and update at least once every two years. Any disposition of TPO property with assistance or support by the COUNTY must be approved by the TPO and in accordance with federal regulation outlined in 2 C.F.R.200.313(3).

11. **Training.** Pursuant to Section 339.715(6)(h) Florida Statutes, the TPO shall provide training opportunities and training funds specifically for local elected officials and others who serve on the TPO Governing Board. These training opportunities may be conducted by the TPO or through statewide and federal training programs and initiative that are specifically designed to meet the needs of TPO Governing Board members.

12. **Travel.** All travel by TPO personnel and Governing Board members shall be approved by the TPO Director. All travel by the TPO Director shall be approved by the TPO Board. All travel expenses shall be paid consistent with the provisions of Section 112.061, Florida Statutes. The TPO shall pay all Class "C" travel expenses, as defined in Section 112.061, in accordance with the policies established in the UPWP. The COUNTY shall have no function or responsibility with respect to the approval of travel of any TPO staff or Governing Board members.

12.1 Each year the TPO Governing Board shall follow the per diem rates outlined in the TPO Travel Policy as part of the annual UPWP process.

13. **Reimbursement to Marion County.** The TPO hereby agrees that it shall reimburse the COUNTY for all services rendered under this Agreement as specified in the UPWP budget and all approved budgets under Federal or State grant contracts. The determination of eligible costs shall be in accordance with 23 CFR Section 420, Federal Management Circular (FMC) 74-4, as appropriate.

14. **Local Share.** The COUNTY will provide cash for the required match for Federal funds from the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA).

15. **Invoices and Progress Reports.** The TPO shall provide to the FDOT or appropriate Federal agencies progress reports and an invoice for reimbursement for all Federal grants with FHWA and FTA. The progress reports and invoices shall be in sufficient detail for audit purposes.

16. **Payment.** Payment to the COUNTY of any and all monies by the TPO is contingent upon the TPO first receiving the funds for the work tasks from the FDOT, FHWA, or FTA.

17. **Information and Reports.** The TPO will provide all required information and reports and will permit access to its books, records, accounts, and other sources of information, and its facilities as may be determined by FDOT, FHWA, or FTA to be pertinent to ascertain compliance with such regulations, orders and instructions. The TPO shall adhere to Chapter 119 Florida Statutes regarding public records. Where any information required of the TPO is in the exclusive possession of another who fails or refuses to furnish this information, the TPO shall certify to FDOT, FHWA, or FTA as appropriate, and shall set forth what efforts it has made to obtain the information.

18. **Amendment of Agreement.** The COUNTY and the TPO may, upon initiation of either party, amend this Agreement to cure any ambiguity, defect, omission or to grant any additional powers, or to confer additional duties which are consistent with the intent and purpose of this Agreement subject to formal approval by resolution of each party.

19. **Effective Date and Term.** This Agreement shall become effective on January 28, 2020 upon approval by the TPO and the Marion County Board of County Commission and remain in effect for a period of five years. At that time, the TPO shall review this Agreement to determine if any changes are warranted.

20. **Termination.** Either party may terminate this Agreement by providing written notice of intent to terminate to the other party at least ninety (90) days prior to the then current fiscal year; provided, that financial commitments made prior to termination are effective and binding for their full term and amount regardless of termination. The effective date of any termination shall be the end of the then current fiscal year, unless both parties agree to an alternative date of termination.

IN WITNESS WHEREOF, the undersigned parties have caused this Staff Services Agreement to be duly executed in their behalf this 21 day of January, 2020.

MARION COUNTY BOARD OF
COUNTY COMMISSIONERS

By: Kathy Bryant
Kathy Bryant, Chairman

OCALA / MARION COUNTY
TRANSPORTATION PLANNING
ORGANIZATION

By: Jeff Gold
Jeff Gold, TPO Chair

ATTEST: David R. Ellspermann
David R. Ellspermann,
Marion County Clerk of the
Circuit Court

ATTEST: John Beut
TPO Director

Approved as to form and legality

Mathew G. Minter
Mathew G. Minter, County Attorney

APPENDIX F: TPO TRAVEL POLICY

Ocala Marion County Transportation Planning Organization



Travel Policy

Resolution
No. 22-6

RESOLUTION OF THE OCALA/MARION COUNTY TRANSPORTATION PLANNING ORGANIZATION (TPO)
ENDORING THE ADOPTION OF THE TPO TRAVEL POLICY

