



TPO Board Meeting

Marion County Commission Auditorium
601 SE 25th Avenue, Ocala, FL 34471

**March 26, 2024
3:00 PM**

AGENDA

- 1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**
- 2. ROLL CALL**
- 3. PROOF OF PUBLICATION**
- 4. CONSENT AGENDA**
 - A. Board Meeting Minutes, February 27, 2024 (Page #3)**
Recommended Action: Approval of Consent Agenda
- 5. ACTION ITEMS**
 - A. 2023 Annual Joint Certification with the Florida Department of Transportation (Page #11)**
Recommended Action: Approval of the annual Joint Certification with the Florida Department of Transportation
 - B. Fiscal Years (FY) 2022/23 to 2023/24 Unified Planning Work Program (UPWP) Amendment #6 (Page #61)**
Recommended Action: Approval of UPWP Amendment #6, De-Obligation Funding Request
 - C. Metropolitan Planning Organization Grant Agreement (Page #194)**
Recommended Action: Approval of a revised grant agreement with the Florida Department of Transportation
 - D. Draft Public Participation Plan (PPP) (Page #198)**
Recommended Action: Adoption of the updated PPP document
- 6. PRESENTATION/DISCUSSION ITEMS**
 - A. Bike/Walk Central Florida Presentation (Page #250)**
A presentation by Emily Bush of Bike/Walk Central Florida

B. Quarterly Transportation Safety Report and Discussion

(Page #278)

A presentation by staff on the new quarterly safety report and open discussion

C. Draft Fiscal Years (FY) 2024/25 to 2025/26 Unified Planning Work Program (UPWP) (Page #281)

A presentation by staff on the draft UPWP

7. COMMENTS BY FDOT

A. FDOT Construction Report (Page #395)

8. COMMENTS BY TPO STAFF

A. State Legislative Update (Page #403)

9. COMMENTS BY TPO 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 Ocala Marion Transportation Planning Organization
will be held on April 23, 2024.*



TPO Board Meeting

Marion County Commission Auditorium
601 SE 25th Avenue, Ocala, FL 34471
February 27, 2024
4:00 PM

MINUTES

Members Present:

Councilmember Ire Bethea
Commissioner Craig Curry
Councilmember Kristen Dryer
Commissioner Ray Dwyer (*Commissioner Michael Goldman attended on behalf of Commissioner Ray Dwyer*)
Councilman Tim Inskeep
Commissioner Michelle Stone
Commissioner Carl Zalak

Members Not Present:

Commissioner Kathy Bryant
Councilmember James Hilty
Councilmember Barry Mansfield
Mayor Ben Marciano
Commissioner Matt McClain

Others Present:

Rob Balmes, TPO
Shakayla Irby, TPO
Sara Brown, TPO
Liz Mitchell, TPO
Darren Park, City of Ocala
Noel Cooper, City of Ocala
Amber Gartner, Kimley-Horn
Sean Lanier, City of Ocala
Oscar Tovar, City of Ocala
Other members of the public not signed in.

Item 1. Call to Order and Pledge of Allegiance

Chairwoman Kristen Dreyer called the meeting to order at 3:01pm and led the board in the Pledge of Allegiance.

Item 2. Roll Call

Shakayla Irby, Administrative Assistant called the roll and a quorum was present.

Item 3. Proof of Publication

Shakayla Irby, Administrative Assistant, stated that the meeting was published online on the TPO website and the City of Ocala, Belleview, Dunnellon, and Marion County websites on February 20, 2024. Additionally, the meeting was shared on the TPO's Facebook and Twitter pages.

Item 4. Consent Agenda

Mr. Curry made a motion to approve the Consent Agenda. Ms. Stone seconded, and the motion passed unanimously.

Item 5a. TPO Director Annual Performance Evaluation

Ms. Amanda Tart, Assistant County Administrator for Marion County, addressed the board and stated that the TPO had a Staff Services Agreement with Marion County. She mentioned that the TPO Chairman was responsible for the annual performance evaluation of the TPO Director, using the County's performance evaluation process.

On December 11, 2023, evaluation forms were distributed to each TPO Board member for completion. The collected information was managed by the Marion County Administration.

Evaluations were received from Chairwoman Kristen Dreyer, Commissioner Craig Curry, Commissioner Matthew McClain and Councilman Tim Inskeep. Councilman Tim Inskeep's evaluation was not included in the agenda packet and a hardcopy was provided to the TPO Board and *attached on page # of these minutes for the record.*

Ms. Tart informed the board that with the approval of the TPO Director's Annual Performance Evaluation, the County would proceed with processing a merit increase for Mr. Balmes, effective from October 1, 2023.

Mr. Bethea made a motion to approve the TPO Director Annual Performance Evaluation. Mr. Inskeep seconded, and the motion passed unanimously.

Item 5b. Fiscal Years (FY) 2024 to 2028 Transportation Improvement Program (TIP) Amendment #3

Ms. Brown presented to the committee and said there was one project proposed to be amended to the Fiscal Years (FY) 2024 to 2028 Transportation Improvement Program (TIP). The following summarizes the proposed change to the TIP.

FM# 454185-1 Capital-Marion Senior Services, Inc.

- To provide transportation for those in the community who qualify to receive assistance through the 5311 program
- Funds to be added to FY 2024
- Total: \$125,000

Mr. Curry made a motion to approve the FY 2024 to 2028 TIP Amendment #3.

Mr. Bethea seconded, a roll-call vote was called and the motion passed unanimously.

Item 5c. 2024 Performance Management Safety Targets

Ms. Brown gave a detailed presentation to the board on the Performance Management 2024 Safety Targets.

In 2023, the TPO Board tasked staff with evaluating the current methodology to determine if the increased growth in Marion County necessitates a revised target methodology. TPO staff conducted a thorough review, including examining VMT data, crash statistics from 2018 to 2022, and peer methodologies from other MPO/TPOs in Florida. They also considered revisions to the Commitment to Zero Safety Action Plan, aligning it with federal grant opportunities and Vision Zero goals. The review found that VMT data for Marion County is current and crash data needed updating due to reporting delays and anomalies. Revised 2022 statistics showed increases in fatalities and non-motorized injuries. Peer reviews of other MPO/TPOs revealed various methodologies focusing on declining targets. In January 2024, a proposed FHWA rule could change Safety Performance Measure targets from annual to triennial, shift to a 3-year average, and require constant or improved safety performance from baseline levels.

Since 2018, the TPO Board had adopted quantifiable safety performance targets to track progress and reflect more accountability to the public.

Ms. Brown shared with the board the three PM1 Safety Target options that were proposed:

Option A. Adopt safety targets based on the most current five-year rolling averages with a 5% reduction. This option supports the Commitment to Zero Safety Action Plan goal of Zero Fatalities and Zero Serious Injuries by 2045. This option also aligns the TPO more closely to other TPO/MPO peers, and the pending new rulemaking by FHWA.

Option B. Adopt safety targets based on the current rolling average methodology. This option has been adopted since 2018.

Option C. *Adoption of state targets of 0 for all five 2024 safety targets.

*If the TPO adopts FDOT safety targets, the requirement is to annually adopt the same targets until changes are made by the state.

Ms. Stone inquired about possible consequences if targets were exceeded.

Mr. Balmes said for MPOs/TPOs there were no penalties for not meeting targets.

Ms. Stone emphasized that the focus should be on lowering the targets and maintaining a commitment to Zero. She expressed hope that the rates could even be lower than those listed because all lives were important. Additionally, she highlighted the importance of education for anyone using the roadways.

Mr. Curry also stated that he would like to see the targets lowered and to monitor the numbers regularly, suggesting monthly or quarterly monitoring instead of annually. He cited personal experiences he had witnessed with red light runners and emphasized the importance of continuing education on a regular basis.

Mr. Bethea also emphasized the importance and necessity of education for citizens to ensure safe driving practices, as it ultimately saves lives.

Mr. Inskeep asked if there were higher spikes in fatalities or serious injuries by month and suggested investigating the causes of any spikes to channel education towards addressing them.

Ms. Brown did not have the statistics on hand but assured the board members that she would email them.

Mr. Balmes suggested that the TPO could provide routine reporting to keep the board updated on crashes, allowing for monthly and seasonal comparisons.

Ms. Stone made a motion to approve Option A for the Performance Management 2024 Safety Targets. Mr. Curry seconded, and the motion passed unanimously.

Item 6a. 2024 Major Activities

Mr. Rob Balmes presented the 2024 Major Activities.

In calendar year 2024, the TPO was expected to be involved with a number of program and project activities to meet organization goals and state and federal requirements. In the meeting packet included current planned activities. A brief presentation was given at the meeting to share further information and how committee members would be involved throughout the calendar year in providing guidance, feedback and recommendations.

First Quarter: February to March

- 2024 Safety (PM1) Targets (February)
- Public Participation Plan (PPP) (March)
- Fiscal Years 24/2025 to 25/2026 Unified Planning Work Program (UPWP) (April)

Second Quarter: April to June

- 2050 Long Range Transportation Plan (LRTP) Public Kick-Off (April 23)
- List of Priority Projects (LOPP) (May, June)
- FY 2025 to 2029 Transportation Improvement Program (TIP) (May, June)

Third Quarter: August to September

- 2024 Traffic Counts Online Map and Report (August)
- Commitment to Zero Dashboard and Annual Report (August)
- Roll Forward Fiscal Years 2025 to 2029 TIP Amendment (September)
- Greenhouse Gas CO2 Performance Measure Target (new)
- Active Transportation Plan (TBD)
- *Resiliency Improvement Plan (TBD)*
- 2050 LRTP Ongoing Updates (Open House)

Fourth Quarter: October to December

- 2050 LRTP Ongoing Updates
- 2045 LRTP Amendment (if necessary) (August-November)

Item 6b. Federal Greenhouse Gas Performance Measure Update

Mr. Balmes informed the board that on December 7, 2023, the Federal Highway Administration (FHWA) announced a final rulemaking that implemented a new performance measure for state DOTs and MPO/TPOs to track greenhouse gas emissions (GHG) on the National Highway System (NHS) as part of federally required performance-based planning.

The final rule mandated all DOTs and MPO/TPOs to set declining targets for carbon dioxide (CO2) emissions on the Interstate and non-Interstate NHS. This initiative supported overall national goals of reducing GHG emissions by 50 to 52% below 2005 levels by 2030 and achieving net zero by 2050. State DOTs were required to set two and four-year targets, while MPO/TPOs were required to set four-year targets. Moreover, MPO/TPOs had to set joint targets with neighboring large census urban areas. For the TPO, this entailed setting joint targets with the Lake~Sumter and Hernando-Citrus MPOs. Importantly, there were no penalties for failing to meet the required targets.

On December 22, 2023, the Florida Department of Transportation notified MPO/TPOs of their decision to join 21 other states in filing a lawsuit in federal court requesting relief from this rulemaking. Consequently, based on this action and the legal process, FHWA announced an extension to the requirement for DOTs to set state targets from February 1 to March 29, 2024. MPO/TPOs were then required to set their respective targets within 180 days of state targets. Specifically, the TPO had to set declining targets by late September 2024.

Collaboration had commenced among the Central Florida MPO Alliance members to coordinate on developing a methodology and targets.

Chairwoman Dreyer inquired how CO2 was measured.

Mr. Balmes said there were sources within Marion County from which they could obtain the data and the TPO will be working with the Central Florida MPO Alliance partners on methodology. He stated the performance measure targets are for the National Highway System developing potential reductions that could be achieved by implementing measures such as taking vehicles off the roadways, adding trails, improving park-and-ride facilities, and implementing other initiatives that could reduce CO2 emissions.

Mr. Bethea inquired if electric vehicles emit more or less CO2.

Mr. Balmes responded that electric vehicles have no CO2 emissions.

Mr. Bethea suggested that promoting more electric vehicles on the roadways could help reduce the amount of CO2.

Ms. Stone mentioned pollution to the environment and soils from the lithium battery.

Mr. Curry countered, stating that there isn't a high demand for electric vehicles and that there is still work needed to perfect them. He pointed out that electric vehicles are not efficient in terms of mileage and performance in various weather conditions. He expressed skepticism about relying on them to significantly reduce CO2 emissions within the next four years.

Item 7. Comments by FDOT

Ms. Kia Powell provided the construction report, which was updated to include maps to make it more public-friendlier to the board, and shared that at the time there were eight road closures that would occur intermittently within Marion County. She also gave the following updates:

- As of February 7, 2024, the S.R. 93 mainline Wildwood weigh station improvements were completed.
- A Public Meeting would be held at 5:30pm regarding plans to widen a segment of S.R. 40 from east of C.R. 314 A to S.E.183rd Avenue Road (Levy Hammock Road).
- On March 4th FDOT would be holding an in-person public hearing at the Hilton of Ocala for I-75 improvements from SR 200 to S.R. 326 project development and a virtual hearing would be held on the 6th.

Mr. Curry asked for an update on the repaving of 17th Street/464 from U.S. 301 to S.R. 35. He mentioned that he had been informed the repaving would begin in February, but it had not yet occurred. He expressed concern as this area falls within his district and he has received numerous inquiries about it. He emphasized the importance of providing accurate information to citizens and requested a realistic timeframe for the repaving so he can relay the correct information to those who inquire.

Ms. Powell expressed her understanding of Mr. Curry's concerns and assured him that she would speak to him further after the meeting ended to ensure she could provide him with accurate information.

Item 8. Comments by TPO Staff

Mr. Balmes gave the following updates:

- The 2023 Annual Report was provided to the TPO Board in late January and also provided in the meeting agenda packet to view.
- On February 9, 2024, the TPO participated in the quarterly Central Florida MPO Alliance meeting in Orlando. Councilman Bethea and Director Balmes represented the TPO at the meeting. The meeting included updates on the following major regional coordination topics.
 - **Regional Project Prioritization Process Kick-Off:** The regional priorities list process will first start at each respective MPO/TPO through July 1. The Central Florida MPO Alliance will then approve a full regional list at the October 11, 2024 meeting, followed by submission to FDOT District 5.
 - **Federal Greenhouse Gas (GHG) Performance Measure and Target**
 - **Vision Zero Updates:** The Alliance may consider a joint resolution of support for Vision Zero at a future meeting.
 - **2024 Schedule:** The remaining 2024 meetings will be April 12, June 14 (joint with Sun Coast TPA) and October 11.
- The Florida Department of Transportation (FDOT) District Five conducted two Project Development and Environment (PD&E) Studies in Marion and Sumter Counties. The limits of both studies were from south of State Road 44 in Sumter County to State Road 326 in Marion County. The projects were part of the statewide Moving Florida Forward Initiative. As part of the public and partner engagement process, FDOT requested timely feedback or comments from the TPO at their respective public open house meeting on December 13, 2023. In coordination with Chairman Curry, a letter of support was transmitted to the FDOT regarding the projects. The letter was provided in the meeting agenda packet.
- On November 28, 2023, the TPO Board approved consulting services for the 2050 Long Range Transportation Plan (LRTP). The Kimley-Horn team, including Bonnie Landry and Associates, InNovo, and Quest, received the Notice to Proceed on January 5, 2024. A formal 2050 LRTP Kick-Off Meeting is scheduled for April 23, 2024, at 2:00 PM at the County Commission Auditorium. The meeting, open to the public, elected officials, and partner agencies, includes leadership remarks, a project overview, and a schedule summary. Save-the-date notices will be sent out soon.

Item 9. Comments by TPO Members

There were no comments by TPO Members.

Item 10. Public Comment

There was no public comment.

Item 11. Adjournment

Chairwoman Kristen Dreyer adjourned the meeting at 3:41pm.

TPO Board Meeting Minutes – February 27, 2024
Approved –

Respectfully Submitted By:

Shakayla Irby, Administrative Assistant



TO: Board Members

FROM: Rob Balmes, Director

RE: 2023 Annual Joint FDOT/TPO Certification

Summary

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, and is included with this memo. FDOT District 5 Liaison, Kia Powell, has requested to share FDOT's summary from the 2023 certification process.

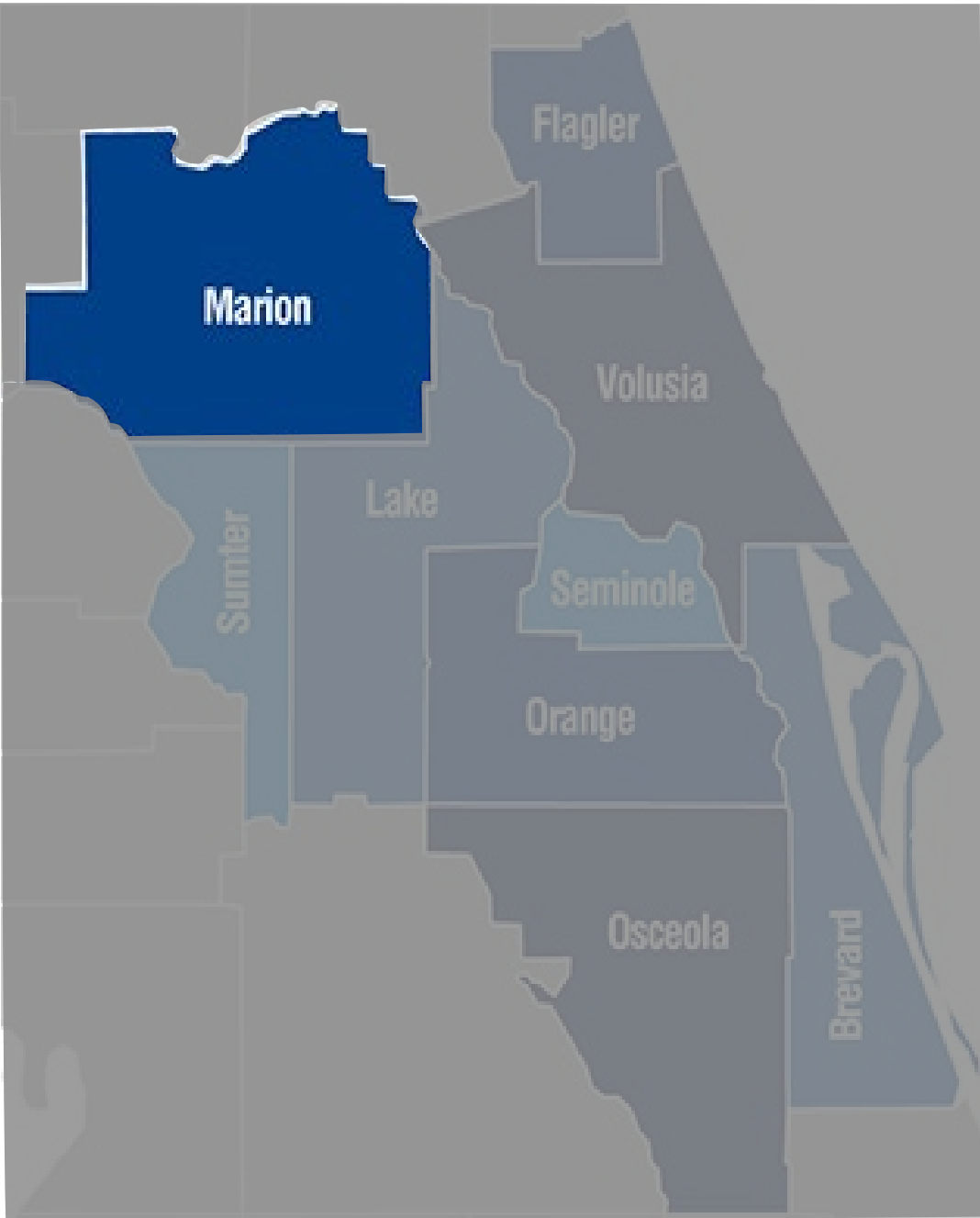
Attachment(s)

- FDOT Presentation
- 2023 FDOT/Ocala Marion TPO Joint Certification document

Action Required

TPO staff is recommending approval of the Joint Certification and Chair Dreyer's signature.

If you have any questions about the 2023 Joint Certification process, please contact me at: 438-2631.



Joint Certification Review

2023

Kia Powell
March 26th, 2024



Joint Certification

- Part 1 – Completed by the MPO
- Part 2 – Completed by FDOT
 - Procurement, if applicable
 - Planning Documents (LRTP, UPWP, TIP)
 - Invoicing

Score	Risk Level	Frequency of Monitoring
> 85 percent	Low	Annual
68 to < 84 percent	Moderate	Bi-annual
52 to < 68 percent	Elevated	Tri-annual
< 52 percent	High	Quarterly

2023 Score

100%

Low Risk



FLORIDA DEPARTMENT OF TRANSPORTATION
MPO JOINT CERTIFICATION STATEMENT

525-010-05c
POLICY PLANNING
02/18

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

1. 23 U.S.C. 134 and 49 U.S.C. 5303;
2. Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 C.F.R. Part 21
3. 49 U.S.C. 5332 prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
4. Section 1101(b) of the FAST Act and 49 C.F.R. Part 26 regarding the involvement of disadvantaged business enterprises in USDOT funded projects;
5. 23 C.F.R. Part 230 regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
6. The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and the regulations found in 49 C.F.R. Parts 27, 37, and 38;
7. The Older Americans Act, as amended (42 U.S.C. 6101) prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
8. Section 324 of 23 U.S.C. regarding the prohibition of discrimination on the basis of gender; and
9. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 C.F.R. Part 27 regarding discrimination against individuals with disabilities.

Included in this certification package is a summary of noteworthy achievements by the MPO, attachments associated with these achievements, and (if applicable) a list of any recommendations and/or corrective actions. The contents of this Joint Certification Package have been reviewed by the MPO and accurately reflect the results of the joint certification review meeting held on 2/14/2024.

Based on a joint review and evaluation, the Florida Department of Transportation and the Ocala/Marion County TPO recommend that the Metropolitan Planning Process for the Ocala/Marion County TPO be certified.

Name: John E. Tyler, PE
Title: District Secretary (or designee)

Date

Name: Kristen Dreyer
Title: MPO Chair (or designee)

Date



Ocala/Marion County TPO

Calendar Year of Review Period: January 1, 2023, through December 31, 2023.

[Click to enter the date the review is finalized.](#)

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Purpose

Each year, the District and the Metropolitan Planning Organization (MPO) must jointly certify the metropolitan transportation planning process as described in [23 C.F.R. §450.336](#). The joint certification begins in January. This allows time to incorporate recommended changes into the Draft Unified Planning Work Program (UPWP). The District and the MPO create a joint certification package that includes a summary of noteworthy achievements by the MPO and, if applicable, a list of any recommendations and/or corrective actions.

The certification package and statement must be submitted to Central Office, Office of Policy Planning (OPP) no later than June 1.

Certification Process

Please read and answer each question using the checkboxes to provide a “yes” or “no.” Below each set of checkboxes is a box where an explanation for each answer is to be inserted. The explanation given must be in adequate detail to explain the question.

FDOT's [MPO Joint Certification Statement](#) document must accompany the completed Certification report. Please use the electronic form fields to fill out the document. Once all the appropriate parties sign the MPO Joint Certification Statement, scan it and email it with this completed Certification Document to your District MPO Liaison.

Please note that the District shall report the identification of, and provide status updates of any corrective action or other issues identified during certification directly to the MPO Board. Once the MPO has resolved the corrective action or issue to the satisfaction of the District, the District shall report the resolution of the corrective action or issue to the MPO Board.

Part 1

Part 1 of the Joint Certification is to be completed by the MPO.

Part 1 Section 1: MPO Overview

1. Does the MPO have up-to-date agreements such as the interlocal agreement that creates the MPO, the intergovernmental coordination and review (ICAR) agreement; and any other applicable agreements? Please list all agreements and dates that they need to be readopted. The ICAR Agreement should be reviewed every five years and updated as necessary. Please note that the ICAR Agreement template was updated in 2020.

Please Check: Yes ☒ No ☐

Intergovernmental Coordination and Review (ICAR)/Public Transportation Joint Agreement, December 2020.

Interlocal Agreement, June 21, 2016.

Metropolitan Planning Organization Revised Agreement, May 23, 2023.

Staff Services Agreement with Marion County, January 21, 2020.

Joint Metropolitan Planning Agreement with Lake~Sumter MPO, November, 2020.

Interlocal Agreement Creating the Central Florida MPO Alliance, October, 2005.

Interlocal Agreement Concerning the Public Transportation System, 2023.

All agreements are located on the TPO's website:

<https://ocalamariontpo.org/about-us/agreements/>

2. Does the MPO coordinate the planning of projects that cross MPO boundaries with the other MPO(s)?

Please Check: Yes ☒ No ☐

Ongoing coordination takes place with the Lake~Sumter MPO. In October 2020, a Joint Planning Agreement between the TPO and Lake~Sumter MPO was executed and approved by both governing boards. In 2022, the TPO began working more closely with Hernando-Citrus MPO to coordinate and discuss LOPP priorities and regional transportation issues. Both MPO's share large census urban areas with the TPO.

In 2023, the TPO began quarterly coordination meetings with Lake~Sumter MPO and Hernando-Citrus MPO. These meetings rotate between the three MPO offices, and focus on best practices, common issues/topics and coordination on priorities.

The TPO also works with all the MPO/TPOs as part of the Central Florida MPO Alliance. Specifically, the TPO collaborates on regional transportation priority projects and needs, reflected in a Regional Priority project lists, TSM&O and long-range transportation planning.

3. How does the MPOs planning process consider the 10 Federal Planning Factors ([23 CFR § 450.306](#))?

Please Check: Yes ☒ No ☐

The Ten Planning Factors guide the TPO's entire transportation planning process.

The TPO highlights the planning factors to guide the 2045 Long Range Transportation Plan (LRTP) and the Congestion Management Plan (CMP), as referenced in page 7, Table 1.1 of the LRTP and page 8 of the CMP. The TPO also specifically highlighted the planning factors in the FY 2022/23 to 2023/24 UPWP, on page 8. The TPO is beginning the 2050 LRTP and the Ten Planning Factors will be integrated into the plan development process.

4. How are the transportation plans and programs of the MPO based on a continuing, comprehensive, and cooperative process?

Please Check: Yes ☒ No ☐

The TPO emphasizes the 3C process in the introductory section of the FY 22/23 to 23/24 UPWP, page 2. This is done to ensure the public and partners are aware the TPO must consider the 3C process as integral to all activities and is engrained into our approach to all work of the agency.

Continuing: The TPO works with the Technical Advisory Committee (TAC) and Citizens Advisory Committee (CAC), TPO Board and the Transportation Disadvantaged Local Coordinating Board (TDLCB); and the public participation process with partners, citizens and stakeholders. The TPO ensures all documents and agreements in place and are up to date on the public website. The TPO updates the LRTP and TIP and assists local governments with planning services and data/information requests. The TPO continuously ensures that finances and invoices are developed, reviewed, submitted and processed for the federal grants and state grant (CTD) monthly and quarterly. Annually, the TPO manages the List of Priority Projects Process (LOPP) to identify the highest priority projects in Marion County for federal and/or state funding.

Cooperative: The TPO cooperates with local, regional and statewide partners. This includes our four governmental partners in Marion County – City of Belleview, Dunnellon, Ocala and Marion County; federal/state/local - the Florida Department of Transportation, and many other key partners, such as the Florida Department of Environmental Protection, SunTran, Marion Transit, Federal Highway Administration and Federal Transit Administration. These organizations serve on our technical committees, TPO Board, TDLCB and/or play a key role in guiding the transportation planning process of the TPO.

Comprehensive: The TPO ensures that all modes of transportation and all users are addressed in our updated 2045 LRTP, TIP and supporting studies and documents, also including the Congestion Management Plan (CMP), the Commitment to Zero Safety Action Plan and List of Priority Projects (LOPP). The TPO also focuses on ensuring the core planning documents are supportive of local community plans and priorities. This approach is specifically documented in the 2045 LRTP, PPP and current TIP.

5. When was the MPOs Congestion Management Process last updated?

Please Check: Yes ☒ No ☐ N/A ☐

The TPO completed an updated Congestion Management Process (CMP) document in 2021. In August 2023, an update was completed specifically to the State of System Report, which is a major element of the CMP.

6. Has the MPO recently reviewed and/or updated its Public Participation Plan (PPPs)? If so, when? For guidance on PPPs, see the Federal Highway Administration (FHWA) checklist in the [Partner Library](#) on the MPO Partner Site.

Please Check: Yes ☒ No ☐

The TPO completed a major update to the Public Participation Plan (PPP) in 2021, including placing the document into a public-friendly format. This process included a 45-day public review period, reviews by committees and adoption by the TPO Board in January 2021. The TPO is in the process of conducting a new update to the PPP and will conduct a public review period of the document in February 2024, with planned Board adoption in March 2024.

7. Was the Public Participation Plan made available for public review for at least 45 days before adoption?

Please Check: Yes ☒ No ☐

The PPP public review period was from November 4, 2020 to December 19, 2020. The next PPP update will include a public review from early February 2024 to the end of March 2024.

Part 1 Section 2: Finances and Invoicing

1. How does the MPO ensure that Federal-aid funds are expended in conformity with applicable Federal and State laws, the regulations in 23 C.F.R. and 49 C.F.R., and policies and procedures prescribed by FDOT and the Division Administrator of FHWA?

The TPO ensures federal funds are expended according to applicable Federal and State laws by making purchases and paying contractors for tasks or activities referenced in the approved UPWP; as needed, coordinating in advance with our FDOT District 5 Liaison regarding a potential expense that may require review; and by researching all applicable federal and state laws. Prior to making any purchases or payments, the TPO Director ensures internally that this coordination and research were carefully undertaken. In some cases, questions need to be sent to FDOT Central Office through the District. In these instances, the TPO Director awaits proper guidance until proceeding. The TPO also is careful to only be involved in planning activities and/or events/meetings that are outlined in the UPWP and are federally reimbursable/eligible. The TPO has minimal expenses that are identified as non-reimbursable and are coordinated with the Marion County Clerk of Court and Marion County Finance.

2. How often does the MPO submit invoices to the District for review and reimbursement?

The TPO submits invoices to the FDOT District 5 Liaison on a monthly basis for the FHWA-CPG grant within 30 to 45 calendar days after a period (month) has ended. The District receives the TPO's invoice summary packet for review and provides prompt approval. For the legacy FTA 5305d grant, invoices were submitted in 2023 to the FDOT Modal Development Office on a quarterly basis for reimbursement. These invoices were sent within 30-45 days after the quarter ended. The last 5305d grant invoice was processed for the July to September quarter of 2023.

3. Is the MPO, as a standalone entity, a direct recipient of federal funds and in turn, subject to an annual single audit?

The TPO is not a direct recipient of federal funds.

4. How does the MPO ensure their financial management system complies with the requirements set forth in [2 C.F.R. §200.302?](#)

The TPO maintains an internal database and record keeping system regarding all federal and state grants tied directly to the UPWP. The TPO also keeps a financial system tied to the UPWP through the host agency Marion County financial management system/software. This approach is required by the host agency to provide payment for services, salaries/benefits, etc. Both systems allow the TPO to closely monitor and track the budget and expenditures. The County's system is tied to their fiscal year and for one year. Therefore, the TPO's internal database covers the full two years, tied to the respective TPO and state fiscal year.

5. How does the MPO ensure records of costs incurred under the terms of the MPO Agreement maintained and readily available upon request by FDOT at all times during the period of the MPO Agreement, and for five years after final payment is made?

The TPO maintains FHWA CPG and legacy FTA 5305d invoice packets with full backup documentation in electronic folders labeled by grant, fiscal year and by month. These files are maintained electronically through the Marion County IT cloud system and currently date back at least five years at a minimum, in the event an invoice or supporting documentation is needed or requested.

6. Is supporting documentation submitted, when required, by the MPO to FDOT in detail sufficient for proper monitoring?

Yes. When requested, the TPO provides full backup documentation per invoice. As outlined in question 5, this information is available for immediate submission to FDOT when requested as all files are electronically organized dating back more than five years at a minimum.

7. How does the MPO comply with, and require its consultants and contractors to comply with applicable Federal law pertaining to the use of Federal-aid funds and applicable State laws?

The TPO receives services from Marion County Procurement Services Department to contract with consultants/vendors through a Staff Services Agreement. Prior to the issue of a Contract solicitation, Procurement Services ensures the TPO meets all applicable federal laws and that consultants/vendors are made aware of the key requirements by federal and state laws. Specifically, Procurement Services includes detailed language in coordination with the TPO in RFQ's, RFP's and other contracts directing consultants/vendors of their responsibilities for complying with federal and state laws that affect their work. This also includes compliance with Title VI and the FDOT Disadvantaged Business Enterprise (DBE) program. In 2023, the TPO ensured that specific DBE and Title VI checklists were reviewed prior to the development of new GPC and 2050 LRTP RFQ's and contracts. In 2023, the TPO submitted to the FDOT Liaison team RFQ packages and contracts for the GPC and 2050 LRTP procurement process for their review.

8. Does the MPO have an existing negotiated indirect cost rate from the Federal government or use the de minimis rate (currently set at 10% of modified total direct costs which may be used indefinitely [\(2 C.F.R. 200.414\(f\)\)](#)?

In general, only those MPOs that are hosted by agencies that receive direct Federal funding in some form (not necessarily transportation) will have available a Federally approved indirect cost rate. If the MPO has a staffing services agreement or the host agency requires the MPO to pay a monthly fee, the MPO may be reimbursed for indirect costs.

Please Check: Indirect Rate ☒ De Minimis Rate ☐ N/A ☐

- a. If the MPO has an existing negotiated indirect cost rate, did the MPO submit a cost allocation plan?

The TPO is hosted by Marion County. The TPO provides a monthly indirect Cost Allocation through deductions to accounts by the Clerk of the Court and Comptroller. The rate is reviewed annually and calculated based on services rendered to the TPO

by County Departments and the Clerk of the Court in the prior County fiscal year. A Cost Allocation rate is also submitted annually to the District, and included in full invoice packets and the UPWP appendix. The Cost Allocation includes monthly invoice documentation and statements electronically signed by the Marion County Administrator and TPO Director.

Part 1 Section 3: Title VI and ADA

1. Has the MPO signed an FDOT Title VI/Nondiscrimination Assurance, identified a person responsible for the Title VI/ADA Program, and posted for public view a nondiscrimination policy and complaint filing procedure?"

Please Check: Yes ☒ No ☐

The TPO has a signed Title VI/Nondiscrimination Assurance, posted on the TPO website with an update on January 24, 2023. Liz Mitchell is the TPO's Title VI Coordinator, effective July 1, 2019. The Title VI Plan was updated in January 2023. A Title VI Statement in both English and Spanish was also developed and posted to the TPO website. The TPO maintains a Title VI Assurance poster at the entry of its office. All core TPO documents contain a statement regarding Title VI compliance, including the LRTP, TIP, UPWP and PPP. The TPO also has assurance language included in the Title VI Plan, all procurements and contracting, and a DBE program document.

<https://ocalamariontpo.org/public-involvement/civil-rights-assurance/>

2. Do the MPO's contracts and bids include the appropriate language, as shown in the appendices of the [Nondiscrimination Agreement](#) with the State?

Please Check: Yes ☒ No ☐

In 2023, the TPO ensured that all required federal and state language and other applicable clauses were included in the three GPC and one 2050 LRTP RFQ's, procurements and contracts. All four contracts were finalized in December 2023, and included all appropriate language.

3. Does the MPO have a procedure in place for the prompt processing and disposition of Title VI and Title VIII complaints, and does this procedure comply with FDOT's procedure?

Please Check: Yes ☒ No ☐

The TPO has a formal process in the Title VI Plan for complaint procedures. This process is outlined in the document and is available on the TPO website under Public Involvement in both english and spanish versions.

<https://ocalamariontpo.org/public-involvement/title-vi/>

4. Does the MPO collect demographic data to document nondiscrimination and equity in its plans, programs, services, and activities?

Please Check: Yes ☒ No ☐

The TPO has included demographic data in its Title VI Plan and 2045 Long Range Transportation Plan (LRTP). This includes information to ensure that any discrimination is identified and addressed regarding public involvement and input, transportation investments and priorities and ultimately implementation.

Environmental Justice (EJ) Equity areas were identified, and a concerted effort was made in the 2045 LRTP through initial public outreach workshops to be located in EJ areas. As part of the 2045 LRTP, Equity Areas were identified and overlayed through Geographic Information Systems (GIS) analysis and compared to Cost Feasible projects. The TPO's online map portal may be accessed to view this information. Equity Areas include Traffic Analysis Zones (TAZ) with Youth (under 16) Higher than County Average, Seniors, Residents with No Vehicles Higher than County Average, Poverty Higher than County Average and Minorities Higher Than County Average. TAZ's containing 3 or more of these groups were identified in red; TAZ's with 2 in orange; TAZ's with 1 in yellow. The overall focus of this approach was to study future transportation improvements as they relate to Equity areas and ensure all citizens of Marion County are properly served, creating a more equitable transportation system.

In January 2023, the TPO completed an update to a Title VI Plan to include revised demographic data tied to the 2020 Census. The Title VI plan is available on the TPO website:

<https://ocalamariontpo.org/public-involvement/title-vi/>

5. Has the MPO participated in any recent Title VI training, either offered by the State, organized by the MPO, or some other form of training, in the past three years?

Please Check: Yes ☒ No ☐

Over the past three years, the following trainings have been taken by TPO staff:

UFTI-T2: Intro Transportation Equity – Feb. 17, 2021

Equity and Infrastructure Planning – Feb. 25, 2021

Accessibility for Passengers with Mobility Disabilities: Part 1 – Mar. 11, 2021

Accessibility for Passengers with Mobility Disabilities: Part 2 – Mar. 24, 2021

Accessibility for Passengers with Sensory or Cognitive Disabilities: Part 1 – Apr. 7, 2021

Getting from here to there – Progress toward Equity and Inclusiveness – Apr. 16, 2021

Accessibility for Passengers with Sensory or Cognitive Disabilities: Part 2 – Apr. 21, 2021

Mobility, Equity, and Access Summit – May 6, 2021

Transportation Equity at USDOT - Information Session – June 18, 2021

FHWA ADA Webinar: Disability Advisory Groups – July 21, 2021

Accessibility in the workplace – April 7, 2022

Accessibility and Transportation Equity – May 5, 2022

Equity in Transportation Research and Funding – June 23, 2022

Celebration of Americans with Disabilities Act Anniversary – July 26, 2022

Title VI Requirements – Public Involvement – September 9, 2022

Equity in Future Planning – October 27, 2022

Equity and Walkability: Improving Pedestrian Infrastructure in Underserved Neighborhoods – October 13, 2022

Title VI Training - CUTR Institute – November 11, 2022

Applying an Equity Lens to Transportation Planning: Innovative Solutions to Address Historically Disadvantaged Communities - September 7, 2023

Designing Digital Engagement Strategies to Promote Digital Equity in the Planning Process - September 7, 2023

Thank You for Your Comment: Breaking Through Barriers to Meaningful Community Engagement - September 7, 2023

FDOT Title VI Non-Discrimination Webinar - September 15, 2023

Grants Management Body of Training-Review of Title VI regulations - September 13, 2023

Equity in Roadway Safety Strategies - September 20, 2023

6. Does the MPO keep on file for five years all complaints of ADA noncompliance received, and for five years a record of all complaints in summary form?

Please Check: Yes ☒ No ☐

In the TPO Title VI Plan (2023), a formal process is outlined regarding the documentation of all complaints. Files are maintained for a minimum of five years.

Part 1 Section 4: MPO Procurement and Contract Review and Disadvantaged Business Enterprises

1. Is the MPO using a qualifications based selection process that is consistent with [2 C.F.R. 200.320 \(a-c\)](#), [Appendix II to Part 200 - Contract Provision](#), and [23 C.F.R. 172](#), and Florida statute as applicable?

Please Check: Yes ☒ No ☐

In 2023, the TPO conducted an in-depth review of federal law and state statute to ensure a qualifications-based process was undertaken for the General Planning Consultant and 2050 LRTP consultant procurement and contracting process. This process was undertaken in coordination and partnership with our host government department, Marion County Procurement Services. The selection process they have developed with the TPO was customized to be solely based on qualifications reflective of federal law and state statute.

2. Does the MPO maintain sufficient records to detail the history of procurement, management, and administration of the contract? These records will include but are not limited to: rationale for the method of procurement, selection of contract type, contractor selection or rejection, the basis for the contract price, contract, progress reports, and invoices.

Note: this documentation is required by [2 C.F.R. 200.325](#) to be available upon request by the Federal awarding agency, or pass-through entity when deemed necessary.

Please Check: Yes ☒ No ☐

The TPO maintains all files in the Marion County cloud-based server, which includes multiple levels of backups. This information includes all procurement files, management, contracts, scopes of services, budgets and invoice packages. Per the Staff Services Agreement with Marion County, the Procurement Services Department on behalf of the TPO also maintains all official records of procurement, management and contract documents in their respective folders.

3. Does the MPO have any intergovernmental or inter-agency agreements in place for procurement or use of goods or services?

Please Check: Yes ☒ No ☐

The TPO currently has a Staff Services Agreement with Marion County containing provisions for services involving the Procurement Services Department and the Marion County Clerk of the Court and Comptroller. The TPO follows a specific process in accordance with Marion County and the Staff Services Agreement.

4. What methods or systems does the MPO have in place to maintain oversight to ensure that consultants or contractors are performing work in accordance with the terms, conditions and specifications of their contracts or work orders?

Please Check: Yes ☒ No ☐

The TPO operates through a Staff Services Agreement with Marion County, which contains provisions for following the appropriate processes of the Procurement Services Department. This includes contracts to perform services and/or Scopes of Services with detailed budgets, project schedules, deadlines for deliverables, and processing monthly invoices for payments upon completion of work. The TPO Director provides the overall oversight of all contracts and scopes of services. This also includes regular meetings with contractors regarding project status, budget and deliverable deadlines.

5. Does the MPO's contracts include all required federal and state language from the MPO Agreement?

Please Check: Yes ☒ No ☐

In 2023, the TPO ensured that all required federal and state language from the MPO Agreement and other applicable clauses were included in the three GPC contracts and 2050 LRTP contract.

6. Does the MPO follow the FDOT-approved Disadvantaged Business Enterprise (DBE) plan?

Please Check: Yes ☒ No ☐

In November 2022, the TPO developed formal documentation of compliance with the DBE plan through the adoption of a DBE program document. This document reflects how the TPO follows the FDOT DBE plan and program. This document was adopted by the TPO Board and posted on the website, located at:

<https://ocalamariontpo.org/disadvantaged-business-enterprise-program-dbe/>

7. Are the MPOs tracking all commitments and payments for DBE compliance?

Please Check: Yes ☒ No ☐

In 2023, the TPO created a separate DBE form included with all monthly PL-CPG invoices to the District. This form provides a current summary of payments to DBE firms.

8. The MPO must be prepared to use the Grant Application Process (GAP) to record their professional services contract information starting on July 1, 2022. Has the MPO staff been trained on the GAP system? If yes, please provide the date of training. If no, please provide

the date by when training will be complete (Recordings are available on the FDOT Local Programs [webpage](#)).

Please Check: Yes ☒ No ☐

The TPO has been trained. Staff contacts were provided to Central Office for access to the GAP. But we have not yet received further information at this time. The TPO Director currently has the only access to the GAP for project application submissions.

9. Does the MPO include the DBE policy statement in its contract language for consultants and subconsultants?

Please Check: Yes ☒ No ☐

The TPO includes the Equal Opportunity and DBE language in the new 2023 GPC contracts and 2050 LRTP contract. All four contracts were finalized in December 2023. The District Liaison team performed a review of the contracts, in addition to early reviews of the procurement packages.

10. Are the MPO procurement packages (Project Advertisements, Notices to Bidders, RFP/RFQs, contract templates and related documents) and contracts free from geographical preferences or bidding restrictions based on the physical location of the bidding firm or where it is domiciled?

Please Check: Yes ☒ No ☐ N/A ☐

11. Are the MPO procurement packages (Project Advertisements, Notices to Bidders, RFP/RFQs, contract templates and related documents) and contracts free of points or award preferences for using DBEs, MBEs, WBEs, SBEs, VBEs or any other business program not approved for use by FHWA or FDOT?

Please Check: Yes ☒ No ☐ N/A ☐

12. Please identify all locally required preference programs applied to contract awards by local ordinance or rule that will need to be removed from Federal-Aid solicitations and contract.

- a) ☐ Minority business
- b) ☐ Local business
- c) ☐ Disadvantaged business
- d) ☐ Small business

- e) ☐ Location (physical location in proximity to the jurisdiction)
- f) ☐ Materials purchasing (physical location or supplier)
- g) ☐ Locally adopted wage rates
- h) ☐ Other: _____

13. Do the MPO contracts only permit the use of the approved FDOT race-neutral program?

Please Check: Yes ☒ No ☐ N/A ☐

14. Do the MPO contracts specify the race neutral or 'aspirational' goal of 10.65%?

Please Check: Yes ☒ No ☐ N/A ☐

15. Are the MPO contracts free of sanctions or other compliance remedies for failing to achieve the race-neutral DBE goal?

Please Check: Yes ☒ No ☐ N/A ☐

16. Do the MPO contracts contain required civil rights clauses, including:

- a. Nondiscrimination in contracting statement (49 CFR 26.13)
- b. Title VI nondiscrimination clauses Appendices A and E (DBE Nondiscrimination Assurance & 49 CFR 21)
- c. FDOT DBE specifications

Please Check: Yes ☒ No ☐ N/A ☐

Part 1 Section 5: Noteworthy Practices & Achievements

One purpose of the certification process is to identify improvements in the metropolitan transportation planning process through recognition and sharing of noteworthy practices. Please provide a list of the MPOs noteworthy practices and achievements below.

In 2023, the TPO in partnership with Marion Transit and using FTA 5305d funding, completed a Transportation Disadvantaged (TD) Service Area Study. The TPO conducted the study as a service to the TD community and Marion Transit. The study involved an evaluation of 2020 Census data and current rural and small urban public transportation service in Marion County. The study included the identification of areas in the County that may be better served through the Marion Transit rural (FTA 5311) transportation program. The study resulted in five service alternative areas identified for future point-deviated services, where transit vehicles may follow a fixed schedule around multiple destinations. Based on the results of the study, Marion Transit is planning to implement some new deviated routes in 2024. The study may be found on the TPO website:

<https://ocalamariontpo.org/plans-and-programs/planning-studies/>

As part of ongoing service to the community in support of safety, the TPO developed an online interactive dashboard and annual report. The goal of these tools is to continue an education and awareness focus on safety, and provide resources to partners and the community. These resources may be found on the TPO website under the Safety Information section:

<https://ocalamariontpo.org/transportation-statistics/>

As one of seven small, non-TMA MPO's in Florida, the Ocala Marion TPO has been at the forefront of social media over the past four years. The TPO has used social media (Facebook, Twitter/X) as a platform to successfully engage our community and partners through events, meetings, projects and educational awareness. The TPO has understood how important it is to engage the public and partners through a variety of means beyond the traditional methods of the past. The quality of social media posts and engagement methods, such as graphics and photos reflect a model of success for small MPO's.

In 2023, the TPO began a Tri-MPO partnership through quarterly meetings. The partnership is between the TPO, Lake~Sumter MPO and Hernando-Citrus MPO. Four meetings were held in rotating locations over the course of the calendar year. The meetings resulted in positive relationship building, sharing best practices, lessons learned, discussing ongoing challenges or opportunities and organizational ideas for small, non-TMA MPOs. Plans were made to continue the quarterly meetings in 2024 on a rotational basis by location.

Part 1 Section 6: MPO Comments

The MPO may use this space to make any additional comments or ask any questions, if they desire. This section is not mandatory, and its use is at the discretion of the MPO.

The TPO continues to appreciate the great working relationship with FDOT District 5 staff and leadership. In particular, the collaborative approach and two-way communication for ongoing TPO-FDOT program matters and on projects.

The TPO also appreciates the rapid review and response to invoices, and questions and inquiries regarding various aspects of the MPO process. This includes other major areas of FDOT such as the work program development process and project scoping.

One suggestion to build-upon past collaborative efforts is to convene an in-person meeting each year at the District with the five Central Florida MPO's. While FMPP has value, in-person meetings at the District and regional levels are also beneficial to collaboration and information sharing.



Ocala/Marion County TPO

Calendar Year of Review Period: January 1, 2023, through December 31, 2023.

Click to enter the date the review is finalized.

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Purpose

Each year, the District and the Metropolitan Planning Organization (MPO) must jointly certify the metropolitan transportation planning process as described in [23 C.F.R. §450.336](#). The joint certification begins in January. This allows time to incorporate recommended changes into the Draft Unified Planning Work Program (UPWP). The District and the MPO create a joint certification package that includes a summary of noteworthy achievements by the MPO and, if applicable, a list of any recommendations and/or corrective actions.

The Certification Package and statement must be submitted to Central Office, Office of Policy Planning (OPP) no later than June 1.

Certification Process

Please read and answer each question within this document.

Since all of Florida's MPOs adopt a new Transportation Improvement Program (TIP) annually, many of the questions related to the TIP adoption process have been removed from this certification, as these questions have been addressed during review of the draft TIP and after adoption of the final TIP.

As with the TIP, many of the questions related to the Unified Planning Work Program (UPWP) and Long-Range Transportation Plan (LRTP) have been removed from this certification document, as these questions are included in the process of reviewing and adopting the UPWP and LRTP.

Note: This certification has been designed as an entirely electronic document and includes interactive form fields. Part 2 Section 10: Attachments allows you to embed any attachments to the certification, including the [MPO Joint Certification Statement](#) document that must accompany the completed certification report. Once all the appropriate parties sign the MPO Joint Certification Statement, scan it and attach it to the completed certification in Part 2 Section 10: Attachments.

Please note that the District shall report the identification of and provide status updates of any corrective action or other issues identified during certification directly to the MPO Board. Once the MPO has resolved the corrective action or issue to the satisfaction of the District, the District shall report the resolution of the corrective action or issue to the MPO Board.

The final Certification Package should include Part 1, Part 2, and any required attachments and be transmitted to Central Office no later than June 1 of each year.

Risk Assessment Process

Part 2 Section 1: Risk Assessment evaluates the requirements described in [2 CFR §200.332 \(b\)-\(e\)](#), also expressed below. It is important to note that FDOT is the recipient and the MPOs are the subrecipient, meaning that FDOT, as the recipient of Federal-aid funds for the State, is responsible for ensuring that Federal-aid funds are expended in accordance with applicable laws and regulations.