WHEREAS, the Ocala/Marion County Transportation Planning Organization, designated by the Governor of the State of Florida as the Metropolitan Planning Organization (MPO) and body responsible for the urban transportation planning process for the Ocala/Marion County area; and

WHEREAS, Florida Statutes Section 112.061(14) allows TPO/MPOs to establish rates that vary from the standard state per diem rates by enactment of a resolution, provided that the rates apply uniformly to all travel by the entity; and

WHEREAS, the policies and procedures concerning the reimbursement of travel expenses are outlined in the TPO Travel Policy, updated and approved by the TPO Board on February 22, 2022.

NOW THEREFORE BE IT RESOLVED by the Ocala/Marion County Transportation Planning Organization adopts the TPO Travel Policy.

CERTIFICATE

The undersigned duly qualified and acting Chairman of the Ocala/Marion County Transportation Planning Organization hereby certifies that the foregoing is a true and correct copy of a Resolution adopted at a legally convened meeting of the Ocala/Marion County Transportation Planning Organization held on this 26th day of April 2022.

By: 
Ire Bethea Sr., Chair

Attest: 
Rob Balmes, Director

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Section 1: General

1.1 Purpose

To establish policies and procedures for the payment and/or reimbursement of expenses incurred while traveling on official TPO business.

1.2 Scope and Applicability

These regulations apply to all travel for TPO employees, elected and appointed officials, advisory board members, volunteers, and all others who are authorized to travel on official TPO business.

1.3 Roles and Responsibility

1) Director

- a) Ensure all travel expenditures have been budgeted.
- b) Ensure that travel is related to TPO business and expenses are reasonable and necessary in accordance with this policy.
- c) Ensure that travelers understand their responsibilities and initiate the appropriate action when procedures are not followed.
- d) Review travel related documentation to ensure that travelers have adhered to the travel policy.
- e) Ensure that accurate and complete Travel Expense Reports are submitted in accordance with the schedule established in this policy.
- f) Authorize travel and approve the Travel Expense Report.
- g) Retain Travel Expense Report and backup information subject to audit.

2) Travelers

- a) Exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business.
- b) Be knowledgeable of and adhere to the requirements set forth in this policy.
- c) Submit Travel Expense Report within 15 business days after the completion of travel that documents all expenses related to the total cost of travel.

1.4 Authorizations

- 1) Every traveler should seek approval from the Director prior to incurring any expenses.
- 2) Travel must be necessary for the proper execution of official TPO business. Meetings and conferences must be of a professional nature that will increase the attending individual's value to the TPO.
- 3) Upon the completion of travel, a Travel Expense Report will be completed and the following will review the request for compliance with the TPO's travel policy.
 - a) Director will be approved by the TPO Board.
- 4) Travel Advances are considered the exception, not the rule. If a travel advance is necessary, it must be approved by the Director. The traveler is responsible to submit this request the Friday prior to the scheduled payroll run.
- 5) A payroll deduction will automatically be made if a travel advance is outstanding for more than 30 days, and is directly attributed to the traveler's failure to properly file the Travel Expense Report.

1.5 Procurement Card Use

- 1) The procurement card (P-card) shall be used to pay for airline tickets, lodging, car rental, and registration fees whenever possible. If the traveler does not possess a P-card and someone else within their department does, the cardholder may elect to authorize these charges on their P-card.
- 2) The P-card SHALL NOT BE used for expenses that are reimbursed to the traveler at a flat rate, e.g. meals and mileage.
- 3) The P-card may be used to purchase gas when the traveler is using a Marion County or rental vehicle for out-of-town travel.
- 4) The traveler is responsible for documenting and submitting copies of these receipts on the Travel Expense Report.

1.6 Missing Receipts

If travel expense receipts are lost or stolen, a reasonable attempt to obtain duplicate receipts must be made. If duplicates cannot be secured, a statement of the facts explaining the incident must accompany the completed Travel Expense Report.