(b) Evaluate each subrecipient's risk of noncompliance with Federal statutes, regulations, and the terms and conditions of the subaward for purposes of determining the appropriate subrecipient monitoring described in paragraphs (d) and (e) of this section, which may include consideration of such factors as:

(1) The subrecipient's prior experience with the same or similar subawards;

(2) The results of previous audits including whether the subrecipient receives a Single Audit in accordance with Subpart F—Audit Requirements of this part, and the extent to which the same or similar subaward has been audited as a major program;

(3) Whether the subrecipient has new personnel or new or substantially changed systems; and

(4) The extent and results of Federal awarding agency monitoring (e.g., if the subrecipient also receives Federal awards directly from a Federal awarding agency).

(c) Consider imposing specific subaward conditions upon a subrecipient if appropriate as described in §200.208.

(d) Monitor the activities of the subrecipient as necessary to ensure that the subaward is used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the subaward; and that subaward performance goals are achieved. Pass-through entity monitoring of the subrecipient must include:

(1) Reviewing financial and performance reports required by the pass-through entity.

- (2) Following-up and ensuring that the subrecipient takes timely and appropriate action on all deficiencies pertaining to the Federal award provided to the subrecipient from the pass-through entity detected through audits, on-site reviews, and written confirmation from the subrecipient, highlighting the status of actions planned or taken to address Single Audit findings related to the particular subaward.*
- (3) Issuing a management decision for audit findings pertaining to the Federal award provided to the subrecipient from the pass-through entity as required by §200.521.*
- (4) The pass-through entity is responsible for resolving audit findings specifically related to the subaward and not responsible for resolving crosscutting findings. If a subrecipient has a current Single Audit report posted in the Federal Audit Clearinghouse and has not otherwise been excluded from receipt of Federal funding (e.g., has been debarred or suspended), the pass-through entity may rely on the subrecipient's cognizant audit agency or cognizant oversight agency to perform audit follow-up and make management decisions related to cross-cutting findings in accordance with section §200.513(a)(3)(vii). Such reliance does not eliminate the responsibility of the pass-through entity to issue subawards that conform to agency and award-specific requirements, to manage risk through ongoing subaward monitoring, and to monitor the status of the findings that are specifically related to the subaward.*
- (e) Depending upon the pass-through entity's assessment of risk posed by the subrecipient (as described in paragraph (b) of this section), the following monitoring tools may be useful for the pass-through entity to ensure proper accountability and compliance with program requirements and achievement of performance goals:*
- (1) Providing subrecipients with training and technical assistance on program-related matters; and*
- (2) Performing on-site reviews of the subrecipient's program operations;*
- (3) Arranging for agreed-upon-procedures engagements as described in §200.425.*

If an MPO receives a Management Decision as a result of the Single Audit, the MPO may be assigned the high-risk level.

After coordination with the Office of Policy Planning, any of the considerations in 2 CFR §200.331 (b) may result in an MPO being assigned the high-risk level.

The questions in Part 2 Section 1: Risk Assessment are quantified and scored to assign a level of risk for each MPO, which will be updated annually during the joint certification process. The results of the Risk Assessment determine the minimum frequency by which the MPO's supporting documentation for their invoices is reviewed by FDOT MPO Liaisons for the upcoming year. The Risk Assessment Scoring Sheet is available [here](#) on the MPO Partner Library. The frequency of review is based on the level of risk in **Table 1**.

Table 1. Risk Assessment Scoring

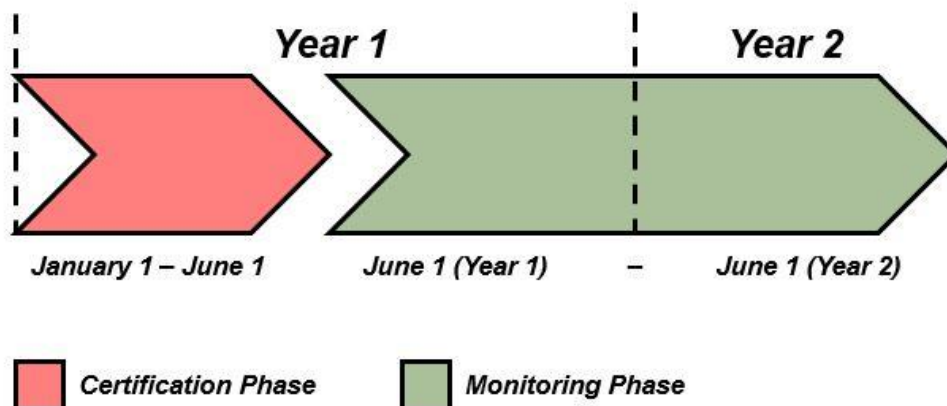
Score	Risk Level	Frequency of Monitoring
> 85 percent	Low	Annual
68 to < 84 percent	Moderate	Bi-annual
52 to < 68 percent	Elevated	Tri-annual
< 52 percent	High	Quarterly

The Risk Assessment that is part of this joint certification has two main components – the Certification phase and the Monitoring phase – and involves regular reviewing, checking, and surveillance.

1. Certification phase: the first step is to complete this Risk Assessment during the joint certification review, which runs from January 1 to June 1 (*The red arrow in **Figure 1***). During this 6-month period, a Risk Assessment is performed assessing the previous calendar year.
2. Monitoring phase: After the joint certification review has been completed, the Risk Assessment enters the Monitoring phase, where the MPO is monitored for a 12-month period starting on June 1 (*The green arrow, Year 1 in **Figure 1***) and ending on June 1 of the following year (*The green arrow, Year 2 in **Figure 1***).

This process takes 18 months in total. On January 1 of each year, the new Certification phase will begin, which will overlap with the previous year's Monitoring phase. **Figure 1** shows the timeline of Risk Assessment phases.

Figure 1. Risk Assessment: Certification and Monitoring Phases



Part 2

Part 2 of the Joint Certification is to be completed by the District MPO Liaison.

Part 2 Section 1: Risk Assessment

MPO Invoice Submittal

List all invoices and the dates that the invoices were submitted for reimbursement during the certification period in **Table 2** below.

Table 2. MPO Invoice Submittal Summary

Invoice #	Invoice Period	Date the Invoice was Forwarded to FDOT for Payment	Was the Invoice Submitted More than 90 days After the End of the Invoice Period? (Yes or No)
G2797-6	11/21/22 - 12/30/22	1/19/2023	No
G2797-7	1/2/23 - 1/27/23	2/8/2023	No
G2797-8	1/30/23 - 2/24/23	3/21/2023	No
G2797-9	2/27/23 - 3/24/23	4/12/2023	No
G2797-10	3/27/23 - 4/21/23	5/12/2023	No
G2797-11	4/23/23 – 6/2/23	6/15/2023	No
G2797-12	6/5/23 – 6/30/23	7/14/2032	No
G2797-13	6/20/23 – 7/28/23	8/22/2023	No
G2797-14	7/31/23 – 8/25/23	9/14/2023	No
G2797-15	8/28/23 – 9/22/23	10/9/2023	No
G2797-16	9/23/23 – 10/22/23	11/100/2023	No
G2797-17	10/23/23 – 11/9/23	12/13/2023	No
MPO Invoice Submittal Total			
Total Number of Invoices that were Submitted on Time			12

Total Number of Invoices Submitted	12
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MPO Invoice Review Checklist

List all MPO Invoice Review Checklists that were completed in the certification period in **Table 3** and attach the checklists to this risk assessment. Identify the total number of materially significant finding questions that were correct on each MPO Invoice Review Checklist (i.e. checked yes). The MPO Invoice Review Checklist identifies questions that are considered materially significant with a red asterisk. Examples of materially significant findings include:

- Submitting unallowable, unreasonable or unnecessary expenses or corrections that affect the total amounts for paying out.
- Exceeding allocation or task budget.
- Submitting an invoice that is not reflected in the UPWP.
- Submitting an invoice that is out of the project scope.
- Submitting an invoice that is outside of the agreement period.
- Documenting budget status incorrectly.

Corrections or findings that are not considered materially significant do not warrant elevation of MPO risk. Examples of corrections or findings that are not considered materially significant include:

- Typos.
- Incorrect UPWP revision number.
- Incorrect invoice number.

Table 3. MPO Invoice Review Checklist Summary

MPO Invoice Review Checklist	Number of Correct Materially Significant Finding Questions
G2797-6 Review Date: 1/19/2023	7
G2797-7 Review Date: 2/9/2023	7
G2797-8 Review Date: 3/16/2023	7
G2797-9 Review Date: 4/12/2023	7

G2797-10 Review Date: 5/11/2023	7
G2797-11 Review Date: 6/16/2023	7
G2797-12 Review Date: 7/12/2023	7
G2797-13 Review Date: 8/22/2023	7
G2797-14 Review Date: 9/14/2023	7
G2797-15 Review Date: 10/9/2023	7
G2797-16 Review Date: 11/9/2023	7
G2797-17 Review Date: 12/12/2023	7
MPO Invoice Review Checklist Total	
Total Number of Materially Significant Finding Questions that were Correct	84

**Note: There are 7 materially significant questions per MPO Invoice Review Checklist.*

MPO Supporting Documentation Review Checklist

List all MPO Supporting Documentation Review Checklists that were completed in the certification period in **Table 4** and attach the checklists and supporting documentation to this risk assessment. Identify the total number of materially significant finding questions that were correct on each MPO Supporting Documentation Review Checklist (i.e. checked yes). The MPO Supporting Documentation Review Checklist identifies questions that are considered materially significant with a red asterisk. Examples of materially significant findings include:

- Submitting an invoice with charges that are not on the Itemized Expenditure Detail Report.
- Submitting an invoice with an expense that is not allowable.
- Failing to submit supporting documentation, such as documentation that shows the invoice was paid.
- Submitting travel charges that do not comply with the MPO's travel policy.

Table 4. MPO Supporting Documentation Review Checklist Summary

MPO Supporting Documentation Review Checklist		Number of Correct Materially Significant Finding Questions
G2797-11 Reviewed: 02/20/2024		24
*only 24 questions applied		
MPO Supporting Documentation Review Checklist Total		
Total Number of Materially Significant Finding Questions that were Correct		24

*Note: There are 25 materially significant questions per MPO Supporting Documentation Review Checklist.

Technical Memorandum 19-04: Incurred Cost and Invoicing Practices

Were incurred costs billed appropriately at the end of the contract period?

Please Check: Yes ☒ No ☐ N/A ☐

Risk Assessment Score

Please use the Risk Assessment worksheet to calculate the MPO's risk score. Use **Table 5** as a guide for the selecting the MPO's risk level.

Table 5. Risk Assessment Scoring

Score	Risk Level	Frequency of Monitoring
> 85 percent	Low	Annual
68 to < 84 percent	Moderate	Bi-annual
52 to < 68 percent	Elevated	Tri-annual
< 52 percent	High	Quarterly

Risk Assessment Percentage: 100%

Level of Risk: **Low**

Part 2 Section 2: Long-Range Transportation Plan (LRTP)

Did the MPO adopt a new LRTP in the year that this certification is addressing?

Please Check: Yes ☐ No ☒

If yes, please ensure any correspondence or comments related to the draft and final LRTP and the LRTP checklist used by Central Office and the District are in the [MPO Document Portal](#) or attach it to Part 2 Section 10: Attachments. List the titles and dates of attachments uploaded to the MPO Document Portal below.

Title(s) and Date(s) of Attachment(s) in the MPO Document Portal

Click or tap here to enter text.

Part 2 Section 3: Transportation Improvement Program (TIP)

Did the MPO update their TIP in the year that this certification is addressing?

Please Check: Yes ☒ No ☐

If yes, please ensure any correspondence or comments related to the draft and final TIP and the TIP checklist used by Central Office and the District are in the [MPO Document Portal](#) or attach it to Part 2 Section 10: Attachments. List the titles and dates of attachments uploaded to the MPO Document Portal below.

Title(s) and Date(s) of Attachment(s) in the MPO Document Portal

Fiscal Years 2024 to 2028 Transportation Improvement Program (TIP).pdf (6/28/2023)
OMTPO-FINAL TIP Review Checklist _07-07-23.pdf (6/28/2023)
TPO Board Meeting Agenda Packet_Adopted TIP.pdf(6/28/2023)
Draft Fiscal Years 2024 to 2028 Transportation Improvement Program.pdf (5/2/2023)
Draft TIP Memo.pdf (5/2/2023)
OMTPO-Draft TIP Review Checklist _5-11-23.pdf (5/2/2023)

Part 2 Section 4: Unified Planning Work Program (UPWP)

Did the MPO adopt a new UPWP in the year that this certification is addressing?

Please Check: Yes ☐ **No** ☒

If yes, please ensure any correspondence or comments related to the draft and final UPWP and the UPWP checklist used by Central Office and the District are in the [MPO Document Portal](#) or attach it to Part 2 Section 10: Attachments. List the titles and dates of attachments uploaded to the MPO Document Portal below.

Title(s) and Date(s) of Attachment(s) in the MPO Document Portal

f

Part 2 Section 5: Clean Air Act

The requirements of [Sections 174](#) and [176 \(c\) and \(d\)](#) of the Clean Air Act.

The Clean Air Act requirements affecting transportation only applies to areas designated nonattainment and maintenance for the National Ambient Air Quality Standards (NAAQS). Florida currently is attaining all NAAQS. No certification questions are required at this time. In the event the Environmental Protection Agency issues revised NAAQS, this section may require revision.

Title(s) of Attachment(s)

N/A

Part 2 Section 6: Technical Memorandum 19-03REV: Documentation of FHWA PL and Non-PL Funding

Did the MPO identify all FHWA Planning Funds (PL and non-PL) in the TIP?

Please Check: Yes ☒ No ☐ N/A ☐

Part 2 Section 7: MPO Procurement and Contract Review

To evaluate existing DBE reporting requirements, choose one professional services procurement package and contract between the MPO and a third party to answer the following questions. If the answer to any of the questions is no, there is no penalty to the MPO. FDOT is using this information to determine technical support and training for the MPOs. Any new procurements after July 1, 2022 must be compliant with the existing DBE reporting requirements.

1. Are the procurement package (Project Advertisements, Notices to Bidders, RFP/RFQs, contract templates and related documents) and contract free from geographical preferences or bidding restrictions based on the physical location of the bidding firm or where it is domiciled?

Please Check: Yes ☒ No ☐ N/A ☐

2. Are the procurement package (Project Advertisements, Notices to Bidders, RFP/RFQs, contract templates and related documents) and contract free of points or award preferences for using DBEs, MBEs, WBEs, SBEs, VBEs or any other business program not approved for use by FHWA or FDOT?

Please Check: Yes ☒ No ☐ N/A ☐

3. Does the contract only permit the use of the approved FDOT race-neutral program?

Please Check: Yes ☒ No ☐ N/A ☐

4. Does the contract specify the race neutral or 'aspirational' goal of 10.65%?

Please Check: Yes ☒ No ☐ N/A ☐

5. Is the contract free of sanctions or other compliance remedies for failing to achieve the race-neutral DBE goal?

Please Check: Yes ☒ No ☐ N/A ☐

6. Does the contract contain required civil rights clauses, including:
- a. Nondiscrimination in contracting statement (49 CFR 26.13)
 - b. Title VI nondiscrimination clauses Appendices A and E (DBE Nondiscrimination Assurance & 49 CFR 21)
 - c. FDOT DBE specifications

Please Check: Yes ☒ No ☐ N/A ☐

Part 2 Section 8: District Questions

The District may ask up to five questions at their own discretion based on experience interacting with the MPO that were not included in the sections above. Please fill in the question(s), and the response in the blanks below. This section is optional and may cover any topic area of which the District would like more information.

1. Which processes should FDOT consider improving to assist the MPO in carrying out its day-to-day operations?

None at this time. The FDOT monthly project status reports are very beneficial and appreciated locally. Consistent and up to date status of projects will continue to be appreciated, especially as major projects start in the future (e.g., I-75).

2. In which areas could FDOT consider improving to enhance the relationship between the MPO's and the Department?

Conducting an annual joint meeting between the MPO and District; and/or a Districtwide gathering with all the MPO's to discuss projects and program activities.

3. Please provide any regional planning activities anticipated within the next year and provide details

The TPO has begun the 2050 Long Range Transportation Plan (LRTP). The project will include the entirety of the TPO Planning Area, Marion County. Through the Joint Planning Agreement with the Lake~Sumter MPO, coordination will take place regarding the LRTP development process.

4. Question

PLEASE EXPLAIN

5. Question

PLEASE EXPLAIN

Part 2 Section 9: Recommendations and Corrective Actions

Please note that the District shall report the identification of and provide status updates of any corrective action or other issues identified during certification directly to the MPO Board. Once the MPO has resolved the corrective action or issue to the satisfaction of the District, the District shall report the resolution of the corrective action or issue to the MPO Board. The District may identify recommendations and corrective actions based on the information in this review, any critical comments, or to ensure compliance with federal regulation. The corrective action should include a date by which the problem must be corrected by the MPO.

Status of Recommendations and/or Corrective Actions from Prior Certifications

All prior certification comments have been satisfied.

Recommendations

No current recommendations

Corrective Actions

No current corrective action for the TPO

Part 2 Section 10: Attachments

Please attach any documents required from the sections above or other certification related documents here or through the [MPO Document Portal](#). Please also sign and attached the [MPO Joint Certification Statement](#).

Title(s) and Date(s) of Attachment(s) in the MPO Document Portal

Click or tap here to enter text.



TO: Board Members

FROM: Rob Balmes, Director

RE: Fiscal Years (FY) 2022/23 to 2023/24 Unified Planning Work Program (UPWP) Amendment #6, De-Obligation Request

Summary

The Unified Planning Work Program (UPWP) is the TPO's federally required two-year budgetary document. The current Fiscal Year (FY) 2022/23 to 2023/24 UPWP is authorized from July 1, 2022 to June 30, 2024. Federal Highway Administration (FHWA) Consolidated Planning Funds (CPG) currently programmed, but not anticipated to be expended by June 30 in the current UPWP, may be de-obligated and un-encumbered. This process takes place in March of the second year of the UPWP. The proposed de-obligated funding would be available in year one of the next two-year UPWP (FY 2024/25 to 2025/26).

Based on the analysis of the current UPWP funding, the TPO submitted a formal letter to FDOT on February 16, 2024 requesting the de-obligation of \$445,000 in CPG funding. This proposed change is reflected in the attached task and funding tables for FY 2022/23.

The TPO staff will request to re-obligate, through an amendment in August 2024, the full \$445,000 in funding to year one of the FY 2024/25 to 2025/26 UPWP. Pending Board approval, this funding would be available after October 1, 2024.

Attachment(s)

- De-Obligation Request Letter to Florida Department of Transportation
- Summary of UPWP changes
- Amended FY 22/23 to 23/24 UPWP

Action Requested

TPO staff requests approval of the UPWP amendment to de-obligate \$445,000 of FHWA-CPG funds from Year One of the FY 2022/23 to 2023/24 UPWP.

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

A transportation system that supports growth, mobility, and safety through leadership and planning
Marion County • City of Belleview • City of Dunnellon • City of Ocala



February 16, 2024

Kia Powell
Planning Specialist III
Florida Department of Transportation
719 Woodland Boulevard
DeLand, FL 32770

Subject: De-Obligation Request of FHWA PL-CPG Funds

Dear Ms. Powell,

On behalf of the Ocala/Marion Transportation Planning Organization (TPO), this memo serves as a request to FDOT District 5 to de-obligate and unencumber funding from the current Fiscal Years (FY) 2022/23 to 2023/24 Unified Planning Work Program (UPWP).

TPO staff will request Board Action on March 26, 2024 through a UPWP amendment, to de-obligate a total of \$445,000 in FHWA PL-CPG funding. This amendment will be reflected in corresponding task and funding tables and a UPWP revision form, and submitted in the portal. The funding is proposed to be de-obligated from year one of the FY 2022/23 to FY 2023/24 UPWP and made available in year one of the FY 2024/2025 to FY 2025/2026 UPWP.

The de-obligation comes primarily from lower costs due to a staff vacancy, the 2050 Long Range Transportation Plan placeholder, and balance of funding identified for consultant services. The TPO understands this funding would be available after October 1, 2024.

Sincerely,

Rob Balmes, AICP CTP Director
Ocala/Marion County TPO
352-438-2631
rob.balmes@marionfl.org

cc Kristen Dreyer, TPO Chair
 Liz Mitchell, TPO Staff
 Shakayla Irby, TPO Staff

**Fiscal Years 2022/23 to 2023/24 Unified Planning Work Program (UPWP)
De-Obligation Summary of Changes**

FY 2022/23 Funding Changes by Task

Task 1 Administration

-\$45,000 Salaries/Benefits

Task 2 Data Collection

-\$15,000 Salaries/Benefits

Task 3 Long Range Planning

-\$175,000 2050 LRTP Consultant

Task 4 Short Range Planning

-\$13,000 Salaries/Benefits

Task 7 Special Projects

-\$5,000 Salaries/Benefits

-\$192,000 Consultants

Total:

-\$445,000



Revision #: 7

This amendment involves a de-obligation request of \$445,000 of funding for tasks 1, 2, 3, 4 and 7. The TPO requests the re-obligation of the funds to year one of the FY 2024/2025 to 2025/2026 Unified Planning Work Program (UPWP).

of: 1

Revision Type: Amendment (Financial)

OTHER UPWP CHANGES (NON-FINANCIAL)

Task #	Task Name	Amendment Type

Modification Required Documentation (to be appended with UPWP Revision Signature Form)

- ☐ Task Pages (including task budget tables)-Current & Proposed ☐ Signed Cost Certification
- ☐ Agency Participation Budget Table-Current & Proposed ☐ Fund Summary Budget Table-Current & Proposed

Amendment Required Documentation (to be appended with UPWP Revision Signature Form)

- | | | |
|--|--|---|
| <input checked="" type="checkbox"/> Task Pages (including task budget tables)-Current & Proposed | <input type="checkbox"/> Signed Cost Certification | <input type="checkbox"/> TIP Modification |
| <input checked="" type="checkbox"/> Agency Participation Budget Table-Current & Proposed | <input checked="" type="checkbox"/> MPO Meeting Agenda | <input checked="" type="checkbox"/> Amended Agreement |
| <input checked="" type="checkbox"/> Fund Summary Budget Table-Current & Proposed | | |

Non-Financial Amendment Required Documentation (to be appended with UPWP Revision Signature Form)

- ☐
- Task Pages (if a change occurs) - Current & Proposed

Reviewing Action

FDOT	
Reviewer:	Comments:
Action:	
FHWA	
Reviewer:	Comments:
Action:	
FTA	
Reviewer:	Comments:
Action:	

Unified Planning Work Program

Fiscal Years 2022/2023 and 2023/2024
(July 1, 2022 to June 30, 2024)



Board Adoption on April 26, 2022

Amendment #1: August 23, 2022
Amendment #2: November 29, 2022
Amendment #3: January 24, 2023

Amendment #4: April 25, 2023
Amendment #5: May 23, 2023
Modification #1: January 3, 2024

Amendment #6: March 26, 2024

This document was prepared with financial assistance from the Federal Highway Administration and the 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: 439331-4

Catalog of Federal Domestic Assistance Numbers:

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

RESOLUTION OF THE OCALA/MARION COUNTY TRANSPORTATION PLANNING
ORGANIZATION (TPO) ENDORSING THE AMENDED UNIFIED PLANNING WORK
PROGRAM FOR FISCAL YEARS 2022/23 to 2023/24.

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 annually submit a Unified Planning Work Program; and

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

WHEREAS, the Ocala/Marion County Transportation Planning Organization's 2022/23 to 2023/24 Unified Planning Work Program has been prepared consistent with Chapter 3 of the MPO Program Management Handbook.

WHEREAS, the 2022/23 to 2023/24 Unified Planning Work Program was approved by the Ocala/Marion County Transportation Planning Organization on April 26, 2022; and

WHEREAS, the Ocala/Marion County Transportation Planning Organization's 2022/23 to 2023/24 Unified Planning Work Program has been amended to include de-obligation changes to activities and funding in Tasks 1, 2, 3, 4 and 7;

NOW THEREFORE BE IT RESOLVED by the Ocala/Marion County Transportation Planning Organization adopts the amended Unified Planning Work Program for 2022/23 to 2023/24 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 26th day of March 2024.

By: _____
Kristen Dreyer, Chair

Attest: _____
Rob Balmes, Director



Florida Department of Transportation

RON DESANTIS
GOVERNOR

605 Suwannee Street
Tallahassee, FL 32399-0450

JARED W. PERDUE, P.E.
SECRETARY

Cost Analysis Certification

Ocala/Marion County TPO

Unified Planning Work Program - FY 2023-2024

Amended 6/14/2023

Revision Number: Revision 5

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

Name: Rakinya Hinson

MPO Liaison District Five
Title and District

A handwritten signature in blue ink that reads "Rakinya Hinson". The signature is written in a cursive, flowing style.

Signature

6/14/2023



Florida Department of Transportation

RON DESANTIS
GOVERNOR

605 Suwannee Street
Tallahassee, FL 32399-0450

JARED W. PERDUE, P.E.
SECRETARY

Cost Analysis Certification

Ocala/Marion County TPO

Unified Planning Work Program - FY 2023-2024

Amended 5/2/2023

Revision Number: Revision 4

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

Name: Rakinya Hinson

MPO Liaison District Five
Title and District

A handwritten signature in blue ink that reads "Rakinya Hinson". The signature is written in a cursive, flowing style.

Signature

5/2/2023



Florida Department of Transportation

RON DESANTIS
GOVERNOR

605 Suwannee Street
Tallahassee, FL 32399-0450

JARED W. PERDUE, P.E.
SECRETARY

Cost Analysis Certification

Ocala/Marion County TPO

Unified Planning Work Program - FY 2023-2024

Amended 8/23/2022

Revision Number: Revision 1

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

Name: Rakinya Hinson

MPO Liaison District Five

Title and District

DocuSigned by:

Rakinya Hinson

DE5360D3FA644A8...