1.7 Letter of Agreement

When an employee attends advanced-level training that exceeds \$2,000 and leaves the TPO before the end of one year after completion of training, the traveler will be required to enter into a

contractual agreement to reimburse the TPO on a pro-rated basis for travel expenses as defined in the Marion County Employee Handbook and the Marion County Training Reimbursement Policy and Agreement.

Advanced-level training is training that is not required by the Director and will enhance an employee's abilities and/or advance their career.

Section 2: Travel Expense Requirements/Guidelines

2.1 General Principles

- 1) The traveler shall be reimbursed for authorized expenses that are in compliance with the requirements of this policy and are associated with an approved trip.
- 2) Travel arrangements should be made as early as possible to take advantage of early discounts and advance purchase prices.
- 3) When online travel is available, unless otherwise approved by Director, travel will not be permitted. Arrangements associated with the travel shall be the most economical available and result in the shortest "time-away".
- 4) Reimbursement is limited to the traveler only. The TPO will not reimburse any expenses for a traveler's spouse and family.
- 5) The TPO is exempt from the Florida Sales Tax. The traveler must print a copy of the tax exemption certificate prior to traveling in order to obtain the exemption. The traveler is responsible for taxes charged unless there is a written justifiable explanation of the facts.
- 6) Any travel associated with grants or other funding sources must comply with all provisions stipulated by the sponsoring agency or with all provisions of this travel policy if more restrictive. If the sponsoring agency's provisions are more restrictive than this policy, TPO policy will take precedence and the TPO will compensate for the difference.
- 7) Any advance or reimbursement due to the employee will be paid through the employee's payroll direct deposit as a non-taxable reimbursement. Same day travel meals described in Section 2.4.3 will be processed through payroll also, but as a taxable fringe benefit (per IRS regulations). IRS rules will prevail over the taxability of reimbursements.
- 8) Travelers must submit a complete Travel Expense Report that includes all travel related expenses such as, registration, gas, mileage, lodging, meals, tolls, parking fees, or rental car for trips outside of Marion County.

2.2 Registration Fees

- 1) Fees should only be paid after the proper travel authorization is secured.
- 2) Fees for registration, including meals and other programmed affairs sponsored by a conference or convention organization, shall be prepaid whenever possible. The use of the P-card for this expense is the preferred method of payment. A traveler can be reimbursed if a paid receipt is presented.
- 3) Payment for registration fees will be written directly to the sponsoring organization. The traveler is responsible to disburse backup documentation to the organization.
- 4) The TPO will not pay fees associated with entertainment events/dinners that are optional and not included as a part of the registration fee. These fees should not be charged to the P-card.
- 5) For payment to be advanced or reimbursed, a traveler must submit a copy of the agenda, or a certificate of attendance.

2.3 Transportation

- 1) Commercial Air Travel
 - a) Coach fare class shall be taken for all travel by air.
 - b) If air travel is booked via the Internet, the confirmation notice that states the amount shall be submitted to verify the cost.
 - c) Ticket insurance and additional accident or life insurance for persons traveling by commercial air travel will not be reimbursed.
 - d) The actual cost incurred for parking a private vehicle at the airport while the traveler is away shall be reimbursed. A receipt is required.
- 2) TPO Vehicle
 - a) The use of TPO-owned vehicles must be authorized by the Director.
 - b) When transportation is by a TPO-owned vehicle, reimbursable expenses will be limited to actual costs incurred for fuel, oil, and necessary vehicular maintenance and repairs supported by receipt or invoice; however, the P-card is the preferred method of payment for these expenses.
 - c) Parking tickets and moving vehicle citations are the responsibility of the traveler.
- 3) Privately Owned Automobile
 - a) The use of a privately-owned vehicle requires Director approval. Mileage reimbursement for use of a privately-owned vehicle will not be authorized without Director approval.
 - b) The traveler is entitled to a mileage allowance not to exceed IRS guidelines.
 - c) The individual operating the privately owned vehicle must possess a valid driver's license and the

vehicle must be insured with the minimum required insurance for the State of Florida.

- d) The mileage reimbursed shall be reasonable and comparable to other methods of travel. If MapQuest or another similar source is used, a printout substantiating the mileage claim should be attached to the Travel Expense Report.
- e) The mileage allowable will be from the traveler's official headquarters or point of origin, whichever is less, to the destination point. The official headquarters is defined as the traveler's normal work place or if there is no normal work place, the departmental headquarters location.
- f) A reasonable amount of vicinity travel is reimbursable to the traveler. Reasonable vicinity mileage is considered less than 25 miles per travel period. Requests for vicinity mileage exceeding 25 miles should be accompanied by a written explanation from the traveler substantiating the mileage claim.
- g) If there are multiple travelers going to the same destination, carpooling is required unless specifically authorized by the Director. If there are multiple travelers riding in the same privately owned vehicle, only one individual will be reimbursed for mileage.
- h) Employees receiving a vehicle allowance as part of their salary package are entitled to reimbursement for mileage when using their personal vehicle outside of Marion County.
- i) Parking tickets and moving vehicle citations are the responsibility of the traveler.

4) Rental Vehicle

- a) A vehicle may be rented when deemed appropriate by the Director. The use of rental vehicles should be limited to those instances where Marion County, privately owned vehicles or reasonable public transportation is unavailable.
- b) Whenever possible, the State contract for rental cars should be utilized.
- c) Maximum reimbursement for rental cars will be limited to the mid-size sedan rate or a vehicle with a comparable rate.
- d) Travelers utilizing rental cars will be reimbursed for gasoline if receipts are provided; however, the P-card is the preferred method of payment.
- e) Collision-damage waivers are recommended to be purchased when obtaining a rental vehicle. Marion County also has a self-insured program to cover claims.
- f) If a rental vehicle is booked via the Internet, the confirmation notice that states the amount shall be submitted to verify the cost. A receipt shall also be submitted upon return.

2.4 Meals and Incidentals

- 1) Employees shall be paid per diem for TPO related travel in accordance with U.S. General Services Administration (GSA). The most current meal and incidental allowances for standard and specified rates are provided at: www.GSA.gov/travel-resources.
- 2) No receipts for meals are required.

- 3) Meals for same day travel, which do not require an overnight stay, are allowed as provided in section 2.8.3 of this policy. Reimbursements granted will be a taxable fringe benefit (per IRS regulations) and will be included in your payroll direct deposit as taxable.
- 4) **The TPO, at its discretion, may allow employees to claim a meal allowance at an event with a meal(s) included as part of the registration fee if:
 - a. You are unable to consume the furnished meal(s) because of medical requirements or religious beliefs.
 - b. You requested specific approval to claim the full meal allowance prior to your travel.
 - c. You have made a reasonable effort to make alternative meal arrangements, but were unable to do so.
 - d. You purchased substitute meals in order to satisfy your medical or religious requirements.
- 5) At the TPO's discretion, you may also claim the full meal allowance if you were unable to take part in an event furnished meal due to the conduct of official business.

2.5 Lodging

- 1) The use of the P-card for this expense is the preferred method of payment.
- 2) The lodging expense is limited to single occupancy or occupancy shared with another TPO traveler.
- 3) Lodging costs in excess of the single room rate will not be reimbursed except when the additional occupant is an authorized TPO traveler.
- 4) If a hotel is booked via the Internet, the confirmation notice that states the amount shall be submitted to verify the cost.
- 5) Requests for reimbursement for lodging must be accompanied by an itemized paid receipt from the hotel, motel, etc. Extended stays must be paid by the traveler.

**Source: General Services Administration (GSA) Subchapter B-Allowable Travel Expenses- <https://www.gsa.gov/policy-regulations/regulations/federal-travel-regulation-ftr/i1206091#i1204040>

2.6 Miscellaneous Expenses

- 1) Communication expenses, including charges for telephone, facsimile, and internet access, to conduct official TPO business with the traveler are reimbursable if a receipt is provided.
- 2) Bridge, road, and tunnel tolls will be reimbursed when receipts are provided.
- 3) Parking charges will be reimbursed. Receipts for all parking charges must be provided. Parking meter charges will be paid without receipts if reasonable and approved by the Director.
- 4) Any other reasonable expense not otherwise provided for but incurred for the benefit of the TPO, will be reimbursed if receipts are provided and approved by the Director.