9/12/2022

Signature



Florida Department of Transportation

RON DESANTIS
GOVERNOR

605 Suwannee Street
Tallahassee, FL 32399-0450

JARED W. PERDUE, P.E.
SECRETARY

Cost Analysis Certification

Ocala/Marion County TPO

Unified Planning Work Program - FY 2023-2024

Adopted 4/26/2022

Revision Number: Initial Adoption

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

Name: Rakinya Hinson

MPO Liaison District Five

Title and District

DocuSigned by:
Rakinya Hinson
DF5360D3FA644A8...

5/16/2022

Signature

Ocala Marion Transportation Planning Organization (TPO)

Governing Board Members

Councilmember Ire Bethea Sr., City of Ocala District 2, Chair
Commissioner Craig Curry, Marion County District 1, Vice-Chair

Commissioner Kathy Bryant, Marion County District 2

Councilmember Kristen Dreyer, City of Ocala District 4

Commissioner Jeff Gold, Marion County District 3

Mayor Kent Guinn, City of Ocala

Councilmember James Hilty, City of Ocala District 5

Commissioner Ronald Livsey, City of Belleview Seat 3

Councilmember Barry Mansfield, City of Ocala District 1

Commissioner Michelle Stone, Marion County District 5

Mayor Bill White, City of Dunnellon

Commissioner Carl Zalak III, Marion County District 4

John E. Tyler, P.E., FDOT District Five Secretary, Non-Voting

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.

www.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.

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INTRODUCTION

The Unified Planning Work Program (UPWP) outlines the Ocala/Marion County Transportation Planning Organization (Ocala Marion TPO) planning activities for the two-year period from July 1, 2022 to June 30, 2024 (fiscal years 2022/2023, 2023/2024). 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).

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).

FUNDING SOURCES

The UPWP provides a description and estimated budget for nine specific planning tasks to be undertaken by the TPO and partner agencies. Planning tasks programmed in the UPWP reflect the services anticipated to meet local priorities, as well as the 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 three primary funding sources: FHWA Planning (PL funds), FTA Section 5305(d), and the CTD Transportation Disadvantaged grant. A portion of local funding is provided to some TPO activities that are non-reimbursable through the three grants.

The TPO and FDOT participate in the Consolidated Grant Program (CPG). 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 by FDOT 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)

***3C Transportation Planning Process**

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 consistent with local plans and priorities.

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 53 to 56.

PARTICIPATION PROCESS

The development of the UPWP is accomplished through regularly scheduled meetings of the TPO's Technical Advisory Committee (TAC) and Citizens Advisory Committee (CAC) (draft only) and the TPO Board (draft and final approval). The TPO also strives to engage citizens and stakeholders to assist 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 involve the public through posting on its website and social media platforms, sending e-blast and press release notifications, and traditional print media. 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 on the TPO's public 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.

TPO 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 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 planning boundaries of the entire county were added. **Figure 1** on the next page illustrates the TPO planning area, which includes all of Marion County. The UPWP incorporates all federal, state, regional and local activities to be performed in the census-designated TPO Urbanized Areas and Marion County.

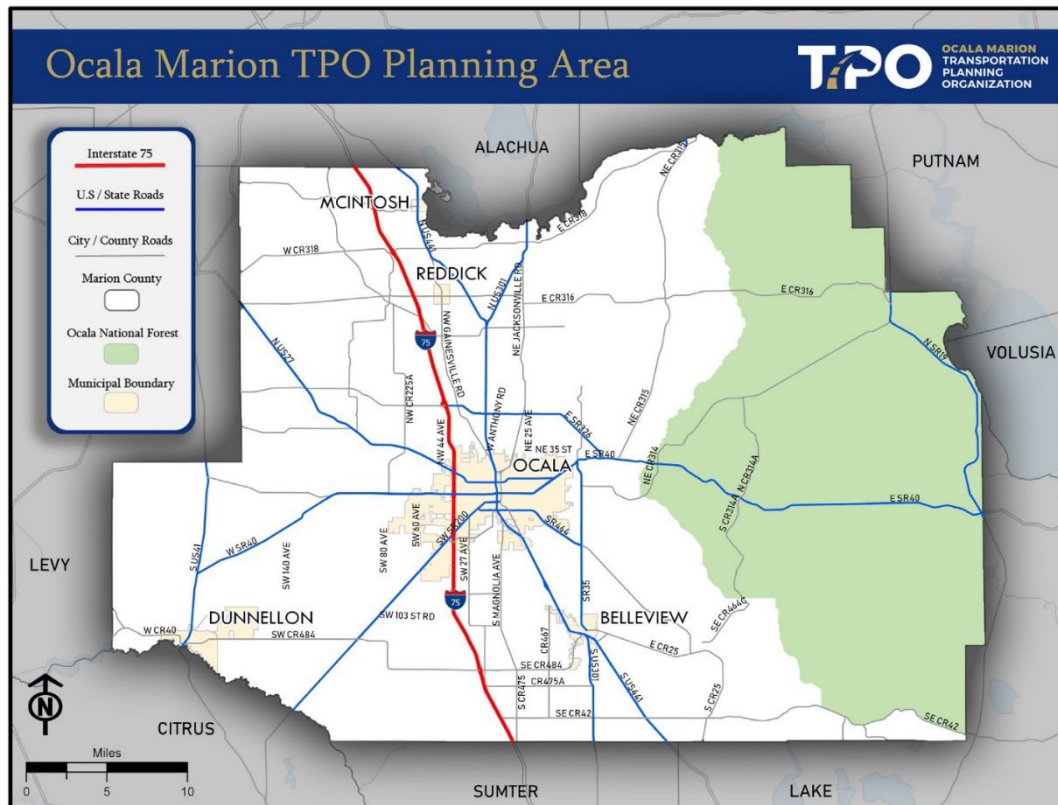
TPO ORGANIZATION STRUCTURE

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's guidance includes providing 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, which were adopted in May 2004 and revised in 2021 and 2022

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

Figure 1: TPO Planning Area



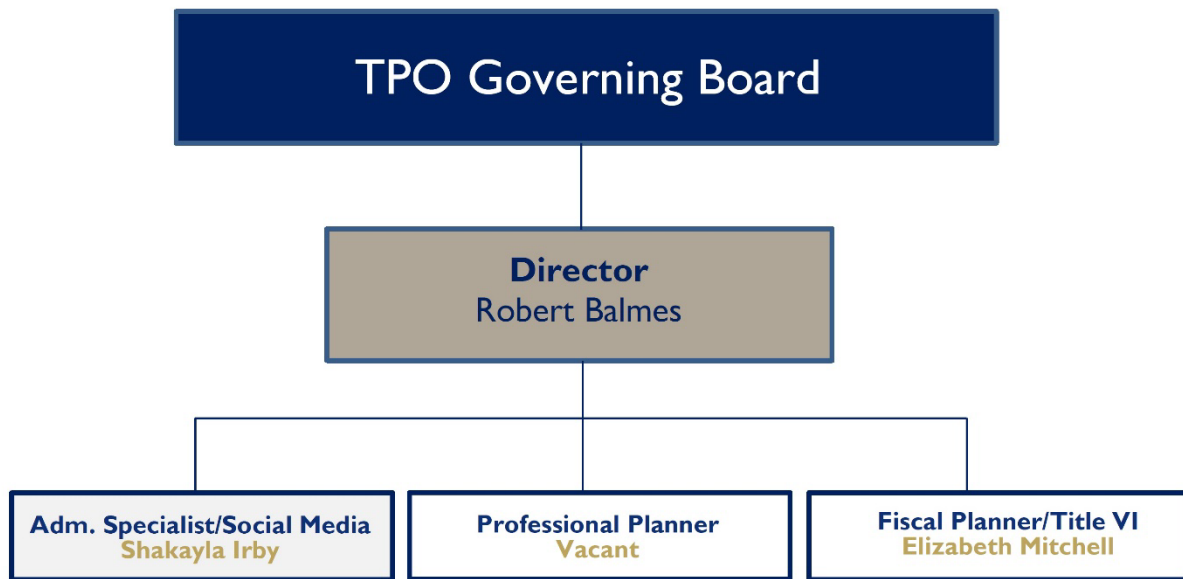
Transportation Disadvantaged Local Coordinating Board (TDLCB): Coordinates transportation needs of the disadvantaged in Marion County, including individuals with physical and economic challenges and senior citizens facing mobility issues.

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 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 professional Planner. Figure 2 displays a staff organization chart of the TPO (April 2022).

Figure 2: TPO Staff Organization Chart



TPO AGREEMENTS

The TPO executes a number of required agreements to support and facilitate the transportation planning process in Ocala/Marion County. An updated **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 urbanized area and other urbanized areas and clusters within Marion County as shown in Figure 1. Additional **Joint Participation Agreements (JPA)** have been executed for maintaining continued federal and state match funding. In August 2018, the TPO approved an extension to the JPA for the administration of all planning funds in Section 5305(d) through September 30, 2023. The Planning Funds (PL) JPA was approved in June 2021 and is reviewed as part of the annual certification process to ensure consistency with FDOT and TPO policies. In December 2020, a revised **Joint Intergovernmental Coordination and Review (ICAR) and Public Transportation Agreement** was approved which requires the TPO to have a continuing, cooperative and comprehensive transportation planning process, and coordinate public transportation planning. The agreement is 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 **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 Ocala Marion County TPO as the **Designated Official Planning Agency**

(DOPA) for transportation disadvantaged planning. 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 a coalition of six Metropolitan Planning Organizations (MPO) that are members of the **Central Florida Metropolitan Planning Organization Alliance (CFMPOA)**. The TPO is party to an **Interlocal Agreement** with the 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.

All Agreements and Bylaws for the TPO Boards and Committees can be found on the TPO website (<https://ocalamariontpo.org>).

PLANNING EMPHASIS AREAS AND ACTIVITIES

The transportation planning activities of the UPWP are aligned with the '3C' process and follow specific organizational, federal and state emphasis areas. The following summarizes how the TPO's UPWP tasks in fiscal years (FY) 2022/23 and 2023/24 are guided by these respective areas.

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 and is valid until September 30, 2026. Since regulations and guidance for the TPO's development of the UPWP are not yet available from IIJA, this document will continue to follow the current guidelines under the Fixing America's Surface Transportation Act (Fast Act). The Fast Act identifies ten (10) Planning Factors that shall be considered as part of the development of transportation plans and programs of the TPO. 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 Task.

Figure 3: FAST Act Ten (10) 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
9. Local Fund										

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	
5. Public Transportation	X	X		
6. Public Involvement	X	X	X	X
7. Special Projects	X	X	X	X
8. Regional Activities	X	X	X	X
9. Local Fund				

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

Regional Transportation Planning Activities

The following highlights two major regional transportation planning activities to be conducted over the next two-year period within Marion County and the Central Florida region.

I-75 Master Plan

FDOT is conducting a master plan to evaluate transportation improvements and upgrades to I-75 in Sumter, Marion and Alachua Counties. The outcome of this planning process may result in different recommendations to address transportation corridor and interchange needs for certain areas along I-75 in Marion County. The Master Plan is divided into two areas: The Southern Study is from Florida's Turnpike in Sumter County to SR 200 in Marion County (22.5 miles); The Northern Study is from SR 200 to County Road (CR) 234 in Alachua County (25.3 miles). Interchanges to be evaluated include SR 40, US 27, NW 49th, SR 326, CR 236 and CR 234.

Northern Turnpike Extension

The Florida's Turnpike Enterprise (FTE), part of the Florida Department of Transportation, is conducting an Alternative Corridor Evaluation (ACE) and Project Development and Environment (PD&E) Study to evaluate the extension of Florida's Turnpike (State Road 91). The project study area extends from the northern terminus of the Turnpike in Wildwood and includes Citrus, Levy, Marion and Sumter counties. Per Florida Statutes 339.66(6) and Senate Bill 100, the Turnpike is required to submit a PD&E Study status report to the Governor of Florida, President of the Florida Senate and Speaker of the Florida House of Representatives by December 31, 2022.

TPO PLANNING PRIORITIES

The following summarizes the major planning priorities of the TPO for FY 2022/23 and FY 2023/24. Some activities are identified as ongoing or as needed based on changes to federal and state requirements and organizational priorities.

Transportation Improvement Program (TIP)

The TPO will actively manage the FY 2022/23 to 2026/27 TIP, including amendments. The Roll Forward and Federal Obligations Amendments will be adopted by the TPO Board in 2022 and 2023. TPO staff will develop the next TIP for FY 2023/24 to 2027/28, scheduled for adoption by June 2023. The following fiscal year will involve the development of the FY 2024/25 to 2028/29 TIP, scheduled for adoption by June 2024.

2045 Long Range Transportation Plan (LRTP)

The TPO will actively manage the 2045 LRTP and process all amendments, potentially on an annual basis to ensure projects are amended into the Needs and/or Cost Feasible Elements.

2050 Long Range Transportation Plan (LRTP)

The TPO will begin the planning process for development of the 2050 LRTP, which is required to be adopted by the TPO Board in November 2025. Activities include a project management plan, scope development, identification of staff and consulting support, and project kick-off.

Public Participation Plan (PPP)

In 2021, the TPO updated the Public Participation Plan (PPP). The TPO typically updates the PPP every two to three years. During this UPWP cycle, the TPO will conduct an update to the PPP and ensure all public engagement requirements, practices and deadlines are reviewed and updated. This will include emerging or new methods of public participation.

Transportation Disadvantaged Local Coordinating Board (TDLCB)

The TPO serves the transportation disadvantaged community of Ocala/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 updates to the Transportation Disadvantaged Service Plan (TDSP), annual CTC Evaluation, quarterly TDLCB meetings and annual workshops.

TPO Continuity of Operations Plan (COOP) and Process Documentation

The TPO will develop a Continuity of Operations Plan (COOP) to guide the continued functioning and performance of the TPO. COOP planning is standard organizational practice to ensure the fundamental mission of the TPO is carried out, including a TPO staff order of succession. The TPO will also formalize a compilation of process documentation related to all core work products and activities.

Congestion Management Plan (CMP), State of System Report

In 2021, the TPO completed a major update to the Congestion Management Plan (CMP), which

included a Policy and Procedures Element and a State of the System Report. The TPO plans to update the State of the System Report every two to three years. During this UPWP cycle, the TPO will complete one update to State of the System Report.

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, will adopt the Commitment to Zero Safety Action Plan. As part of future 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; developing online reporting tools and crash reports; improving education and awareness; and the implementation strategies outlined in Commitment to Zero.

Equity in Transportation

The TPO will undertake a process to assess transportation equity in Ocala/Marion County. Based on the result of the 2020 Census, a study or analysis will be conducted that supports a further understanding of the opportunities and challenges associated with transportation equity, and how to support greater access to the multimodal transportation system for all members of the community.

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.

ACES (Automated, Connected, Electric, Shared-use) Vehicles and Emerging Technologies

The transportation system of the nation is being transformed through ACES and other emerging technologies. The TPO will assess the future implications of these advancements, including the development of policies, plans and/or overall approaches, specific to Ocala/Marion County. This may also involve how to better integrate short-term and long-term planning through the TPO's core planning documents to address the opportunities and challenges of ACES in the future.

Community Gateway Planning

The TPO will support the planning and coordination of interchange and community gateways in Ocala/Marion County with state and local partner agencies.

Freight Mobility

The transportation and logistics industry is experiencing significant growth in Ocala/Marion County. The TPO will provide support to state and local partners to improve freight mobility. This may include a local freight assessment and/or strategic planning to provide more

accessibility and safety for freight providers, the logistics industry and community residents.

Transportation Studies

As the Ocala/Marion County population and transportation system continues to expand and develop, the TPO may support local state and local governments by performing professional planning activities, not limited to the completion of trail feasibility studies, congestion management corridor studies, complete streets sub-area or corridor specific safety studies, transit and traffic circulation studies. The UPWP will be amended as specific studies are coordinated and formalized. These studies are dedicated to support the implementation of the Congestion Management Plan (CMP) and Commitment to Zero Safety Action Plan.

2020 Census Planning

Pending the outcome of the U.S. Census Urban Area boundaries and Transportation Management Area (TMA) designations by USDOT, the TPO may implement an organizational strategic plan to prepare for necessary transition planning. This may include an assessment of additional federal requirements and organizational changes. The estimated Census implementation timeline is from 2022 to 2024.

UPWP TASKS AND FUNDING

The activities of the UPWP are organized into nine (9) specific tasks. Each task provides an overview of the work completed in the previous UPWP, activities planned for the two-year period, and the funding sources and costs associated with the activities. Summary budget tables for FY 2022/2023 and FY 2023/2024 are on pages 53 to 56.

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

Task 2: Data Collection: 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 transportation study area.

Task 3: Long Range Planning: Includes work related to the development and maintenance of the Long-Range Transportation Plan (LRTP), performance management, as well as the Efficient Transportation Decision Making Process (ETDM).

Task 4: Short Range Planning: Includes development of the annual Transportation Improvement Program (TIP) and Priority Project development process and reviews of impacts to the transportation system.

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 public participation in the '3C' transportation planning process.

Task 7: Special Projects: Identifies all short-term projects and/or planning studies undertaken or sponsored 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 planning.

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

Budget categories for the UPWP are as follows:

A. Personnel	Salaries and fringe benefits. Fringe includes retirement, FICA, health insurance, workers compensation, and 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, 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 53 to 56. For this UPWP cycle, the total soft match provided by FDOT is 18.07% of the CPG (consolidated FHWA PL and FTA 5305d funds). The soft-match replaces the required local government cash-match to the TPO's CPG. The soft-match provided by FDOT for carryover FTA 5305d funds is 20%. This soft-match replaces the previous cash-match requirement of 10% state and 10% local.

FHWA Approval

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

Indirect Rate – Cost Allocation Plan

Per the Staff Services Agreement between the TPO 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 TPO 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 to 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 allocated to the TPO for FY 2022/2023 and FY 2023/2024. The CPG is reflected as FHWA PL in each of the nine (9) task tables in both fiscal years for reporting purposes.

Funding Source	Fiscal Year 2022/2023	Fiscal Year 2023/2024
Consolidated Planning Grant (CPG)	\$453,984	\$669,715
FTA 5305(d) Carryover (prior grants)	\$146,840	\$0
CPG Carryforward	\$ -	\$309,450
CTD (Transportation Disadvantaged)	\$27,551	\$29,212
Local Funding	\$2,000	\$2,000
Total:	\$630,375	\$1,010,377

TASK 1: ADMINISTRATION

Purpose

Identifies all administrative 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 2020/21 and FY 2021/22.

- Administration of TPO meetings, workshops, agendas and public notices.
- Documentation of all TPO meetings, including formal minutes, file management.
- Completion of financial and invoicing tasks for the PL-112 and 5305d grant reimbursement process.
- 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 and the CFMPOA.
- Coordination and attendance of meetings with local, state and federal partners.
- Completion of UPWP and amendment updates.
- Completion of updates to the bylaws for the TPO Board, CAC and TAC.
- Completion of the annual Joint Certification with FDOT in 2021 and 2022.
- Completed an update to the TPO Disadvantaged Business Enterprise (DBE) Program, to be adopted in summer 2022.
- Monitored DBE participation and report payments for work completed for TPO.
- Staff and TPO Board travel at meetings, trainings, conferences and workshops.
- Review of federal and state legislation involving transportation funding and 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 Marion County budget process conducted through the Marion County Clerk of the Court and Comptroller.
- Staff management, personnel changes and interviews.
- Staff Services Agreement with Marion County, including revisions.
- Ongoing communication with TPO Board regarding budget status.
- 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.
- TPO Audit coordination and completion with the FDOT Office of Inspector General.

Required Activities

The Task 1 activities planned for FY 2022/23 and FY 2023/24, 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, budget management and maintenance of electronic files and records	Budgets for UPWP and Host Agency	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 22/23 to FY 23/24 UPWP	FY 23-24 updated UPWP	As needed
Complete FY 24/25 to FY 25/26 UPWP	FY 25-26 new UPWP	May 2024
Prepare financial budgets for host agency	Clerk of Court Budgets	June 2023, 2024
TPO Board budget updates	Budget Summary Reports	Quarterly
Participate in annual Joint FDOT/TPO Certification process	Certification Reports, Certification Statements	March/April 2023, 2024
Participation in MPOAC and CFMPOA, regional or statewide partner meetings, trainings	Meetings, trainings,	Quarterly, Ongoing
Coordination with MPOAC on regional and statewide planning, prioritization	State planning and coordination	Ongoing
Coordinate and attend meetings with federal, state and local partners	Meeting participation	Ongoing
Maintain and update TPO agreements, board and committee bylaws	Revised agreements, bylaws	As needed
Update DBE Program guidance	DBE Program document	August 2022
TPO Continuity of Operations Plan (COOP) and Process Documentation	COOP document, Process documentation	December 2022
Monitor legislative activities at the federal, state, local levels affecting transportation	Summary reports, documentation	Ongoing
Manage consultant support services and contracts, task work orders	Consultant contract(s), task orders	Ongoing, As needed
Office supplies, computer equipment, plotter	Supplies and Equipment	As needed
Software license renewal/equipment, purchases (ArcGIS, Pagefreezer, Microsoft Office, BIS/DCR, Kronos, Clockify, Adobe Pro, Adobe Cloud); Online news subscriptions	Software Licenses, Equipment, 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)	Quarterly

Responsible Agency

Ocala Marion TPO

Responsible Staff

Ocala Marion TPO

Budget Summary

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

Table 1A: Task 1 Estimated Budget, FY 2022/2023

Task 1 Administration, Fiscal Year 2022/2023							
Funding Source Contract	FHWA PL G2797	FTA 5305(d) Carryover G2560	FTA 5305(d) Carryover GU198	FTA 5305(d) Carryover G2458	CTD G2964	Local	Total
Budget Category							
A. Personnel							
Salaries and Benefits	\$ 227,319	\$ -	\$ -	\$ 5,934	\$ -	\$ -	\$ 233,253
Total:	\$ 227,319	\$ -	\$ -	\$ 5,934	\$ -	\$ -	\$ 233,253
B. Consultant							
Security Services for Meetings	\$ 1,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500
Total:	\$ 1,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500
C. Travel							
Travel Expenses	\$ 2,162	\$ -	\$ -	\$ 7,319	\$ 800	\$ -	\$ 10,281
Training and Education	\$ 3,000	\$ -	\$ -	\$ 1,830	\$ 275	\$ -	\$ 5,105
Total:	\$ 5,162	\$ -	\$ -	\$ 9,149	\$ 1,075	\$ -	\$ 15,386
D. Direct Expenses							
Advertising	\$ 1,600	\$ -	\$ -	\$ 240	\$ 725	\$ -	\$ 2,565
Computer Equipment and Plotter	\$ 5,500	\$ -	\$ -	\$ 2,445	\$ -	\$ -	\$ 7,945
Copier Rental	\$ 2,390	\$ -	\$ -	\$ 313	\$ 110	\$ -	\$ 2,813
Meeting Audio Equipment	\$ 2,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,500
Insurance	\$ 2,875	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,875
Office Supplies	\$ 3,800	\$ -	\$ -	\$ 467	\$ 110	\$ -	\$ 4,377
Postage	\$ 175	\$ -	\$ -	\$ 48	\$ 20	\$ -	\$ 243
Printing and Binding	\$ 1,300	\$ -	\$ -	\$ 552	\$ -	\$ -	\$ 1,852
Software Licenses, Subscriptions	\$ 6,784	\$ -	\$ -	\$ 728	\$ 100	\$ -	\$ 7,612
Total:	\$ 26,924	\$ -	\$ -	\$ 4,793	\$ 1,065	\$ -	\$ 32,782
E. Indirect Expenses							
Marion County Cost Allocation	\$ 22,971	\$ 3,207	\$ -	\$ 29,670	\$ 1,862	\$ -	\$ 57,710
TOTAL TASK BUDGET:	\$ 283,876	\$ 3,207	\$ -	\$ 49,546	\$ 4,002	\$ -	\$ 340,631

Note: FHWA PL reflects the new CPG, including PL-112 and FTA 5305d consolidated grants.

Table 1B: Task 1 Estimated Budget, FY 2023/2024

Task 1 Administration, Fiscal Year 2023/2024				
Funding Source Contract Budget Category	FHWA PL G2797	CTD	Local	Total
A. Personnel				
Salaries and Benefits	\$ 295,700	\$ -	\$ -	\$ 295,700
Total:	\$ 295,700	\$ -	\$ -	\$ 295,700
B. Consultant				
Security Services for Meetings	\$ 1,500	\$ -	\$ -	\$ 1,500
Total:	\$ 1,500	\$ -	\$ -	\$ 1,500
C. Travel				
Travel Expenses	\$ 10,800	\$ 1,100	\$ -	\$ 11,900
Training and Education	\$ 4,800	\$ 350	\$ -	\$ 5,150
Total:	\$ 15,600	\$ 1,450	\$ -	\$ 17,050
D. Direct Expenses				
Advertising	\$ 1,850	\$ 1,200	\$ -	\$ 3,050
Computer Equipment	\$ 5,500	\$ -	\$ -	\$ 5,500
Copier Rental	\$ 2,750	\$ -	\$ -	\$ 2,860
Insurance	\$ 2,875	\$ -	\$ -	\$ 2,875
Office Supplies	\$ 4,200	\$ 50	\$ -	\$ 4,250
Postage	\$ 425	\$ 30	\$ -	\$ 455
Printing and Binding	\$ 1,400	\$ -	\$ -	\$ 1,400
Software Licenses	\$ 7,675	\$ 500	\$ -	\$ 8,175
Total:	\$ 26,675	\$ 1,780	\$ -	\$ 28,455
E. Indirect Expenses				
Marion County Cost Allocation	\$ 55,848	\$ 1,686	\$ -	\$ 57,534
TOTAL TASK BUDGET:	\$ 395,323	\$ 4,916	\$ -	\$ 400,239

TASK 2: DATA COLLECTION

Purpose

Identifies all data collection and analysis activities from a number of sources including the City of Ocala, Belleview, Dunnellon, Marion County, FDOT, University of Florida, federal agencies, and law enforcement. This data is used in the development of geographic information systems (GIS) online applications and maps, the annual TPO Traffic Counts Report, crash reporting, support for the Congestion Management Plan (CMP), level of service/traffic analysis and other tasks as deemed necessary.