2.7 Nonrefundable Travel Expenses in Connection with Canceled Travel

- 1) Reimbursement for prepaid travel expenses may be allowed when the travel is canceled for legitimate reasons. Only the portion of the prepaid expenses that is nonrefundable is reimbursable.
- 2) The originating department shall be responsible for requesting a refund (full or partial) of expenses paid in advance by the TPO when the traveler does not attend the function.
- 3) A memo justifying the cancellation of travel, a paid receipt and certification that the expense is nonrefundable should be included with the Travel Expense Report.
- 4) The traveler shall be personally responsible for reimbursement of any expenses paid by the TPO when the traveler does not attend the function due to their own negligence.

2.8 Same Day Travel – Out of County

- 1) If the use of a privately owned vehicle is approved by the Director, mileage will be reimbursed in accordance with IRS guidelines.
- 2) Travelers must submit a Travel Expense Report if there are any travel related expenses such as registration, gas, mileage, lodging, meals, or rental vehicles. One report can be used if several travelers register for the same conference, travel in one vehicle and do not have a reimbursement due.
- 3) For same day travel which does not require an overnight stay, the standard meal allowance will be granted, but it will be a taxable fringe benefit (per IRS regulations) This reimbursement will be included in your payroll direct deposit as taxable.

2.9 Intra-County Travel

- 1) Employees that have a need to travel within the boundaries of Marion County shall use a Marion County vehicle, when possible. The use of a privately-owned vehicle for Intra-County travel must be approved by the Director.
- 2) Employees who utilize their personal vehicle and are not receiving an auto allowance are entitled to a mileage allowance equal to the standard mileage rate established annually by the IRS.
- 3) Employees receiving an auto allowance shall use their personal vehicles and will not be reimbursed for mileage for Intra-County Travel.
- 4) Reimbursement for Intra-County mileage will be submitted on the Intra-County Reimbursement form.
- 5) Parking tickets and moving vehicle citations are the responsibility of the traveler.
- 6) Travel Expense Reports are NOT required for travel within Marion County.



TO: Committee Members

FROM: Sara Brown, Transportation Planner

RE: Quarterly Safety Report

Summary

At the February 27, 2024 TPO Board Meeting, TPO Staff presented the 2024 Performance Management Safety Targets (PM1) that reported on 2023 data up until November 30, 2023. TPO Board Members asked TPO staff to present at the March 26, 2024 TPO Board Meeting an update to the 2024 Performance Management Safety Targets (PM1). The Board also asked to see a breakdown by month of the fatalities and serious injuries. Based on feedback from the TPO Board, TPO Staff created a Quarterly Safety Report reporting on data through December 31, 2023.

Attachment(s)

- FY24 Q3 Quarterly Safety Report

If you have any questions, please contact me at: 352-438-2632.



An Action Plan >>> for Safer Streets in Ocala Marion

FY24 Q3 Quarterly Safety Report

Update on the Safety Performance Measures

On February 27, 2024, TPO staff gave a presentation on the 2024 Performance Management Safety Targets. Since that meeting, crash records have been updated for the last two full years.

The previously reported fatalities for 2022 have decreased from 115 fatalities to 112 fatalities. Three fatalities have been updated to non-traffic fatalities which are not counted towards the total fatalities.

The table below shows the crash data breakdown for 2019 to 2023 for each of the safety performance measures.

Safety Performance Measure	2019-2023	2019	2020	2021	2022	2023
Annual Total Crashes	48,402	9,558	8,435	9,983	10,113	10,313
Annual Total Crash Rate (Per 100 million VMT)	207.31	203.36	187.86	218.45	212.46	213.65
Annual Fatalities	499	90	105	93	112	99
Annual Fatality Rate (Per 100 million VMT)	2.14	1.91	2.34	2.04	2.35	2.05
Annual Serious Injuries	1,917	435	302	265	487	428
Annual Serious Injury Rate (Per 100 million VMT)	8.21	9.26	6.73	5.80	10.23	8.87
# of Pedestrian Fatalities	90	20	22	18	17	13
Pedestrian Fatality Rate (Per 100 million VMT)	0.39	0.43	0.49	0.39	0.36	0.27
# of Pedestrian Serious Injuries	120	32	17	22	20	29
Pedestrian Serious Injury Rate (Per 100 million VMT)	0.51	0.68	0.38	0.48	0.42	0.60
# of Bicycle Fatalities	15	1	2	3	5	4
Bicycle Fatality Rate (Per 100 million VMT)	0.06	0.02	0.04	0.07	0.11	0.08
# of Bicycle Serious Injuries	52	9	12	8	14	9
Bicycle Serious Injuries (Per 100 million VMT)	0.22	0.19	0.27	0.18	0.29	0.19