Previous Work Completed

Summary of completed data collection activities in FY 2020/21 and FY 2021/22.

- Completion of 2021 and 2020 Traffic Counts Reports.
- Completion of interactive and static maps for TPO website, including Traffic Counts, Transportation and Community Features, Transportation Improvement Program 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.
- Participation in Marion County Community Traffic Safety Team (CTST).
- Participation in statewide GIS coordination meetings.
- Data collection support for the Congestion Management Plan (CMP).
- Participation in the regional Transportation Systems Management and Operations (TSM&O) work group.

Required Activities

The Task 2 activities planned for FY 2022/23 and FY 2023/24, including end products and completion dates are as follows.

Activity	End Product(s)	Completion Date(s)
Completion of annual Traffic Counts Reports	Completed summary reports and online maps.	May 2023, 2024
Updates to interactive and static maps for TPO website (crashes, traffic counts, multimodal transportation network features, congestion management, safety and others as determined)	Online interactive map portal hub on TPO website	Ongoing
Participation in Community Traffic Safety Team (CTST) and Transportation Systems Management and Operations (TSM&O) and	Meetings, workshops	Monthly, Ongoing

other state and regional committees		
Data collection and information to support update to the Congestion Management Plan (CMP) Updates	Data to support Congestion Management Plan (CMP) updates	June 2023
Central Florida Regional Planning Model (CFRPM) review, support and coordination	CFRPM participation	Ongoing, As needed
On-call data collection, analysis and GIS support services to TPO partner governments	Reports, databases, maps	Ongoing, As needed
Data collection to support crash updates	Crash reports, summaries	Annual, On-going
Development of Commitment to Zero and Congestion Management Plan online maps	Online interactive maps on TPO website portal	December 2022

Responsible Agency

Ocala Marion TPO

Responsible Staff

Ocala Marion TPO

Budget Summary

The estimated budgets for Task 2 are summarized in Tables 2A and 2B on the next page.

Table 2A: Task 2 Estimated Budget, FY 2022/2023

Task 2 Data Collection, Fiscal Year 2022/2023							
Funding Source Contract	FHWA PL G2797	FTA 5305(d) Carryover G2560	FTA 5305(d) Carryover GU198	FTA 5305(d) Carryover G2458	CTD G2964	Local	Total
Budget Category							
A. Personnel							
Salaries and Benefits	\$ 8,030	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,030
Total:	\$ 8,030	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,030
B. Consultant							
Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
C. Travel							
Travel Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
D. Direct Expenses							
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL TASK BUDGET:	\$ 8,030	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,030

Table 2B: Task 2 Estimated Budget, FY 2023/2024

Task 2 Data Collection, Fiscal Year 2023/2024				
Funding Source Contract	FHWA PL G2797	CTD	Local	Total
Budget Category				
A. Personnel				
Salaries and Benefits	\$ 26,500	\$ -	\$ -	\$ 26,500
Total:	\$ 26,500	\$ -	\$ -	\$ 26,500
B. Consultant				
Consultants	\$ -	\$ -	\$ -	\$ -
Total:	\$ -	\$ -	\$ -	\$ -
C. Travel				
Travel Expenses	\$ -	\$ -	\$ -	\$ -
Total:	\$ -	\$ -	\$ -	\$ -
D. Direct Expenses				
	\$ -	\$ -	\$ -	\$ -
Total:	\$ -	\$ -	\$ -	\$ -
TOTAL TASK BUDGET:	\$ 26,500	\$ -	\$ -	\$ 26,500

TASK 3: LONG RANGE PLANNING

Purpose

Identifies activities that support the long-term implementation of TPO transportation programs 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 2020/21 and FY 2021/22.

- Adoption of the 2045 Long Range Transportation Plan (LRTP).
- Completion of a modification and amendment to the 2045 LRTP.
- Annual updates and adoption of federally required performance measures, including PM-1 Safety, PM-2 Bridge and Pavement, and PM-3 System Performance.
- Coordination with local and regional partners on planning initiatives, local and regional trails and other major projects.
- Participation in the Central Florida Regional Planning Model review.
- Adoption of the FDOT/MPOAC Transportation Performance Measures Consensus Planning Document.
- Coordination with FDOT District Five on Strategic Intermodal System (SIS) project planning and priorities.

Required Activities

The Task 3 activities planned for FY 2022/23 and FY 2023/24, including end products and completion dates are as follows.

Activity	End Product(s)	Completion Date(s)
Complete modifications or amendments of the 2045 LRTP	Update/Amend the 2045 LRTP	Ongoing
Data collection and analysis for all federally required performance measures, including PM-1, PM-2 and PM-3	Updated information to support target setting	January – February 2023, 2024
Updated reports on the federally required performance measures, including safety targets	Annual reports and safety target setting	February 2023, 2024
Coordination on local, regional projects and transportation studies with partner agencies	Meetings, technical assistance	As Needed, Ongoing
*Completion of Congestion Management Plan (CMP) State of System Report	CMP State of System Report update	August 2023
*Begin development of the 2050 LRTP, including project management, scope, technical support and formal kick off	2050 LRTP project management plan, scope, support team and kick-off	June 2024

*Task performed by consultant

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 Estimated Budget, FY 2022/2023

Task 3 Long-Range Planning, Fiscal Year 2022/2023							
Funding Source	FHWA PL G2797	FTA 5305(d) Carryover G2560	FTA 5305(d) Carryover GU198	FTA 5305(d) Carryover G2458	CTD G2964	Local	Total
Budget Category	Contract						
A. Personnel							
Salaries and Benefits	\$ 20,125	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,125
Total:	\$ 20,125	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,125
B. Consultant							
2050 LRTP Placeholder	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Congestion Management Report	\$ 12,350	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,350
Total:	\$ 12,350	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,350
C. Travel							
Travel Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Expenses							
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL TASK BUDGET:	\$ 32,475	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 32,475

Table 3B: Task 3 Estimated Budget, FY 2023/2024

Task 3 Long-Range Planning, Fiscal Year 2023/2024				
Funding Source Contract	FHWA PL G2797	CTD	Local	Total
Budget Category				
A. Personnel				
Salaries and Benefits	\$ 66,500	\$ -	\$ -	\$ 66,500
Total:	\$ 66,500	\$ -	\$ -	\$ 66,500
B. Consultant				
2050 LRTP Placeholder	\$ 205,000	\$ -	\$ -	\$ 205,000
Congestion Management Report	\$ 15,000	\$ -	\$ -	\$ 15,000
Total:	\$ 220,000	\$ -	\$ -	\$ 220,000
C. Travel				
Travel Expenses	\$ -	\$ -	\$ -	\$ -
Total:	\$ -	\$ -	\$ -	\$ -
D. Direct Expenses				
	\$ -	\$ -	\$ -	\$ -
Total:	\$ -	\$ -	\$ -	\$ -
TOTAL TASK BUDGET:	\$ 286,500	\$ -	\$ -	\$ 286,500

TASK 4: SHORT RANGE PLANNING

Purpose

Identifies 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 of 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 2020/21 and FY 2021/22.

- Developed the annual TIP for both FY 2021/22 to 2025/26 and FY 2022/23 to 2026/27.
- Development of a new TIP document format to support improved public access.
- Development of a new TIP interactive online map on the TPO website.
- Processed TIP amendments.
- Assisted local governments with submission of applications to FDOT for off-system projects.
- Completion of the Annual LOPP process for FY 2027 and FY 2028 (2021, 2022).
- Completion of a revised LOPP guidance publication, including methodology, scoring and ranking, and project lists.
- Published the annual listing of federally-funded obligated projects in the TIP for Federal Fiscal Years (FFY) 2020, 2021.

Required Activities

The Task 4 activities planned for FY 2022/23 and FY 2023/24, including end products and completion dates are as follows.

Activity	End Product(s)	Completion Date(s)
Prepare annual TIP, including project database, online mapping and public involvement process	FY 2023/24 to 2027/28 Transportation Improvement Program FY 2024/25 to 2028/29 Transportation Improvement Program	June 2023 June 2024
Updates, amendments to the TIP documents and online interactive maps	Updated TIP, online maps	As Needed
Annual Listing of Federally Obligated projects	Annual Obligation Report amended in the TIP	November 2022, 2023
Completion and updates to annual List of Priority Projects (LOPP) process and project lists	LOPP Priority Lists	June 2023 June 2024

Responsible Agency

Ocala Marion TPO

Responsible Staff

Ocala Marion TPO

Budget Summary

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

Table 4A: Task 4 Estimated Budget, FY 2022/2023

Task 4 Short-Range Planning, Fiscal Year 2022/2023							
Funding Source	FHWA PL G2797	FTA 5305(d) Carryover G2560	FTA 5305(d) Carryover GU198	FTA 5305(d) Carryover G2458	CTD G2964	Local	Total
Budget Category	Contract						
A. Personnel							
Salaries and Benefits	\$ 16,650	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,650
Total:	\$ 16,650	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,650
B. Consultant							
Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
C. Travel							
Travel Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
D. Direct Expenses							
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL TASK BUDGET:	\$ 16,650	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,650

Table 4B: Task 4 Estimated Budget, FY 2023/2024

Task 4 Short-Range Planning, Fiscal Year 2023/2024				
Funding Source Contract	FHWA PL G2797	CTD	Local	Total
Budget Category				
A. Personnel				
Salaries and Benefits	\$ 33,200	\$ -	\$ -	\$ 33,200
Total:	\$ 33,200	\$ -	\$ -	\$ 33,200
B. Consultant				
Consultants	\$ -	\$ -	\$ -	\$ -
Total:	\$ -	\$ -	\$ -	\$ -
C. Travel				
Travel Expenses	\$ -	\$ -	\$ -	\$ -
Total:	\$ -	\$ -	\$ -	\$ -
D. Direct Expenses				
	\$ -	\$ -	\$ -	\$ -
Total:	\$ -	\$ -	\$ -	\$ -
TOTAL TASK BUDGET:	\$ 33,200	\$ -	\$ -	\$ 33,200

TASK 5: PUBLIC TRANSPORTATION

Purpose

Identifies TPO 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 2020/21 and FY 2021/22.

- 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 local CTC, Marion Transit (MT).
- Completed review and approval of the CTC Annual Operating Report (AOR).
- Reviewed CTC's Annual report.
- Developed Request for Proposal (RFP), procurement process and selection of a CTC.
- Completed a minor update to the Transportation Disadvantaged Service Plan (TDSP).
- Completed a major update to the TDSP.
- Conducted public survey to support the TDSP update.
- 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 with SunTran for UPWP tasks and updates.
- Support to SunTran for selection of the Transit Development Plan (TDP), community amenities and facilities consultant teams.
- Participation with SunTran in the transit route realignments and public meetings.

Required Activities

The Task 5 activities planned for FY 2022/23 and FY 2023/24, 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 report and annual evaluation process	Annual Report	March 2023, 2024
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, Commission for Transportation Disadvantaged (CTD) and SunTran	Meetings	Ongoing, As needed
Staff training for Transportation Disadvantaged	CTD Annual Conference and workshops	2022, 2023
Updates/Reviews/Amendments to TDLCB Bylaws, Grievance Procedures and TD Service Plan (TDSP)	Updated documents	Ongoing, As needed
TDSP public survey and public engagement	TDSP survey report	Annual
Review and approval of CTC Annual Operating Report (AOR)	AOR Review	2022, 2023
Conduct TD annual Public workshop	Public workshop meeting	2023, 2024
Coordination and support for TDSP with MT and TDLCB	Annual updated tactical plan	June 2023 June 2024
Prepare and review Actual Expenditure Report (AER)	Annual Expenditure Report (AER)	August 2022 August 2023
Coordinate with SunTran for the Public Transportation Agency Safety Plan (PTASP) and required safety performance targets	PTASP targets	Annual
Coordinate with SunTran on the required PTASP transit safety performance measure targets	Reporting and amendment of targets in annual 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
Meetings, coordination, support to SunTran	Meetings, services	As needed

Responsible Agency

Ocala Marion TPO, SunTran

Responsible Staff

Ocala Marion TPO, City of Ocala (SunTran)

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 Estimated Budget, FY 2022/2023

Task 5 Public Transportation, Fiscal Year 2022/2023							
Funding Source Contract	FHWA PL G2797	FTA 5305(d) Carryover G2560	FTA 5305(d) Carryover GU198	FTA 5305(d) Carryover G2458	CTD G2964	Local	Total
Budget Category							
A. Personnel							
Salaries and Benefits	\$ 4,350	\$ -	\$ -	\$ -	\$ 23,549	\$ -	\$ 27,899
Total:	\$ 4,350	\$ -	\$ -	\$ -	\$ 23,549	\$ -	\$ 27,899
B. Consultant							
Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
C. Travel							
Travel Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
D. Direct Expenses							
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL TASK BUDGET:	\$ 4,350	\$ -	\$ -	\$ -	\$ 23,549	\$ -	\$ 27,899

Table 5B: Task 5 Estimated Budget, FY 2023/2024

Task 5 Public Transportation, Fiscal Year 2023/2024				
Funding Source Contract	FHWA PL G2797	CTD	Local	Total
Budget Category				
A. Personnel				
Salaries and Benefits	\$ 4,600	\$ 24,296	\$ -	\$ 28,896
Total:	\$ 4,600	\$ 24,296	\$ -	\$ 28,896
B. Consultant				
Consultants	\$ -	\$ -	\$ -	\$ -
Total:	\$ -	\$ -	\$ -	\$ -
C. Travel				
Travel Expenses	\$ -	\$ -	\$ -	\$ -
Total:	\$ -	\$ -	\$ -	\$ -
D. Direct Expenses				
	\$ -	\$ -	\$ -	\$ -
Total:	\$ -	\$ -	\$ -	\$ -
TOTAL TASK BUDGET:	\$ 4,600	\$ 24,296	\$ -	\$ 28,896

SunTran Required Activities (not part of the TPO's budget)

Public transportation planning activities by SunTran for FY 2022/23 and FY 2023/24 include the following:

- Review congested route segments/intersections for potential ITS applications to improve service.
- Periodically review routes and schedules to determine effectiveness, identify linkages between residential and employment centers.
- Update SunTran website on a regular basis.
- Major update to the Transit Development Plan (TDP).
- Annually updates the TDP.
- Develop annual NTD Report.
- Develop shelter and bench program and projects for fixed-route service area.
- Feasibility Study for a microtransit pilot program.
- Electric Vehicle Fleet Transition Plan.

Responsible Agency: SunTran

Budget Summary

The estimated budget in FY 2022/23 and FY 2023/24 is summarized in Tables 5C and 5D.

Table 5C: Task 5 SunTran Estimated Budget, FY 2022/2023

Task 5 Public Transportation, Fiscal Year 2022/2023						
Funding Source	FTA 5307				Local	Total
	FTA	FDOT	TDC	Local Match		
Budget Category						
A. Personnel						
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
B. Consultant						
Consultants	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000
Total:	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000
C. Travel						
Travel Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
D. Direct Expenses						
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL TASK BUDGET:	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000

Table 5D: Task 5 SunTran Estimated Budget, FY 2023/2024

Task 5 Public Transportation, Fiscal Year 2022/2023						
Funding Source	FTA 5307				Local	Total
	FTA	FDOT	TDC	Local Match		
Budget Category						
A. Personnel						
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
B. Consultant						
Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
C. Travel						
Travel Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
D. Direct Expenses						
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL TASK BUDGET:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

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 all federally required plans and programs, TPO meetings, public hearings and workshops.

Previous Work Completed

The completed public transportation planning activities of the TPO in FY 2020/21 and FY 2021/22.

- 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.
- Developed information fact sheets and postcards for public education and awareness.
- Maintained the TPO's Facebook and Twitter social media platforms.
- Regular Facebook and Twitter postings for meeting notices, community events, transportation information and publications.
- Updated the Public Participation Plan (PPP) in 2021.
- Hosted Mobility Week events in 2019 and 2020.
- Maintained social media archive services.
- Participated in American Association of Metropolitan Planning Organization (AMPO) social media and organization spotlight in 2021.
- Provided public notices for all meetings and workshops within seven (7) days to meet state Sunshine Law and PPP directives.
- Developed Limited English Proficiency "I Speak Cards" and Public Comment cards for use in all TPO meetings.
- Instituted non-discrimination statements in English on all public meeting notices and agendas.
- Instituted non-discrimination statement in Spanish on the TPO website.
- Title VI Plan update completed in 2020.
- Documented and responded to all public inquiries and requests for information.
- Developed Annual Reports for 2020 and 2021.
- Created 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 2022/23 and FY 2023/24, including end products and completion dates are as follows.

Activity	End Product(s)	Completion Date(s)
Promote more awareness and understanding of the TPO and the 3C planning process	Fact sheets, infographics, postcards	Ongoing
Regular updates to TPO website content	Up to date website	Ongoing
Develop Annual Report to highlight major activities, accomplishments	2022, 2023 Annual Reports	January 2023, 2024
Expand social media outreach to gain greater input and feedback on planning activities	Routine postings via Facebook, Twitter, LinkedIn	Weekly
Advertise all TPO meetings with minimum 7-days notice to meet state Sunshine Law	Meeting notifications	Monthly, As required
Updates to Public Participation Plan	Revised Public Participation Plan (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
*Develop an Annual Report document and template for use by staff in conducting public outreach and awareness	Annual Report document and template	January 2023
Social media archive subscription renewals	Social Media archives subscription service	April 2023, 2024
Attend Title VI, ADA, DBE, Limited English Proficiency (LEP) 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 host partner	2022, 2023
Updates to the Safety Action Plan regarding activities and information	Safety Action Plan website updates	Ongoing

*Task performed by consultant

Responsible Agency

Ocala Marion TPO

Responsible Staff

Ocala Marion TPO, Consultants

Budget Summary

The estimated budget for Task 6 in FY 2022/23 and FY 2023/24 is summarized in Tables 6A and 6B on the next page.

Table 6A: Task 6 Estimated Budget, FY 2022/2023

Task 6 Public Involvement, Fiscal Year 2022/2023							
Funding Source Contract	FHWA PL G2797	FTA 5305(d) Carryover G2560	FTA 5305(d) Carryover GU198	FTA 5305(d) Carryover G2458	CTD G2964	Local	Total
Budget Category							
A. Personnel							
Salaries and Benefits	\$ 32,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 32,500
Total:	\$ 32,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 32,500
B. Consultant							
Annual Report Document Template	\$ 8,850	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,850
Website Maintenance and Hosting	\$ 4,040	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,040
Total:	\$ 12,890	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,890
C. Travel							
Travel Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
D. Direct Expenses							
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL TASK BUDGET:	\$ 45,390	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,390

Table 6B: Task 6 Estimated Budget, FY 2023/2024

Task 6 Public Involvement, Fiscal Year 2023/2024				
Funding Source Contract	FHWA PL G2797	CTD	Local	Total
Budget Category				
A. Personnel				
Salaries and Benefits	\$ 37,200	\$ -	\$ -	\$ 37,200
Total:	\$ 37,200	\$ -	\$ -	\$ 37,200
B. Consultant				
Consultants	\$ -	\$ -	\$ -	\$ -
Website Maintenance and Hosting	\$ 7,540	\$ -	\$ -	\$ 7,540
Total:	\$ 7,540	\$ -	\$ -	\$ 7,540
C. Travel				
Travel Expenses	\$ -	\$ -	\$ -	\$ -
Total:	\$ -	\$ -	\$ -	\$ -
D. Direct Expenses				
	\$ -	\$ -	\$ -	\$ -
Total:	\$ -	\$ -	\$ -	\$ -
TOTAL TASK BUDGET:	\$ 44,740	\$ -	\$ -	\$ 44,740

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 planning emphasis areas and TPO planning priorities.

Previous Work Completed

The completed special project planning activities of the TPO in FY 2020/21 and FY 2021/22.

- Completed a major update to the Congestion Management Plan (CMP), including public survey, policies and procedures and state of system elements.
- Completed a guidance paper on Transportation Resilience.
- Kick-off and significant progress toward completion of Commitment to Zero: An Action Plan for Safer Streets in Ocala Marion in 2021.
- Development of task work orders, scheduling and procurement processing for CMP, Safety Action Plan and Transportation Resilience Guidance Publication.

Required Activities

The Task 7 activities planned for FY 2022/23 and FY 2023/24, including end products and completion dates are as follows.

Activity	End Product(s)	Completion Date(s)
Completion of the Commitment to Zero Safety Action Plan, including online database, maps and files	Commitment to Zero Action Plan	October 2022
Implementation of Commitment to Zero safety activities, including plan update, *online interactive map dashboard, education/awareness and strategy implementation, *annual safety report	Commitment to Zero safety implementation	Ongoing, as needed and identified, August 2023
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
Equity in transportation planning to support greater understanding of opportunities and challenges for a more equitable and accessible transportation system	Equity and Transportation Assessment/Plan	2023
Community gateway planning in support of aesthetics, landscaping, wayfinding and signage	Community Gateway Plan or Planning Process	2022 to 2023
Freight planning in Ocala/Marion County to support access, mobility and safety	Freight Assessment	2022 to 2023
Develop a guidance paper on automated, connected, electric, shared vehicles (ACES), emerging technologies	ACES Guidance Paper	2022 to 2023

Conduct corridor or subarea studies and assessments to improve safety for all users, complete streets and congestion management in Ocala/Marion County	Transportation Studies	As needed and identified
2020 Census planning to prepare for changes impacting the TPO and Ocala/Marion community	2020 Census Planning, preparations	2022 to 2024
*Completion of a transit service area analysis for the rural areas of Marion County in support of the Transportation Disadvantaged (TD) and Transportation Disadvantaged Local Coordinating Board (TDLCB)	TD Service Area Analysis Report	June 2023

*Task performed by consultant

Responsible Agency

Ocala Marion TPO

Responsible Staff

Ocala Marion TPO, Consultants

Budget Summary

The estimated budget for Task 7 in FY 2022/23 and FY 2023/24 is summarized in Tables 7A and 7B on the next page.

Table 7A: Task 7 Estimated Budget, FY 2022/2023

Task 7 Special Projects, Fiscal Year 2022/2023							
Funding Source Contract	FHWA PL G2797	FTA 5305(d) Carryover G2560	FTA 5305(d) Carryover GU198	FTA 5305(d) Carryover G2458	CTD G2964	Local	Total
Budget Category							
A. Personnel							
Salaries and Benefits	\$ 16,100	\$ -	\$ -	\$ 1,400	\$ -	\$ -	\$ 17,500
Total:	\$ 16,100	\$ -	\$ -	\$ 1,400	\$ -	\$ -	\$ 17,500
B. Consultant							
Safety Action Plan	\$ 1,100	\$ -	\$ 59,807	\$ -	\$ -	\$ -	\$ 60,907
Consultants	\$ 606	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 606
TD Service Area Analysis	\$ -	\$ -	\$ -	\$ 32,880	\$ -	\$ -	\$ 32,880
Safety Dashboard and Report	\$ 40,407	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,407
Total:	\$ 42,113	\$ -	\$ 59,807	\$ 32,880	\$ -	\$ -	\$ 134,800
C. Travel							
Travel Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
D. Direct Expenses							
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL TASK BUDGET:	\$ 58,213	\$ -	\$ 59,807	\$ 34,280	\$ -	\$ -	\$ 152,300

Table 7B: Task 7 Estimated Budget, FY 2023/2024

Task 7 Special Projects, Fiscal Year 2023/2024				
Funding Source Contract	FHWA PL G2797	CTD	Local	Total
Budget Category				
A. Personnel				
Salaries and Benefits	\$ 17,500	\$ -	\$ -	\$ 17,500
Total:	\$ 17,500	\$ -	\$ -	\$ 17,500
B. Consultant				
Consultants	\$ 165,802	\$ -	\$ -	\$ 165,802
Total:	\$ 165,802	\$ -	\$ -	\$ 165,802
C. Travel				
Travel Expenses	\$ -	\$ -	\$ -	\$ -
Total:	\$ -	\$ -	\$ -	\$ -
D. Direct Expenses				
	\$ -	\$ -	\$ -	\$ -
Total:	\$ -	\$ -	\$ -	\$ -
TOTAL TASK BUDGET:	\$ 183,302	\$ -	\$ -	\$ 183,302

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 Metropolitan Transportation Plan summary	Spring 2024
CFMPOA Regional priority project list	July 2022 July 2023
CFMPOA continued coordination amongst regional MPO partners	Quarterly meetings/Ongoing

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 2022/23 and FY 2023/24 is summarized in Tables 8A and 8B on the next page.