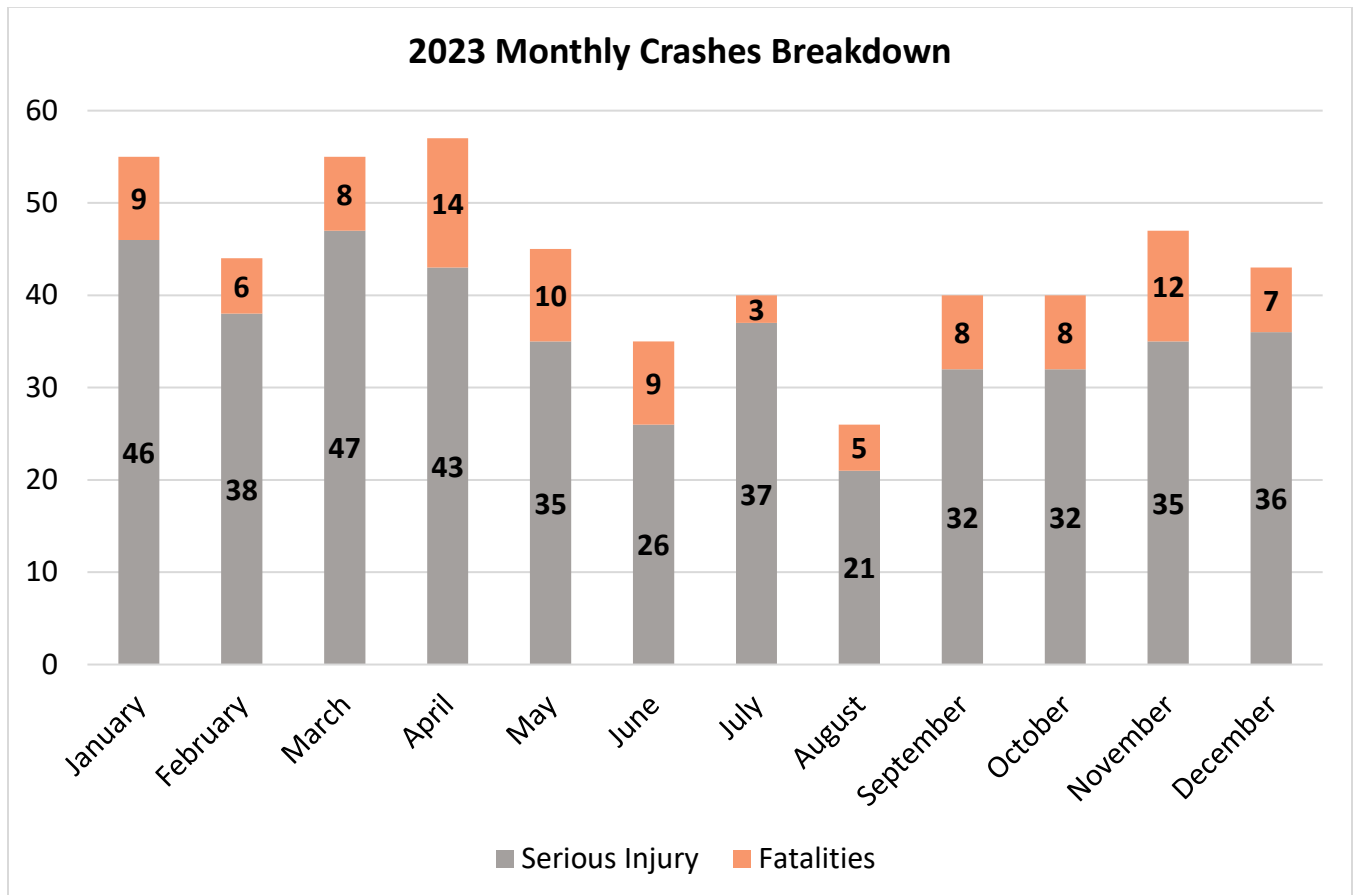
The 2023 Safety Performance Measures were reported as of November 30, 2023 back in February. The TPO reported that we met all the targets in 2023 as of November 2023. With the updated crash data, the Ocala Marion TPO met 4 out of the 5 targets for 2023. The chart below shows the results as of March 13, 2024.