Table 8A: Task 8 Estimated Budget, FY 2022/23

Task 8 Regional Activities		
Budget Detail for FY 23 (July 1, 2022 - June 30, 2023)		
Funding Source	FHWA (CPG)	Total
Contract Number	G2797	
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 Estimated Budget, FY 2023/24

Task 8 Regional Activities		
Budget Detail for FY 24 (July 1, 2023 - June 30, 2024)		
Funding Source	FHWA (CPG)	Total
Contract Number	G2797	
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 2020/21 and FY 2021/22:

- Professional staff membership dues to the American Planning Association (APA).
- Legislative dues to the Florida Metropolitan Planning Organization Advisory Council (MPOAC).
- TPO Board member expenses.

Required Activities

The activities planned for FY 2022/23 and FY 2023/24 that will be supported by local funding are as follows.

Activity	End Product(s)	Completion Date(s)
Staff professional planning membership dues	APA memberships, grant memberships	Annual
Payment for TPO Board member expenses not reimbursable by federal grants	Office expenses	As needed

Responsible Agency

Ocala Marion TPO

Responsible Staff

Ocala Marion TPO

Budget Summary

The estimated budget for Task 9 in FY 2022/23 and FY 2023/24 is summarized in Tables 9A and 9B on the next page.

Table 9A: Task 9 Estimated Budget, FY 2022/2023

Task 9 Local Fund, Fiscal Year 2022/2023							
Funding Source Contract	FHWA PL G2797	FTA 5305(d) Carryover G2560	FTA 5305(d) Carryover GU198	FTA 5305(d) Carryover G2458	CTD G2964	Local	Total
Budget Category							
A. Personnel							
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
B. Consultant							
Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
C. Travel							
Travel Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
D. Direct Expenses							
Office Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300	\$ 300
Professional Membership Dues	\$ -					\$ 1,700	\$ 1,700
Total:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ 2,000
TOTAL TASK BUDGET:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ 2,000

Table 9B: Task 9 Estimated Budget, FY 2023/2024

Task 9 Local Fund, Fiscal Year 2023/2024				
Funding Source Contract	FHWA PL G2797	CTD	Local	Total
Budget Category				
A. Personnel				
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -
Total:	\$ -	\$ -	\$ -	\$ -
B. Consultant				
Consultants	\$ -	\$ -	\$ -	\$ -
Total:	\$ -	\$ -	\$ -	\$ -
C. Travel				
Travel Expenses	\$ -	\$ -	\$ -	\$ -
Total:	\$ -	\$ -	\$ -	\$ -
D. Direct Expenses				
Office Supplies	\$ -	\$ -	\$ 300	\$ 300
Professional Membership Dues			\$ 1,700	\$ 1,700
Total:	\$ -	\$ -	\$ 2,000	\$ 2,000
TOTAL TASK BUDGET:	\$ -	\$ -	\$ 2,000	\$ 2,000

SUMMARY BUDGET TABLES

Table 10A: Budget Summary by Task and Funding Source, FY 2022/2023

Fiscal Year 2022/2023 Budget Summary												
Funding Source Contract Number Task Name	*FHWA PL G2797	FDOT Soft Match (18.07%)	FTA 5305(d) Carryover G2560	FDOT Soft Match (20%)	FTA 5305(d) Carryover GU198	FDOT Soft Match (20%)	FTA 5305(d) Carryover G2458	FDOT Soft Match (20%)	CTD G2964	Local	#FTA 5307 SunTran	Total (minus soft match)
1. Administration	\$ 283,876	\$ 51,296	\$ 3,207	\$ 641	\$ -	\$ -	\$ 49,546	\$ 9,909	\$ 4,002	\$ -	\$ -	\$ 340,631
2. Data Collection	\$ 8,030	\$ 1,451	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,030
3. Long-Range Planning	\$ 32,475	\$ 5,868	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 32,475
4. Short-Range Planning	\$ 16,650	\$ 3,009	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,650
5. Public Transportation	\$ 4,350	\$ 786	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 23,549	\$ -	\$ 200,000	\$ 27,899
6. Public Involvement	\$ 45,390	\$ 8,202	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,390
7. Special Projects	\$ 58,213	\$ 10,519	\$ -	\$ -	\$ 59,807	\$ 11,961	\$ 34,280	\$ 6,856	\$ -	\$ -	\$ -	\$ 152,300
*8. Regional Planning	\$ 5,000	\$ 904	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000
9. Local Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ -	\$ 2,000
TOTAL BUDGET:	\$ 453,984	\$ 82,035	\$ 3,207	\$ 641	\$ 59,807	\$ 11,961	\$ 83,826	\$ 16,765	\$ 27,551	\$ 2,000	\$ 200,000	\$ 630,375

*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);

*FTA 5307 Funding to SunTran. Not included in TPO funding totals

Table 10B: Agency Participation, FY 2022/2023

Agency Participation, Fiscal Year 2022/2023									
Task Name	FHWA	FTA	FDOT Soft Match	CTD	Local	Total (minus soft match)	MetroPlan Transfer (CFMPOA)	Consultant	SunTran
1. Administration	\$ 283,876	\$ 52,753	\$ 60,944	\$ 4,002	\$ -	\$ 340,631	\$ -	\$ 1,500	\$ -
2. Data Collection	\$ 8,030	\$ -	\$ 1,451	\$ -	\$ -	\$ 8,030	\$ -	\$ -	\$ -
3. Long-Range Planning	\$ 32,475	\$ -	\$ 5,868	\$ -	\$ -	\$ 32,475	\$ -	\$ 12,350	\$ -
4. Short-Range Planning	\$ 16,650	\$ -	\$ 3,009	\$ -	\$ -	\$ 16,650	\$ -	\$ -	\$ -
5. Public Transportation	\$ 4,350	\$ -	\$ 786	\$ 23,549	\$ -	\$ 27,899	\$ -	\$ -	\$ 200,000
6. Public Involvement	\$ 45,390	\$ -	\$ 8,202	\$ -	\$ -	\$ 45,390	\$ -	\$ 12,890	\$ -
7. Special Projects	\$ 58,213	\$ 94,087	\$ 30,240	\$ -	\$ -	\$ 152,300	\$ -	\$ 134,800	\$ -
*8. Regional Planning	\$ 5,000	\$ -	\$ 904	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ -	\$ -
9. Local Fund	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ 2,000	\$ -	\$ -	\$ -
TOTAL BUDGET:	\$ 453,984	\$ 146,840	\$ 111,402	\$ 27,551	\$ 2,000	\$ 630,375	\$ 5,000	\$ 161,540	\$ 200,000

*Orange formatting indicates outgoing funds

Table 11A: Budget Summary by Task and Funding Source, FY 2023/2024

Fiscal Year 2023/2024 Budget Summary						
Funding Source Contract Number Task Name	FHWA PL G2797	FDOT Soft Match (18.07%)	CTD	Local	#SunTran	Total (minus soft match)
1. Administration	\$ 395,323	\$ 71,435	\$ 4,916	\$ -	\$ -	\$ 400,239
2. Data Collection	\$ 26,500	\$ 4,789	\$ -	\$ -	\$ -	\$ 26,500
3. Long-Range Planning	\$ 286,500	\$ 51,771	\$ -	\$ -	\$ -	\$ 286,500
4. Short-Range Planning	\$ 33,200	\$ 5,999	\$ -	\$ -	\$ -	\$ 33,200
5. Public Transportation	\$ 4,600	\$ 831	\$ 24,296	\$ -	\$ -	\$ 28,896
6. Public Involvement	\$ 44,740	\$ 8,085	\$ -	\$ -	\$ -	\$ 44,740
7. Special Projects	\$ 183,302	\$ 33,123	\$ -	\$ -	\$ -	\$ 183,302
*8. Regional Planning	\$ 5,000	\$ 904	\$ -	\$ -	\$ -	\$ 5,000
9. Local Fund	\$ -	\$ -	\$ -	\$ 2,000	\$ -	\$ 2,000
TOTAL BUDGET:	\$ 979,165	\$ 176,935	\$ 29,212	\$ 2,000	\$ -	\$ 1,010,377

*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)

*FTA 5307 Funding to SunTran. Not included in TPO funding totals

Table 11B: Agency Participation, FY 2023/2024

Agency Participation, Fiscal Year 2023/2024								
Task Name	FHWA	FDOT Soft Match	CTD	Local	Total (minus soft match)	MetroPlan Transfer (CFMPOA)	Consultant	SunTran
1. Administration	\$ 395,323	\$ 71,435	\$ 4,916	\$ -	\$ 400,239	\$ -	\$ 1,500	\$ -
2. Data Collection	\$ 26,500	\$ 4,789	\$ -	\$ -	\$ 26,500	\$ -	\$ -	\$ -
3. Long-Range Planning	\$ 286,500	\$ 51,172	\$ -	\$ -	\$ 286,500	\$ -	\$ 220,000	\$ -
4. Short-Range Planning	\$ 33,200	\$ 5,999	\$ -	\$ -	\$ 33,200	\$ -	\$ -	\$ -
5. Public Transportation	\$ 4,600	\$ 831	\$ 24,296	\$ -	\$ 28,896	\$ -	\$ -	\$ -
6. Public Involvement	\$ 44,740	\$ 8,085	\$ -	\$ -	\$ 44,740	\$ -	\$ 7,540	\$ -
7. Special Projects	\$ 183,302	\$ 33,123	\$ -	\$ -	\$ 183,302	\$ -	\$ 165,802	\$ -
*8. Regional Planning	\$ 5,000	\$ 904	\$ -	\$ -	\$ 5,000	\$ 5,000		\$ -
9. Local Fund	\$ -	\$ -	\$ -	\$ 2,000	\$ 2,000	\$ -	\$ -	\$ -
TOTAL BUDGET:	\$ 979,165	\$ 176,935	\$ 29,212	\$ 2,000	\$ 1,010,377	\$ 5,000	\$ 394,842	\$ -

*Orange formatting indicates outgoing funds

Table 12: Fiscal Year (FY) 2022/2023 Budget Summary by Category and Funding Source

JULY 1, 2022 - JUNE 30, 2023 FUNDING SUMMARY BY CATEGORY AND SOURCE					
Budget Category	FHWA (PL)	FTA 5305(d) Carry Forward	CTD	Local	Total
A. Personnel					
Salaries and Fringe Benefits	\$ 325,074	\$ 7,334	\$ 23,549	\$ -	\$ 355,957
Subtotal:	\$ 325,074	\$ 7,334	\$ 23,549	\$ -	\$ 355,957
B. Consultant Services					
Consultants	\$ 68,853	\$ 92,687	\$ -	\$ -	\$ 161,540
2050 LRTP Placeholder	\$ -	\$ -	\$ -	\$ -	\$ -
MetroPlan Orlando (CFMPO Alliance)	\$ 5,000	\$ -	\$ -	\$ -	\$ 5,000
Subtotal:	\$ 73,853	\$ 92,687	\$ -	\$ -	\$ 166,540
C. Travel					
Travel and Training	\$ 5,162	\$ 9,149	\$ 1,075	\$ -	\$ 15,386
Subtotal:	\$ 5,162	\$ 9,149	\$ 1,075	\$ -	\$ 15,386
D. Direct Expenses					
Advertising	\$ 1,600	\$ 240	\$ 725	\$ -	\$ 2,565
Computer Equipment and Plotter	\$ 5,500	\$ 2,445	\$ -	\$ -	\$ 7,945
Copier/Printer Rental	\$ 2,390	\$ 313	\$ 110	\$ -	\$ 2,813
Meeting Audio Equipment	\$ 2,500	\$ -	\$ -	\$ -	\$ 2,500
Insurance	\$ 2,875	\$ -	\$ -	\$ -	\$ 2,875
Office Supplies	\$ 3,800	\$ 467	\$ 110	\$ 300	\$ 4,677
Postage	\$ 175	\$ 48	\$ 20	\$ -	\$ 243
Printing and Binding	\$ 1,300	\$ 552	\$ -	\$ -	\$ 1,852
Professional Membership Dues	\$ -	\$ -	\$ -	\$ 1,700	\$ 1,700
Software Licenses, Subscriptions	\$ 6,784	\$ 728	\$ 100	\$ -	\$ 7,612
Subtotal:	\$ 26,924	\$ 4,793	\$ 1,065	\$ 2,000	\$ 34,782
E. Indirect Expenses					
Marion County Cost Allocation	\$ 22,971	\$ 32,877	\$ 1,862	\$ -	\$ 57,710
Subtotal:	\$ 22,971	\$ 32,877	\$ 1,862	\$ -	\$ 57,710
Budget Totals					
Revenues:	\$ 453,984	\$ 146,840	\$ 27,551	\$ 2,000	\$ 630,375
Expenditures:	\$ 453,984	\$ 146,840	\$ 27,551	\$ 2,000	\$ 630,375

Table 13: Fiscal Year (FY) 2023/2024 Budget Summary by Category and Funding Source

JULY 1, 2023 - JUNE 30, 2024 FUNDING SUMMARY BY CATEGORY AND SOURCE				
Budget Category	FHWA (PL)	CTD	Local	Total
A. Personnel				
Salaries and Fringe Benefits	\$ 481,200	\$ 24,296	\$ -	\$ 505,496
Subtotal:	\$ 481,200	\$ 24,296	\$ -	\$ 505,496
B. Consultant Services				
Consultants	\$ 189,842	\$ -	\$ -	\$ 189,842
2050 LRTP Placeholder	\$ 205,000	\$ -	\$ -	\$ 205,000
MetroPlan Orlando (CFMPO Alliance)	\$ 5,000	\$ -	\$ -	\$ 5,000
Subtotal:	\$ 399,842	\$ -	\$ -	\$ 399,842
C. Travel				
Travel and Training	\$ 15,600	\$ 1,450	\$ -	\$ 17,050
Subtotal:	\$ 15,600	\$ 1,450	\$ -	\$ 17,050
D. Direct Expenses				
Advertising	\$ 1,850	\$ 1,200	\$ -	\$ 3,050
Computer Equipment	\$ 5,500	\$ -	\$ -	\$ 5,500
Copier/Printer Rental	\$ 2,750	\$ -	\$ -	\$ 2,860
Insurance	\$ 2,875	\$ -	\$ -	\$ 2,875
Office Supplies	\$ 4,200	\$ 50	\$ 300	\$ 4,550
Postage	\$ 425	\$ 30	\$ -	\$ 455
Printing and Binding	\$ 1,400	\$ -	\$ -	\$ 1,400
Professional Membership Dues	\$ -	\$ -	\$ 1,700	\$ 1,700
Software Licenses, Subscriptions	\$ 7,675	\$ 500	\$ -	\$ 8,175
Subtotal:	\$ 26,675	\$ 1,780	\$ 2,000	\$ 30,455
E. Indirect Expenses				
Marion County Cost Allocation	\$ 55,848	\$ 1,686	\$ -	\$ 57,534
Subtotal:	\$ 55,848	\$ 1,686	\$ -	\$ 57,534
Budget Totals				
Revenues:	\$ 979,165	\$ 29,212	\$ 2,000	\$ 1,010,377
Expenditures:	\$ 979,165	\$ 29,212	\$ 2,000	\$ 1,010,377

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

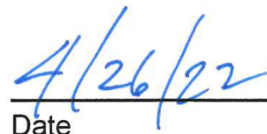
DEBARMENT and SUSPENSION CERTIFICATION

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: Ire Bethea Sr.
Title: TPO Chair



Date

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

525-010-08
POLICY PLANNING
05/18

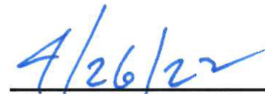
LOBBYING CERTIFICATION for GRANTS, LOANS and COOPERATIVE AGREEMENTS

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: Ire Bethea Sr.
Title: TPO Chair



Date

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

525-010-08
POLICY PLANNING
05/18

DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION

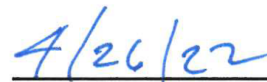
It is the policy of the Ocala/Marion County TPO that disadvantaged businesses, as defined by 49 Code of Federal Regulations, Part 26, shall have an opportunity to participate in the performance of MPO contracts in a nondiscriminatory environment. The objectives of the Disadvantaged Business Enterprise 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: Ire Bethea Sr.
Title: TPO Chair



Date

FLORIDA DEPARTMENT OF TRANSPORTATION
UNIFIED PLANNING WORK PROGRAM (UPWP)
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525-010-08
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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: Ire Bethea Sr.

Title: TPO Chair



Date

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

525-010-08
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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.

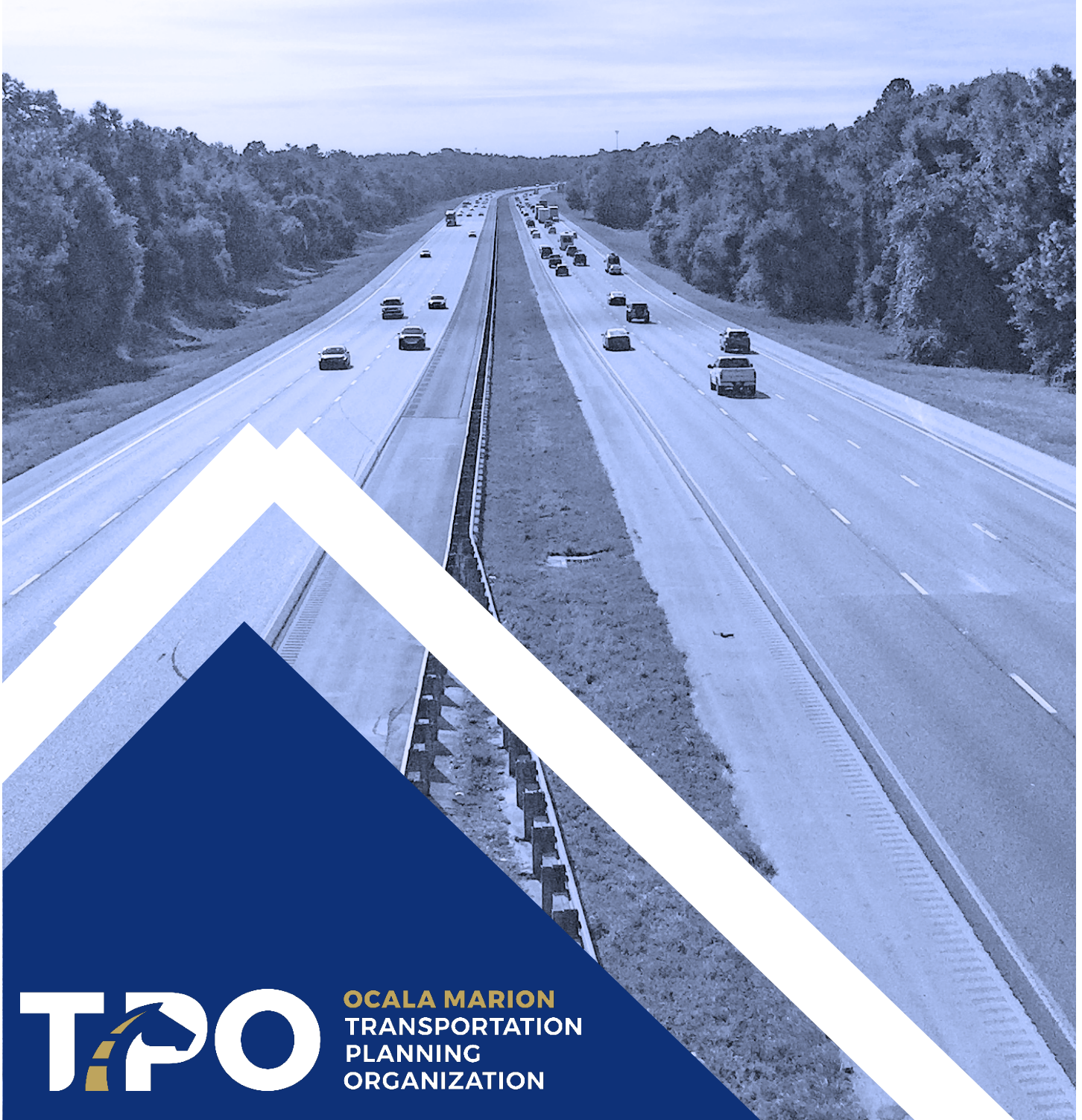
FLORIDA DEPARTMENT OF TRANSPORTATION
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- (6) **Incorporation of Provisions:** The Contractor shall include the provisions of paragraphs (1) through (7) in every subcontract, including procurements of materials and leases of equipment, unless exempt by 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

February 2022

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.
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.
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.
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).
CTPP	Census Transportation Planning Products	The CTPP is a set of special tabulations designed by and for transportation planners using large sample surveys conducted by the Census Bureau.
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
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.

ACRYONYM	NAME	DESCRIPTION
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.
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.

ACRYONYM	NAME	DESCRIPTION
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.
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	Urbanized 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: PARTNER AGENCY PLANNING EMPHASIS AREAS AND ACTIVITIES



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 FLMA's 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, FLMA's, 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

Fiscal Years 2023 to 2024 UPWP Available for Public Comment – Transportation Planning Organization



DRAFT **Unified Planning Work Program** Fiscal Years 2022/2023 and 2023/2024 (July 1, 2022 to June 30, 2024)



Pending Board Adoption April 26, 2022

This document was prepared with financial assistance from the Federal Highway Administration and the Federal Transit Administration of the U.S. Department of Transportation through the Florida Department of Transportation.
Federal Aid Project (FAP) Number: 0314-056-M; FDOT Financial Project Number: 439331-4
Catalog of Federal Domestic Assistance 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

March 15, 2022

The Ocala Marion Transportation Planning Organization (TPO) draft Fiscal Years 2023 to 2024 Unified Planning Work Program (UPWP) is available for public comment.

The TPO's Unified Planning Work Program (UPWP) is a federally required financial budgetary document that outlines all activities and expenditures anticipated to occur over a two-year period from July 1, 2022 to June 30, 2024. The draft UPWP is available for public review and comment by going to the TPO webpage:

<https://ocalamariantpo.org/plans-and-programs/unified-planning-work-plan-upwp>

To comment on the UPWP, please use the TPO's online Feedback Form or contact the Director. Comments are accepted from March 15 to April 15, 2022.

<https://ocalamariantpo.org/contact-us/tpo-feedback-form>

Rob Balmes
Ocala Marion TPO Director
rob.balmes@marionfl.org
352-438-2631

From: [Irby, Shakayla](#)
Subject: FY 2023 to 2024 Unified Planning Work Program (UPWP) is available for public comment
Date: Tuesday, March 15, 2022 9:20:34 AM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
Importance: High

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<https://ocalamariontpo.org/contact-us/tpo-feedback-form>

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March 15, 2022

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PROOF OF PUBLICATION

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STATE OF FLORIDA, COUNTY OF MARION

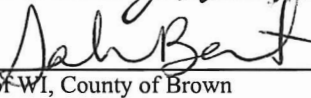
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Rob Balmes

Ocala Marion TPO Director

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**FEDERAL HIGHWAY ADMINISTRATION (FHWA) AND FEDERAL TRANSIT
ADMINISTRATION (FTA) COMMENTS**

**Federal Highway Administration**

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Federal Transit Administration

Region 4 Office
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Atlanta, Georgia 30303
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Planning Comments

Document Name: _____

MPO: _____

Date of Document: _____

Date Received _____

Date Reviewed _____

District: _____

Reviewed by: _____

COMMENTS**TPO responses in red (4/6/2022).**

Page #	Comment Type	Comment Description
1		<u>TPO Responses</u> <ul style="list-style-type: none">TPO added FAP Number to final UPWP version cover.
2		<ul style="list-style-type: none">TPO added more details to Task 3 Consultant item related to Congestion Management.
3		<ul style="list-style-type: none">TPO will continue practice of submitting all Scopes and Amended UPWPs for FHWA approval.
4		<ul style="list-style-type: none">Thank you. Error will be corrected.
5		<ul style="list-style-type: none">Thank you. Error will be corrected.
6		<ul style="list-style-type: none">TPO will continue practice of submitting all Scopes and Amended UPWPs for FHWA approval.

7			
8			
9			
10			
11			
12			
13			
14			<ul style="list-style-type: none"> The TPO has identified the integration of Planning Emphasis Areas into the UPWP and future activities over the next two fiscal years.
15			
16			
17			

The TPO signed and dated in final UPWP version.

The TPO included all comments in Appendix D of the final UPWP version.

The TPO included all planning activities from SunTran.

The TPO included all carryover funding and activities for FTA 5305d.

The TPO will process a UPWP amendment as needed.

The TPO coordinates with SunTran ongoing to integrate into the planning process for both items 12 and 13

FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) COMMENTS



UNIFIED PLANNING WORK PROGRAM (UPWP) REVIEW CHECKLIST

TPO responses in red (4/6/2022).

MPO: **Ocala Marion TPO**

UPWP Draft # or Date: **Draft #1 3/14/22**

Review #: **1**

Date of Review: **March 15, 2022**

Reviewed By: **LLH**

The following UPWP Review Checklist is provided to assist in the review of the MPO's UPWP. This Review Checklist is to be completed by the MPO Liaison and included in the UPWP Appendix.

Comments should be categorized as:

Editorial: Comments may be addressed by MPO, but would not affect approval of the document, i.e., grammatical, spelling, and other related errors.

Enhancement: Comments may be addressed by MPO, but would not affect approval of the document, i.e., improve the quality of the document and the understanding for the public (improving graphics, re-packaging of the document, use of plain language, reformatting for clarity, removing redundant language).