Safety Performance Measure	2023 Targets	2023 Results	Target Met?
#1 - Fatalities	101	99	Yes
#2 - Fatalities per 100 Million VMT	2.14	2.05	Yes
#3 - Serious Injuries	417	428	No
#4 - Serious Injuries per 100 Million VMT	8.87	8.87	Yes
#5 - Number of Non-Motorized (bicycle, pedestrian) Fatalities and Serious Injuries	56	55*	Yes

*Signal 4 reports 57 pedestrian and bicycle fatalities and serious injuries. Upon further review this data does include 2 non-pedestrian and bicyclists serious injuries to occupants of a vehicle that were involved in the crash.

2023 Monthly Fatality and Serious Injury Crash Breakdown

In 2023, there were 99 fatalities and 428 serious injuries reported as of March 13, 2024. The graph below displays the breakdown of fatalities and serious injuries by month during 2023. April had the most fatalities and serious injuries combined while August had the least.





TO: Committee Members

FROM: Rob Balmes, Director

RE: 2050 Long Range Transportation Plan (LRTP) Updates

Summary

As mentioned at the March 12 meeting, the TPO and consultant team Kimley-Horn and Associates will formally kick-off the 2050 LRTP project to the public on April 23 at 2 pm at the County Commission Auditorium. Please find attached a save-the-date flier for the meeting location and time.

On March 22, 2024, the 2050 LRTP Steering Committee convened its first meeting to begin the process of discussing the project and offering technical advice and feedback to the TPO and Kimley-Horn and Associates. Based on the current project schedule, the first 2050 LRTP Community Open House will be in September 2024.

Attachment(s)

- 2050 LRTP Kick-Off Flier

If you have any questions, please contact me at: 352-438-2631.

NAVIGATING THE FUTURE

2050

Long Range Transportation Plan

Kick-Off Meeting

Please join us at the Kick-Off meeting of the 2050 Long Range Transportation Plan (LRTP) – Navigating the Future. The LRTP will serve as a comprehensive framework for guiding transportation improvements in Marion County over the next 25 years and includes all modes of transportation – roadway, transit, bicycle, pedestrian, trails and freight.

The Kick-Off meeting will include opening remarks by Ocala/Marion Transportation Planning Organization (TPO) Board Chair and City of Ocala Councilmember Kristen Dreyer. A project overview presentation will also be provided by the TPO Director and Consultant Team, Kimley-Horn and Associates. The meeting is open to the entire community with an opportunity for public comment.

For more information, contact the TPO at: 352-438-2630

SAVE THE DATE!

DATE: APRIL 23, 2024

TIME: 2:00PM - 3:00PM

VENUE: MARION COUNTY MCPHERSON
GOVERNMENTAL
CAMPUS AUDITORIUM
601 SE 25TH AVE, OCALA, FL 34471





TO: Committee Members

FROM: Rob Balmes, Director

RE: 2024 List of Priority Projects Schedule

Summary

On an annual basis, the TPO works in collaboration with the cities of Belleview, Dunnellon, Ocala, Marion County to develop and submit a **List of Priority Projects (LOPP)** to the Florida Department of Transportation (FDOT). This process is undertaken to identify the highest priority projects to receive consideration for federal and state funding through the FDOT Work Program over the next five years. This upcoming cycle will be for state fiscal years (FY) 2026 to 2030.

The schedule for the 2024 LOPP process includes two rounds of reviews through the committee and TPO Board process as follows:

- May 14 – Draft 2024 LOPP for CAC and TAC discussion and review
- May 28 – Draft 2024 LOPP for TPO Board review
- June 11 – CAC and TAC 2024 LOPP recommendations to TPO Board
- June 25 – TPO Board 2024 LOPP adoption
- June 28 – TPO staff submission of 2024 LOPP to FDOT

If you have any questions, please contact me at: 352-438-2631.