Critical: Comment MUST be addressed to meet minimum state and federal requirements to obtain approval. The reviewer must clearly identify the applicable state or federal policies, regulations, guidance, procedures, or statutes that the document does not conform with.

TPO Response

Thank you District 5 for the thorough review and feedback.

A space for comments for each section is provided at the bottom of each section.

UPWP Cover & Title Page

Does the cover or title page include the following information?

- MPO name, address, website? **Yes If yes, page number: 1**
- CFDA number (FHWA – PL & SU: 20.205, FTA 5305: 20.505)? **Yes If yes, page number: 1**
- Identification of agencies providing funds for the UPWP? **Yes If yes, page number: 1**
- Financial Project Number (FPN) for each contract shown in UPWP? **Yes If yes, page number: 1**
- Federal Award Identification Number (FAIN) for FHWA contracts (or the Federal Aid Project Number [FAP])? **Yes If yes, page number: 1**
- Correct State Fiscal Years? **Yes If yes, page number: 1**
- Statement of nondiscrimination? **Yes If yes, page number: 2**
- DRAFT UPWP: Space for adoption date and revision dates? **Yes If yes, page number: 1**
- FINAL UPWP: Adoption date and space for revision dates? **Select response If yes, page number: xx**

Editorial

Page numbers referred to correspond with page numbers of pdf file.

Required Content

Does the UPWP have the following information?

- Introduction? **Yes If yes, page number: 5**

Unified Planning Work Program (UPWP)

Review Checklist

- Organization and Management? [Select response](#) If yes, page number: xx
- UPWP Planning Task Pages? [Yes](#) If yes, page number: 6
- Funding Source Budget Table and Summary Budget Table? [Yes](#) If yes, page number: 20
- Definition of acronyms used in UPWP? [Yes](#) If yes, page number: 67
- District Planning Activities? [Yes](#) If yes, page number: 14
- Indirect Rate Approval (if required)? [Yes](#) If yes, page number: 94
 - Cost Allocation Plan and Certificate of Indirect Cost in an appendix? [Yes](#) If yes, page number: 92
- In TMAs, the MPO must identify and include cost estimates for transportation planning, research and technology transfer activities funded with other federal or state and/or local funds being conducted within the MPO area (this includes planning and feasibility studies by other entities) (23 CFR 420.111(e)). [Not Applicable](#) If yes, page number: xx
- DRAFT UPWP:
 - A place for the signed Resolution adopting the final UPWP? [Yes](#) If yes, page number: 3
 - A place for the draft Resolution to adopt Travel Policy if not using FDOT policy (if required)? [No](#) If yes, page number: xx
 - A place for the Cost Analysis Certification Statement? [No](#) If yes, page number: xx
 - A place for the FHWA Certifications and Assurances? [Yes](#) If yes, page number: 60
- FINAL UPWP:
 - The signed Resolution adopting the UPWP? [Select response](#) If yes, page number: xx
 - The signed Resolution adopting the Travel Policy if not using FDOT policy (if required)? [Select response](#) If yes, page number: xx
 - The signed Cost Analysis Certification Statement? [Select response](#) If yes, page number: xx
 - The signed FHWA Certifications and Assurances? [Select response](#) If yes, page number: xx
 - UPWP Comments? [Select response](#) If yes, page number: xx
- Appendix to include items previously mentioned: Travel Policy (if required), Cost Allocation Plan and Certificate of Indirect Cost (if required), and UPWP Comments? [Yes](#) If yes, page number: 60

Critical

- Include Cost Analysis Certification Statement in final UPWP document
- Include resolution adopting Travel Policy

TPO Responses

- TPO included Certification Form in Final
- TPO included Travel Resolution for Final

Introduction

Does the introduction include the following elements?

- Definition and purpose of the UPWP? [Yes](#) If yes, page number: 5
- Overview of MPO's comprehensive transportation planning activities? [Yes](#) If yes, page number: 5
- Discussion of planning priorities, both MPO and local? [Yes](#) If yes, page number: 16
- Statement of CPG participation: "The FDOT and the (insert organization name) participate in the Consolidated Planning Grant (CPG). The CPG enables FDOT, in cooperation with the MPO, 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 MPO by FDOT utilizing formulas approved by the MPO, FDOT, FHWA and FTA in accordance

Unified Planning Work Program (UPWP)

Review Checklist

with 23 CFR 420.109 and 49, U.S.C. Chapter 53. The 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". [Yes If yes, page number: 5](#)

- Definition of soft match: Section 120 of Title 23, U.S.C., permits a State to use certain toll revenue expenditures as a credit toward the non-Federal matching share of all programs authorized by Title 23, (with the exception of Emergency Relief Programs) and for transit programs authorized by Chapter 53 of Title 49, U.S.C. This is in essence a "soft-match" provision that allows the Federal share to be increased up to 100% to the extent credits are available. The "soft match" amount being utilized to match the FHWA funding in the UPWP is 18.07% of FHWA program funds for a total of \$_____ ? [Yes If yes, page number: 20](#)
- Description of public involvement process used in development of MPO's UPWP? [Yes ☒](#) [No ☐](#) [Page number: 6](#)
- Description of how the MPO's addresses the [Federal Planning Factors](#)-(23 CFR 450.306(b)) – can be demonstrated using a matrix? [Yes If yes, page number: 10](#)
- Description of how the MPO's UPWP addresses the [Florida Planning Emphasis Areas 2021](#) and the [2021 Federal Planning Emphasis Areas](#)? [Yes If yes, page number: 11](#)
- If MPO is not in attainment, description of transportation related air quality planning activities regardless of funding sources or agencies conducting activities? [Not Applicable If yes, page number: xx](#)

[No comment](#)

[Click here to enter comments](#)

MPO Organization and Management

At a minimum, does the UPWP include information on the following items?

- Identification of participants and description of role in the UPWP planning process? [Yes If yes, page number: 5](#)
- Discussion of agreements, including date executed
 - Metropolitan Planning Agreement (FHWA funds)? [Yes If yes, page number: 8](#)
 - Public Transportation Grant Agreements (prior year FTA funds)? [Yes If yes, page number: 8](#)
 - Interlocal Agreement for the Creation (or Redesignation) of the Metropolitan Planning Organization? [Yes If yes, page number: 8](#)
 - Intergovernmental Coordination and Review and Public Transportation Coordination Joint Participation Agreement (ICAR)? [Yes If yes, page number: 8](#)
 - Memorandum of Understanding between MPOs and/or FDOT if transferring funds to accomplish Regional Activities? [No If yes, page number: xx](#)
- Discussion and identification of operational procedures and bylaws including date executed?
 - Continuity of Operations (COOP): [Yes If yes, page number: 16](#)
 - MPO Bylaws: [No If yes, page number: xx](#)
- Does the MPO include the following SIGNED Certifications and Assurances section?
 - Disadvantaged Business Enterprise Utilization? [Yes If yes, page number: 63](#)
 - Debarment and Suspension Certification? [Yes If yes, page number: 61](#)
 - Lobbying Certification for Grants, Loans and Cooperative Agreements? [Yes If yes, page number: 62](#)

Unified Planning Work Program (UPWP)

Review Checklist

- Title VI/Nondiscrimination Assurances? [Yes If yes, page number: 64](#)
- Appendices A and E? [Yes If yes, page number: 65](#)
- Discussion of Indirect Rate Plan, and in an appendix include signed Cost Allocation Plan and Certificate of Indirect Cost, if applicable? [Yes If yes, page number: 92](#)

Critical

- MPO must include discussion of bylaws and operational procedures, with date adopted. Note link to bylaws is included in document.
- No discussion of indirect rate
- Include CFMPO MOU

TPO Responses

- TPO added date/background to TPO Board bylaws
- Indirect rate is discussed in detail under Cost Allocation on page 17 - TPO changed sub-section heading to Indirect Rate - Cost Allocation
- CFMPO Interlocal Agreement updates in 2016, 2018 were referenced

Work Elements/Tasks Sheets

At a minimum, does the UPWP have the following distinct tasks or subtasks?

- MPO Administration? [Yes If yes, page number: 21](#)
- Transportation Improvement Program (TIP)? [Yes If yes, page number: 32](#)
- Long Range Transportation Plan (LRTP)? [Yes If yes, page number: 29](#)
- MPO Regional Activities Task (if required)? [Yes If yes, page number: 50](#)

No comment

[Click here to enter comments](#)

Do each of the Work Element/Task Summary Pages include the following?

- Is each Task Sheet named and numbered? [Yes](#)
- Does each Task Sheet include Purpose, Previous Work, Required Activities? [Yes](#)
- Do the required activities list who will be completing the work? [No](#)
- Does each Task Sheet indicate who is the responsible agency or agencies? [Yes](#)
- Does each Task Sheet include end products/deliverables with scope and estimated completion date? [Yes](#)
- Does supporting narrative for each task provide sufficient detail to determine eligibility, necessity, and reasonableness of the purchase? [Yes](#)
- If memberships are listed as an expense, does it state that the memberships are for organizational memberships, not individual memberships? [No If yes, page number: xx](#)

Critical

- Include more detail about who will complete work tasks and activities (TPO staff, consultant, other agency staff, etc.)
- Indicate agency memberships vs. individual memberships. Note that membership expenses are budgeted as local funds

TPO Responses

- TPO completed by adding responsible parties by task for both fiscal years.
- Memberships are professional for staff and were identified more clearly in Task 9

Work Elements/Tasks Sheets Budget Tables

Did the MPO use the UPWP Budget Table template provided by Central Office for task budget tables? [Yes](#)

Did the MPO prepare Task Summary Budget tables for year 1 and year 2 (either individually or combined)? [Yes page number: 56](#)

Does MPO **Administration Task** have subcategory for:

- Personnel Services? [Yes If yes, page number: 23](#)

Unified Planning Work Program (UPWP)

Review Checklist

- Equipment? Equipment costing more than \$5,000 per item should be listed separately. **Yes** If yes, page number: 23
- Travel? **Yes** If yes, page number: 23
- Supplies? Supplies costing more than \$1,000 per item should be listed separately. **Yes** If yes, page number: 23
- Direct Expenses? **Yes** If yes, page number: 23
- Indirect Expenses (only required if MPO has an approved indirect rate)? **Yes** If yes, page number: 23
- Are Atypical expenses (see [Guide for UPWP Development](#)) clearly described? **No** If yes, page number: xx
- Is Annual Audit expense included, if required? **Yes** If yes, page number: 93

Do each of the other Work Element/Task Summary **Estimated Budget Tables** include the following?

- Personnel Services? **Yes**
- Consultant Services (if using consultant on task)? **Yes**
- Travel (if needed)? **Yes**
- Direct Expenses (if needed)? **Yes**
- Indirect Expenses (only required if MPO has an approved indirect rate)? **Not Applicable**
- Supplies (if needed)? **Not Applicable**
- Equipment (if needed)? **Not Applicable**

TPO Responses

- The TPO has not meet the SSA - Single Source Audit threshold of \$750,000 expended of federal funds in one FFY. But we continue to monitor and will take action when appropriate through amendment.
- TPO denoted more details in Task 1.

Editorial

- Note annual audit expenses included in Cost Allocation Plan
- No atypical expenses noted, please include if there are any
- No capital expenses (equipment greater than \$5000) noted, please include separately in budget table if any anticipated
- No supply costs greater than \$1000 noted, please include separately in budget table if any anticipated

- None currently planned, but will be noted in future through amendment, if needed

- TPO denoted more details in Task 1 related to software and plotter.

MPO Regional Activities Task (required if MPO is transferring funds between MPOs and/or FDOT to complete regional planning activities)

Does the MPO have distinct tables to reflect MPO funding and overall regional task funding? In the UPWP Budget Table template provided by Central Office, these tables are called MPO Regional Activities and All Regional Accounting. **Yes** page number: 51

Do the Regional Work Element/Task Budget Table(s):

- Show ALL agencies (e.g., other MPOs, FDOT) that are included in the regional activities? **Yes** If yes, page number: 50
- Show amounts to be transferred by the MPO to other agencies (if applicable)? **Yes** If yes, page number: 51
- Show amounts to be received by the MPO from other agencies (if applicable)? **Not Applicable** If yes, page number: xx
- Show activities the funds are being used for? **Yes** If yes, page number: 50
- Do all participating MPOs use identical:
 - Descriptions of the activities to be completed **Select response** If yes, page number: xx

Unified Planning Work Program (UPWP)

Review Checklist

- Task name, activity description(s) and budgeted funds [Select response](#) If yes, page number: xx

Editorial

Regional planning task language and comparison with CFMPOA member MPO draft UPWP documents will be forthcoming. [Thank you.](#)

Funding Source Budget Table

Did the MPO use the UPWP Budget Table template provided by Central Office for Funding Source Budget Table?

[Yes](#)

Total FY 2023 contract amounts:

- DRAFT UPWP:
 - PL funds, which include FDOT FY 23 FTA 5305(d) and FY 23 PL funds (refer to Chris Bratton's PL Spreadsheet **total should not include estimated amount to be de-ob'd from FY 2021-22**)? [Yes](#) If yes, page number: 56
 - STBG or other federal funds (FY 2023 amount shown in FDOT Tentative Work Program)? [Yes](#)
 - Prior year active FTA contracts (PTGAs) with estimated amount? (contracts will be trued up in the fall once we have remaining balances at end of fiscal year.) [Yes](#)
- FINAL UPWP:
 - PL funds, which include FDOT FY 23 FTA 5305(d) and FY 23 PL funds (refer to Chris Bratton's UPDATED PL Spreadsheet which will include the MPO Board approved de-ob'd amount)? [Select response](#)
 - STBG funds or other federal funds (FY 2023 amount shown in FDOT Tentative Work Program) + MPO Board approved de-ob'd funds (if applicable) [Select response](#)
 - Prior year active FTA contracts (PTGAs) with estimated amount? (contracts will be true-d up in fall once we have remaining balances at end of fiscal year.) [Select response](#)
- Does Funding Source Budget Table include soft match amounts? [Yes](#)

[No comment](#)

[Click here to enter comments](#)

Total FY 2024 contract amounts:

- DRAFT UPWP:
 - PL funds, which include FDOT FY 24 FTA 5305(d) and FY 24 PL funds (refer to Chris Bratton's PL Spreadsheet)? [Yes](#) If yes, page number: 57
 - STBG or other federal funds (FY 2024 amount shown in FDOT Tentative Work Program)? [Yes](#)
- FINAL UPWP:
 - PL funds, which include FDOT FY 24 FTA 5305(d) and FY 23 PL funds (refer to Chris Bratton's UPDATED PL Spreadsheet)? [Select response](#)
 - STBG funds or other federal funds (FY 2023 amount shown in FDOT Tentative Work Program) + MPO Board approved de-ob'd funds (if applicable) [Select response](#)
- Does Funding Source Budget Table include soft match amounts? [Yes](#)

[Choose a category](#)

[Click here to enter comments](#)

Unified Planning Work Program (UPWP)

Review Checklist

Since the UPWP is the “Scope of Service” for the MPO Agreement, it is important to confirm that the total of Year 1 and Year 2 amounts in the UPWP also match what is shown on the MPO Agreement.

- Does FINAL UPWP PL amounts shown in FY 2023 plus FY 2024 match what is shown on new MPO Agreement? [Yes](#)
- Does Other FHWA funding (i.e., SU, CMAQ, etc.,) amounts shown in FY 2023 and FY 2024 match what is shown on new MPO Agreement? [Yes](#)

[Editorial](#)

New MPO agreements forthcoming

Summary Budget Table

Did the MPO use the UPWP Budget Table template provided by Central Office for the Summary Budget Table?

[Yes](#)

Do the **total FY 2023 contract amounts** match what is shown on Funding Source Budget Table? [Yes](#)

Do the **total FY 2024 contract amounts** match what is shown on Funding Source Budget Table? [Yes](#)

[No comment](#)

[Click here to enter comments](#)

General UPWP Comments

[Choose a category](#) [Click here to enter comments](#)

[Choose a category](#) [Click here to enter comments](#)

[Choose a category](#) [Click here to enter comments](#)

[Choose a category](#) [Click here to enter comments](#)

TPO Response: Changes made to Task 8 Regional Planning. This includes identifying outgoing funds to MetroPlan Orlando in orange.

UPWP Guide provided by Central Office states:

MPO Regional Activities

The MPO Regional Activities and All Regional Accounting tables should be used to show incoming and outgoing funds for regional tasks that involve the transfer of funds between MPOs. These table are only for tasks that require the physical transfer of funds. This does not include shared costs (e.g., health benefits for MPO staff) or activities that do not result in the transfer of funds or participation of a single MPO in coordination with other regional entities (e.g., attendance at MPOAC or FTC meetings, or MPOAC dues). All participating MPOs shall use consistent descriptions of the activities to be completed. Task name and activity description must be consistent between MPOs. Regional tasks must be supported by a MOU signed by all participating MPOs.⁴ Funds are authorized in the UPWP but are encumbered via contracts. Depending on the source, funds may need to be on separate contracts.

MPO Regional Activities

This table is for the MPO's funds for regional tasks that include the transfer of funds. The MPO shall list funds it is transferring to other agencies (e.g., other MPOs, FDOT) and funds it is receiving from other agencies for regional activities. The table summarizes the total amount of funds by source and what activities the funds are to be used for. Purple highlights indicate incoming funds, while orange highlights indicate outgoing funds. Within the UPWP document, include a legend or footnote for the table stating how the incoming funds and outgoing funds are formatted.

All Regional Accounting

This table summarizes the lead agency for regional tasks and all funding contributed to regional activities by fund source. Purple highlights indicate funds transferred to the lead agency. This table must be consistent for all MPOs participating in the regional activities. Within the UPWP document, include a legend or footnote for the table stating how the incoming funds and outgoing funds are formatted.

Regional Activities

1. Reflect as Regional Task and identify CFMPOA work separately from other regional planning activities of the MPO
2. Include executed MOA for CFMPOA
3. Use text below for narrative

Task X – Regional Activities

Purpose: To promote and enhance interregional transportation planning and coordination with neighboring MPOs by supporting coming interests through the Central Florida MPO Alliance (CFMPOA).

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 Metropolitan Transportation Plan summary	Spring 2024
CFMPOA Regional priority project list	July 2022 July 2023
CFMPOA continued coordination amongst regional MPO partners	Quarterly meetings/Ongoing

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:


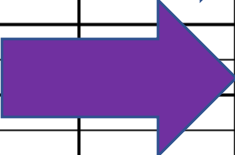

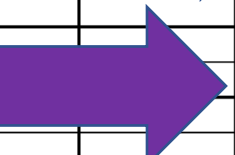
Task 1.1 Regional Activities		
Budget Detail for FY 23 (July 1, 2022 - June 30, 2023)		
Funding Source	FHWA (CPG)	Total
Contract Number	XX	
Source Level	Federal (81.93%)	
Consultant		
Transfer to: MetroPlan Orlando Annual Allocation for CFMPO Alliance*	\$ 5,000	\$ 5,000
TOTAL	\$ 5,000	\$ 5,000

Orange formatting indicates outgoing funds.

Task 1.1 Regional Activities		
Budget Detail for FY 24 (July 1, 2023 - June 30, 2024)		
Funding Source	FHWA (CPG)	Total
Contract Number	XX	
Source Level	Federal (81.93%)	
Consultant		
Transfer to: MetroPlan Orlando Annual Allocation for CFMPO Alliance*	\$ 5,000	\$ 5,000
TOTAL	\$ 5,000	\$ 5,000

Orange formatting indicates outgoing funds.

All Regional Accounting (MetroPlan)

140 - Regional Activities						
Estimated Budget Detail for FY 2023						
Budget Category/Description			Local	CFMPOA	FHWA (PL)	Total
	Funding Source	Regional Funding - CFMPOA				
	Local	Lead Agency: MetroPlan Orlando		\$ 5,000		Outgoing funds highlighted in
	PL	Lake/Sumter MPO		\$ 5,000		
	PL	Ocala/Marion TPO		\$ 5,000		Incoming funds highlighted in purple
	PL	Polk TPO		\$ 5,000		
	PL	River to Sea TPO		\$ 5,000		
	PL	Space Coast TPO		\$ 5,000		
	Total Regional Funding			\$ 30,000		
	Personnel (salary and benefits)		\$ 5,939	\$ 23,353	\$ 213,858	\$ 243,150
	Consultant Services		\$ -	\$ -	\$ -	\$ -
	Pass Through		\$ -	\$ -	\$ -	\$ -
	Travel Expenses		\$ -	\$ -	\$ -	\$ -
	Indirect Expenses		\$ 1,042	\$ 4,097	\$ 37,518	\$ 42,657
	Supplies		\$ -	\$ 1,500	\$ -	\$ 1,500
	Equipment		\$ -	\$ -	\$ -	\$ -
	Other Direct Expenses		\$ 500	\$ 1,050	\$ -	\$ 1,550
	Total:		\$ 7,481	\$ 30,000	\$ 251,376	\$ 288,857
Estimated Budget Detail for FY 2024						
Budget Category/Description			Local	CFMPOA	FHWA (PL)	Total
	Funding Source	Regional Funding - CFMPOA				
	Local	Lead Agency: MetroPlan Orlando		\$ 5,000		Outgoing funds highlighted in
	PL	Lake/Sumter MPO		\$ 5,000		
	PL	Ocala/Marion TPO		\$ 5,000		Incoming funds highlighted in purple
	PL	Polk TPO		\$ 5,000		
	PL	River to Sea TPO		\$ 5,000		
	PL	Space Coast TPO		\$ 5,000		
	Total Regional Funding			\$ 30,000		
	Personnel (salary and benefits)		\$ 7,428	\$ 23,421	\$ 225,229	\$ 256,078
	Consultant Services		\$ -	\$ -	\$ -	\$ -
	Pass Through		\$ -	\$ -	\$ -	\$ -
	Travel Expenses		\$ -	\$ -	\$ -	\$ -
	Indirect Expenses		\$ 1,279	\$ 4,029	\$ 38,752	\$ 44,060
	Supplies		\$ -	\$ 1,500	\$ -	\$ 1,500
	Equipment		\$ -	\$ -	\$ -	\$ -
	Other Direct Expenses		\$ 500	\$ 1,050	\$ -	\$ 1,550
	Total:		\$ 9,207	\$ 30,000	\$ 263,981	\$ 303,188

Can leave in table in as is with adding highlights, or separate CFMPOA out as separate tables. Highlights still needed if separate table is used.

APPENDIX E: COST ALLOCATION AND STAFF SERVICES AGREEMENT

Marion County Board of County Commissioners
Detail of Cost Allocation
Proposed Fiscal Year 2021-22

105100 BR407, 408, 409 BR407, 408, 409

Type of Central Service	TPO 2019-20	TPO 2020-21	TPO 2021-22
Independent Audit Fee	308	73	346
Clerk of the Circuit Court - Finance	4,096	1,864	5,790
Clerk of the Circuit Court - Internal Auditor	735	202	1,040
Clerk of the Circuit Court - Budget	5,150	8,780	13,592
BCC Records	697	958	614
Records Center	-	-	-
County Attorney	3,897	218	155
County Administration	4,127	6,208	5,151
Information Systems	8,132	16,476	23,367
Human Resources	5,577	3,143	3,374
Procurement	8,964	-	186
Human Resources - Clinic	176	230	103
Facilities Management	9,236	7,874	8,356
Public Safety Radio		-	-
MSTU / Assessments Office	-	-	-
Tax Collector (Assessment)	-	-	-
Property Appraiser (Assessment)	-	-	-
Total Costs Identified	\$ 51,095	\$ 46,026	\$ 62,074
Identified Costs not Allocated		-	-
Actual Budgeted Allocation	\$ 51,095	\$ 46,026	\$ 62,074
Property Tax @100%			
Assessment @100%			
Tax/Assessment @100%			
Max Cost Allocation			
Limit by Ordinance			

From: [Jaime McLaughlin](#)
To: [Balmes, Rob](#)
Subject: FY23 TPO Cost Allocation Split
Date: Monday, April 11, 2022 11:41:02 AM
Attachments: [IMAGE 2.png](#)
[IMAGE 3.png](#)

CAUTION: THIS MESSAGE IS FROM AN EXTERNAL SENDER

This email originated from outside the organization. Do not click links, open attachments, or share any information unless you recognize the sender and know the content is safe. Report suspicious emails using the "Phish Alert" button in Outlook or contact the Helpdesk.

Rob,

At this time we have TPO's total cost allocation estimated at \$56,255 for FY23. Can you please advise as to how you would like this split between your cost centers?

Thank you,



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 Beal
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)
ENDORISING 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: Board Members

FROM: Rob Balmes, Director

RE: Metropolitan Planning Organization Revised Agreement

Summary

The TPO and Florida Department of Transportation (FDOT) are required to revise the current two-year Metropolitan Planning Organization Grant Agreement due to the de-obligation of funding requested in Agenda Item 5B.

Every two years and pursuant to U.S. Code of Federal Regulations and Florida Statutes, FDOT and the TPO enter into a grant agreement contract that identifies the responsibilities for cooperatively carrying out the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) components of the Metropolitan Planning Process.

As a condition of the agreement, financial assistance is passed through the FDOT to the TPO in the form of the FHWA Consolidated Planning Grant (CPG). All work and funding are tied to the TPO's Unified Planning Work Program (UPWP). The Grant Agreement timeframe is from July 1, 2022 to June 30, 2024 (Fiscal Years 2023, 2024).

Attached to this memo is the Revised Metropolitan Planning Organization Agreement for the TPO covering the current two-year timeframe. The Revised Agreement was reviewed by the Marion County Office of Attorney. Pending Board approval, the Revised Agreement will be promptly submitted to FDOT.

Attachment(s)

- Revised Metropolitan Planning Organization Agreement

Action Requested

- Approval of the Revised Metropolitan Planning Organization Agreement for Fiscal Years 2023 to 2024.

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

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AMENDMENT TO THE FDOT / METROPOLITAN PLANNING ORGANIZATION AGREEMENT

Financial Project No.: <u>439331-4-14-01</u> (item-segment-phase-sequence) Contract No.: <u>G2797</u> CFDA Number & Title: <u>20.205 Highway Planning</u>	Fund: <u>PL</u> Function: <u>615</u> Federal Award Project No.: <u>0314-</u> <u>060-M</u> MPO SAM No.: <u>KHD3TN15Y333</u>	FLAIR Approp.: <u>088854</u> FLAIR Obj.: <u>780000</u> Org. Code: <u>55052000532</u> Vendor No.: <u>F596000735013</u>
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THIS AMENDMENT TO THE FDOT/METROPOLITAN PLANNING ORGANIZATION AGREEMENT (Amendment) is made and entered into on this 26th day of March, 2024, by and between the STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION (Department), an agency of the State of Florida, whose address is Office of the District Secretary, 719 S Woodland Boulevard Deland FL 32720 and the Ocala Marion Transportation Planning Organization] (MPO), whose address is 2710E Silver Springs Boulevard Ocala FL 34470, and whose System for Award Management (SAM) Number is: KHD3TN15Y333 (collectively the "parties").

RECITALS

WHEREAS, the Department and the MPO on May 26, 2022 entered into an FDOT/Metropolitan Planning Organization Agreement (Agreement), whereby the Department passed through Federal funds to the MPO to assist the MPO in performing transportation planning activities set forth in its Unified Planning Work Program (UPWP).

WHEREAS, the Parties have agreed to modify the Agreement on the terms and conditions set forth herein.

NOW THEREFORE, in consideration of the mutual covenants in this Amendment, the Agreement is amended as follows:

1. Paragraph 5 of the Agreement is amended to reflect:

Project Cost: The total budgetary ceiling for the Project is \$1,433,149.00. The budget, including tasks, is summarized below and detailed in the UPWP, Exhibit "A". The budget may be modified by mutual agreement as provided for in paragraph 9, Amendments.

The Department's performance and obligation to pay under this Agreement is contingent upon an annual appropriation by the Legislature. No work shall begin before the Agreement is fully executed and a "Letter of Authorization" is issued by the Department. The total of all authorizations shall not exceed the budgetary ceiling established for this agreement and shall be completed within the term of this Agreement:

FINANCIAL PROJECT NO.	AMOUNT
439331-4-14-01	\$1,433,149

Exhibit A (Scope of Work) of the Agreement is amended as follows: Decrease contract budget ceiling in the amount of \$445,000.00 for de-obligation of FY 2024 PL funds. This amendment is more fully described in the attached UPWP Revision Form #7.

Except as modified, amended, or changed by this Amendment, all of the terms and conditions of the Agreement and any amendments thereto shall remain in full force and effect.

IN WITNESS WHEREOF, the undersigned parties have executed this Agreement on the day, month and year set forth above.

MPO

Florida Department of Transportation

Ocala Marion TPO

MPO Name

Rob Balmes

C. Jack Adkins

Signatory (Printed or Typed)

Department of Transportation

Signature

Signature

Executive Director

Director of Transportation Development

Title


Title

Legal Review

MPO

Legal Review

Department of Transportation


THOMAS SCHWARTZ
ASSISTANT COUNTY ATTORNEY



Last updated: 09/15/2022

Revision #: 7

This amendment involves a de-obligation request of \$445,000 of funding for tasks 1, 2, 3, 4 and 7. The TPO requests the re-obligation of the funds to year one of the FY 2024/2025 to 2025/2026 Unified Planning Work Program (UPWP).

of: 1

Revision Type: Amendment (Financial)

OTHER UPWP CHANGES (NON-FINANCIAL)

Task #	Task Name	Amendment Type

Modification Required Documentation (to be appended with UPWP Revision Signature Form)

- ☐ Task Pages (including task budget tables)-Current & Proposed
- ☐ Agency Participation Budget Table-Current & Proposed
- ☐ Signed Cost Certification
- ☐ Fund Summary Budget Table-Current & Proposed

An Addendum Required Documentation (to be appended with UPWP Revision Signature Form)

- | | | |
|--|--|---|
| <input checked="" type="checkbox"/> Task Pages (including task budget tables)-Current & Proposed | <input type="checkbox"/> Signed Cost Certification | <input type="checkbox"/> TIP Modification |
| <input checked="" type="checkbox"/> Agency Participation Budget Table-Current & Proposed | <input checked="" type="checkbox"/> MPO Meeting Agenda | <input checked="" type="checkbox"/> Amended Agreement |
| <input checked="" type="checkbox"/> Fund Summary Budget Table-Current & Proposed | | |

Non-Financial Amendment Required Documentation (to be appended with UPWP Revision Signature Form)

- ☐
- Task Pages (if a change occurs) - Current & Proposed

Reviewing Action

Agency	Reviewer:	Comments:
FDOT	<p><i>Action:</i></p>	
FHWA	<p><i>Action:</i></p>	
FTA	<p><i>Action:</i></p>	



TO: Board Members

FROM: Sara Brown, Transportation Planner

RE: DRAFT Public Participation Plan (PPP)

Summary

Public Involvement is 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 is 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 is conducting an update to the PPP. A 45-day public review period began on February 5, 2024 and will close on March 26, 2024.

Attached is the DRAFT 2024 PPP for your review. This document has been updated from the previously approved PPP, which was adopted by the TPO Board on January 26, 2021. The PPP is required to be updated every three (3) years. Some of the key updates are as follows:

- Addition of What is the Ocala Marion Transportation Planning Organization section (pg. 4).
- Addition of Staff section (pg. 7).
- Addition of What is a Public Participation Plan Section (pg. 8).
- An update to some of the Objectives and Measures of Effectiveness (pg. 9 and 10).
- Refined some of the text for the Core Plans and Programs (pg. 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.

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- Added Meeting Room Security Section (pg. 15).
- Removed the TPO Online Feedback Form Section.
- 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).

A legal notice stating the DRAFT PPP is open for public comment was placed in the Ocala Star Banner on February 5, 2024.

Attachment(s)

- Draft 2024 Public Participation Plan Presentation
- Draft 2024 Public Participation Plan

Committee Recommendation(s)

The Citizens Advisory Committee (CAC) and the Technical Advisory Committee (TAC) approved the Public Participation Plan on March 12, 2024.

Action Requested

TPO staff is recommending approval of the Public Participation Plan.

If you have any questions regarding the draft 2024 Public Participation Plan, please contact me at 438-2632.

Public Participation Plan

2024 Draft

TPO Board Meeting
March 26, 2024



Public Participation Plan (PPP) DRAFT 2024

Adopted:



- What is a Public Participation Plan (PPP)?
 - A PPP is a document that describes the methods for providing the public with opportunities to be involved in the TPO planning process. The document describes the procedures, strategies, and outcomes of how to get the public involved.
- Why does the TPO have a PPP?
 - The TPO has a PPP because it is a Federal and State required document for Metropolitan/Transportation Planning Organizations. This is the primary public involvement document that an MPO must develop.

- Sections of a PPP
 - Who we are
 - What is a Public Participation Plan
 - Core Plans and Programs
 - Public Participation Strategies and Outreach
 - Evaluation

- In 2024, the TPO is conducting an update to the PPP
 - Released to the public for a 45-day comment period on February 5, 2024
 - Presentation to the CAC and TAC on March 12, 2024
 - Presentation to the TPO Board and adoption on March 26, 2024

- Updated the 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)

- Changed to a goals and objectives format.(pg. 9 and 10)
 - *Objective 1.7: Ensure all TPO sponsored meetings, where two or more elected officials are present are subject to the rules of Florida's Government-in-the-Sunshine Law.*
 - *Objective 1 Measures of Effectiveness*
 - *Objective 2.3: For upcoming and ongoing major transportation projects, the TPO will post notices and share updates to inform the public of the status.*
 - *Objective 2.7: Ensure staff are available to address project specific or general information about the TPO or other transportation related activities to the public, private and public organizations.*

- *Objective 2 Measures of Effectiveness*
 - *Notices for upcoming meetings and hearings will be posted at least 7 days before the meeting or hearing.*
 - *Agendas and meeting packets will be available 7 days before a CAC, TAC, TDLCB, and TPO board meetings on the TPO website.*
 - *Twice a year the contact database will be updated.*
 - *At least 1 TPO staff member will be available at all times in the TPO office during normal business hours (M-F 8:00 am to 5:00 pm).*

- *Objective 3 Measures of Effectiveness*
 - *TPO staff will attend conferences and trainings throughout the year to improve on communication, written, and presentation skills and will keep records of any conferences and trainings attended.*
 - *The TPO regularly attends the Metropolitan Planning Organization Advisory Council (MPOAC), Florida Metropolitan Planning Partnership (FMPP), Central Florida MPO Alliance, and a joint Ocala Marion TPO, Hernando Citrus MPO, and Lake Sumter MPO quarterly meetings.*

- Updated the Plans and Programs Section (pg. 14)

Plans or Programs	Schedule	Public Comment Period	Public Notice
Program Adoption			
Public Participation Plan	Every 3 years	45	45
Unified Planning Work Program (UPWP)	Every 2 years	30	30
Long Rang Transportation Plan (LRTP)*	Every 5 years	30	30
Transportation Improvement Program (TIP)	Every year	30	30
List of Project Priorities (LOPP)	Every year	30	30
Transportation Disadvantaged Service Plan	Every 5 years/ updated annually	21	21
Title VI Nondiscrimination Plan	Every year	30	30
TPO Transportation Planning Studies	Every year	30	30
Program Amendments			
Public Participation Plan	As needed	45	45
Unified Planning Work Program (UPWP)	As needed	7	7
Long Rang Transportation Plan (LRTP)	As Needed	21	21
Transportation Improvement Program (TIP)	As needed	7	7
List of Project Priorities (LOPP)	As needed	7	7
Title VI Nondiscrimination Plan	As needed	7	7

- Meeting Room Security as needed (pg. 16)
- TPO Staff and Contact Information (pg. 18)
- Added an Evaluation Section (pg. 19)

- Summary of Strategies and Outreach (pg. 18)

	TPO Board	TPO Committees	LRTP	TIP	LOPP	Transportation Studies
Public Notice	X	X	X	X		
Website	X	X	X	X	X	X
Legal Ad			X	X		
Press Release			X	X		
Project Update Meetings			X			X
Community Meetings			X			X
Maps			X	X	X	X
Surveys			X			X
Comment Cards	X	X	X	X	X	X
Social Media	X	X	X	X	X	X

Questions

- TPO Staff is requesting your approval of the 2024 Public Participation Plan.



**OCALA MARION
TRANSPORTATION
PLANNING
ORGANIZATION**

Public Participation Plan (PPP) DRAFT 2024

Adopted:



Contact information

For further information about the Ocala Marion Transportation Planning Organization (TPO) and public participation process, please contact:

Ocala Marion TPO
Rob Balmes, TPO Director or
Liz Mitchell, Title VI/Non-Discrimination Coordinator
2710 E. Silver Springs Boulevard
Ocala, FL 34470
Phone: 352-438-2630
Web: www.ocalamariontpo.org

Public Disclosure Statement

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.

Acknowledgements

Prepared in cooperation with the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), Florida Department of Transportation (FDOT), and participating local governments. The development of this plan was made possible by the leadership of the Ocala Marion Transportation Planning Organization, the Citizen Advisory Committee (CAC), the Technical Advisory Committee (TAC), and the Transportation Planning Organization (TPO) Board.

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Who we are

What is the Ocala Marion Transportation Planning Organization

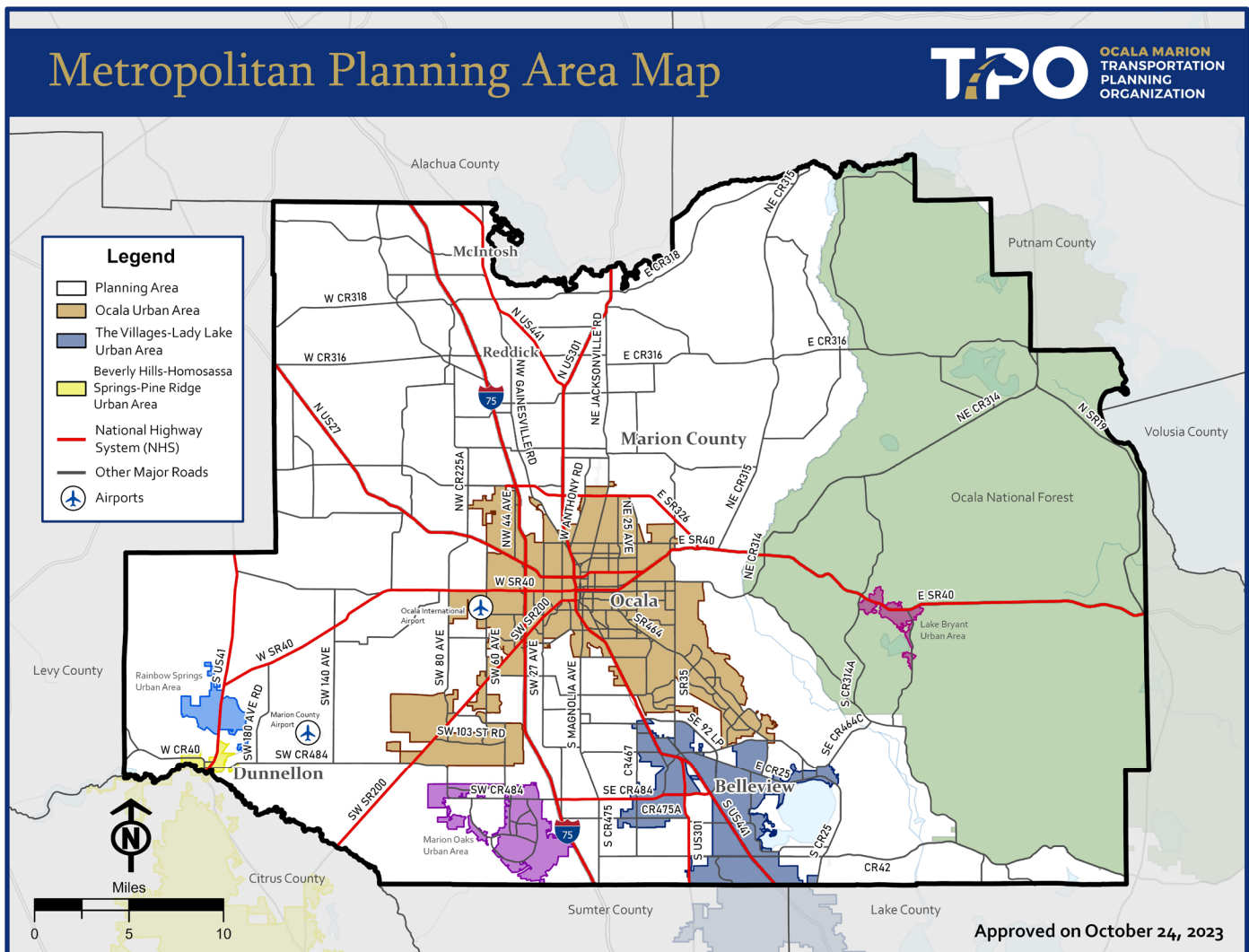
The Ocala Marion County Transportation Planning Organization (TPO) is a federally mandated agency responsible for coordinating transportation projects, including highway, transit, rail, bicycle, pedestrian, aviation, and paratransit, throughout the county. The TPO allocates federal transportation funds and works to improve the region's transportation system by developing a variety of plans and programs.

TPO History

The Federal Highway Act of 1962 established legislation that mandated that any urbanized area with a population of 50,000 or more that plans to expend United States Department of Transportation (DOT) funding must subscribe to a continuing, cooperative, and comprehensive ('The 3-C') planning process. The TPO was established to provide a forum for the development of transportation policy and transportation planning services for the Ocala/Marion County area.

TPO Planning Area

The TPO serves the cities of Belleview, Dunnellon, Ocala, and unincorporated Marion County. Due to population growth in the 1980s, the TPO Board approved the entirety of Marion County in 1992 as the



Ocala Marion TPO Planning Area Map

Metropolitan Planning Area (MPA) displayed in the map on the previous page. The UPWP incorporates all federal, state, regional and local activities to be performed in the census-designated Urban Areas and the entirety of Marion County.

TPO Structure

The TPO is supported by a diverse committee and governance structure that provides input from a variety of sources. A description of each of the elements of this structure is described below. Current bylaws, memberships, and meeting calendars are available on the TPO website (www.ocalamariontpo.org).

Transportation Planning Organization (TPO) Board

The TPO board is the final level of review and decision-making body in the TPO organizational structure. Recommendations from TPO staff and the committee substructure are reviewed, discussed, and then either approved or rejected through a one member-one vote process. **The TPO Board is guided by bylaws, adopted in May 2004, amended in 2021 and 2022.**

The TPO Board voting membership is comprised of:

- Marion County Commissioners (5)
- City of Ocala Council Members (4)
- City of Ocala Mayor (1)
- City of Belleview (1)
- City of Dunnellon (1)



TPO Board Meeting

The FDOT-District Five Secretary is also a nonvoting member of the TPO Board.

Regular meetings of the TPO Board are held at least quarterly on the fourth Tuesday of the month. Meeting dates and times may be changed by the Chair or Vice-Chair to accommodate special circumstances such as holidays. At the last regular meeting of each year, the TPO will approve the following year's meeting schedule.

A special meeting of the TPO Board may be called by the Chair. Each member of the TPO and local media services will receive a notification of such special meeting stating the date, hour, and place of the meeting and the purpose for which such meeting is called, and no other business shall be transacted at that meeting.

An emergency meeting of the TPO Board may be called by the Chair when in his/her opinion, an emergency exists which requires immediate action. At least a 24-hour advance public notice of such a meeting must be provided.

Technical Advisory Committee (TAC)

The Technical Advisory Committee (TAC) **membership** is comprised of **11 members who are professional** planners, engineers, technicians, and other professionals representing local and state government agencies, and local transit providers who review transportation plans, programs, and projects primarily from a technical standpoint. The TAC recommendations are based on the professional experience of the committee members. TAC meetings



TAC Meeting

are held on the second Tuesday of the month. The TAC serves at the pleasure of the TPO, and is comprised of the members are appointed representatives from the following organizations. The number in parenthesis's following the organization represents the number of representatives.

- Marion County (2)
- City of Ocala (2)
- City of Belleview (1)
- City of Dunnellon (1)
- SunTran (assigned by the City of Ocala) (1)
- Marion County School District (1)
- Department of Environmental and Protection (Florida Office of Greenways and Trails (1))
- Marion County Tourism (1)
- Florida Department of Transportation (FDOT) District 5, non-voting (1)

Citizens Advisory Committee (CAC)

The Citizens Advisory Committee (CAC) is comprised of up to 15 Marion County residents who provide input to the TPO from a citizen's point of view. Appointments to this committee are made through an application process where the candidates are interviewed by TPO staff and are then recommended to the TPO Board for membership. The TPO Board then votes on approval of each candidate's appointment. Considerations for appointment are based on the geographic location, interviews, and overall background of each candidate. The TPO strives to maintain a diversity of Marion County citizens in order to provide a well-rounded review of transportation issues both geographically and professionally. CAC meetings are held on the second Tuesday of the month.



CAC Meeting

Both the TAC and CAC offer input from their varying perspectives, whether that be in a professional sense (planners, engineers, etc.) or from a citizen perspective (local residents). These committees both garner feedback, input, advice, and recommendations for staff to present to the TPO Board.

Transportation Disadvantaged Local Coordinating Board (TDLCB)

The Transportation Disadvantaged Local Coordinating Board (TDLCB) is charged with oversight of the Community Transportation Coordinator (CTC). The Commission for the Transportation Disadvantaged (CTD) provides funding to the CTC to provide transportation to local residents. The TDLCB is responsible for reviewing the performance of the CTC and establishing trip priorities. The membership is comprised of one representative each from the City of Ocala, Marion County Public School board, FDOT, and various health and labor not-for-profit organizations. TDLCB meetings are held once a quarter on the **third second Thursday** of the corresponding month. The TDLCB is comprised of representatives from the following organizations or groups:

- Local elected official, who serves as Chair
- Florida Department of Transportation



TDLCB Workshop

- Florida Department of Children and Families
- Marion County Public Schools
- Florida Department of Education
- Marion County Department of Veteran Affairs
- Florida Association for Community Action
- Marion County resident representative over 60
- Marion County resident representing the disabled
- Two citizen advocates of Marion County that use transportation services
- City of Ocala/SunTran
- Florida Department of Elder Affairs
- Local private for-profit transportation industry representative
- Florida Agency for Health Care Administration
- Agency for Persons with Disabilities
- Career Source Workforce Development
- Florida Department of Health – Marion County

Staff

The TPO staff includes an Executive Director, an Administrative Specialist/Social Media Coordinator, a Transportation Planner, and a Grants Coordinator/Fiscal Planner/ Title VI Non-Discrimination Coordinator. The TPO Committees, along with the TPO staff, provide recommendations to the TPO Board regarding short and long-range plans, implementation of projects, and related issues. The staff also works closely with the Florida Department of Transportation (FDOT) and other community partners. To contact the TPO staff, please visit <https://ocalamariontpo.org/contact-us/tpo-staff-information/>.

Accessibility

The public is encouraged to attend all TPO committee and board meetings. Meetings are advertised on the websites of the TPO, Marion County, and the cities of Belleview, Dunnellon, and Ocala as well as the TPO's most current social media sites. The TPO Board, TDLCB, and committees are governed by Florida Sunshine Law and in accordance with the notification requirements of Florida Statute s.286.011, F.S.

All TPO meetings are held in locations accessible to persons with disabilities and to citizens requiring transportation. Citizens that require special accommodations should contact the TPO in advance of a meeting. A summary of the schedule, and public comment/notice periods for the governing boards and committees are as follows:

Public Meetings and Opportunities for Participation			
Opportunities for Participation	Meetings	Public Comment Period	Public Notice
TPO Board	4 th Tuesday of the Month at 3:00 pm	At every meeting	7 days
Citizen Advisory Committee	2 nd Tuesday of the Month at 1:00 pm	At every meeting	7 days
Technical Advisory Committee	2 nd Tuesday of the Month at 3:30 pm	At every meeting	7 days
Transportation Disadvantaged Local Coordinating Board	2 nd Thursday at 10 am Quarterly	At every meeting	7 days

Meeting Minutes

Per Sunshine Law, meeting minutes are taken at all TPO meetings. Minutes are distributed at board and committee meetings for review and approval. Upon approval, minutes are available to the public by request or may be accessed at the TPO website. The TPO maintains a six-year history of all meeting minutes on the website.

What is a Public Participation Plan

Purpose

Public Involvement is 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 is 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. As the transportation network effects economic vitality, personal and freight mobility, and local/regional priorities, it is critical for the voices of everyone to be heard and documented.

This document serves as an update to the PPP adopted by the TPO Board on **January 26, 2021**. The revised PPP was developed in coordination with the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), Florida Department of Transportation (FDOT), local government partners, and TPO advisory committees and boards, and through a 45-day public review process. It is the primary goal of this document to increase awareness on the various opportunities that are available to the public and the measurements used by the TPO to determine effectiveness with advertising and promoting those opportunities.

PPP Public Comment Period

- The PPP is updated every three years. Before the adoption of the plan the draft plan has a minimum comment period of 45 calendar days. Comments received are recorded and included in the final PPP.

Modifications and Amendments

- **Modifications**
 - Administrative modifications can be made that includes minor changes such as corrections and revisions to content that is not relevant to any associated public comment process. Modifications do not require a public comment review period.
- **Amendments**
 - An amendment to the PPP could include changes to the scope of the core work products' public participation process or public comment period. Another example could be changing any public participation strategy and outreach. The amendment process does require a minimum 45 day public comment period.

Methods of Public Notification

- Website through calendar events and news
- TPO Social Media Accounts
- Press Releases
- Email Notifications
- Local Newspaper Advertisement

How do I get Involved

- Call Us: Monday through Friday from 8:00 am to 5:00 pm at 352-438-2630.
- Visit or Write to Us: Ocala Marion TPO, 2710 E. Silver Springs Blvd, Ocala, FL 34470
- Email: For general inquiries: Shakayla.Irby@marionfl.org, for Title VI information: Liz.Mitchell@marionfl.org
- Website: <https://ocalamariontpo.org/>
- Social Media:
 - Facebook: <https://www.facebook.com/ocalamariontpo>
 - Twitter (X): <https://twitter.com/ocalamariontpo>

- [Linked In: https://www.linkedin.com/company/ocalamariontpo](https://www.linkedin.com/company/ocalamariontpo)
- **Participate in Person:** Attend the TPO board meeting or one of the committees to make a public comment. Visit the website or call 352-438-2630 for more information.
- **Volunteer to serve on a committee:** Apply to be on the Citizens Advisory Committee: <https://ocalamariontpo.org/wp-content/uploads/2023/12/CAC-Membership-Application.pdf>

Goals and Objectives

The public involvement process is intended to provide accurate and timely information about ongoing or upcoming transportation planning projects.

Goal 1: The TPO shall encourage participation by all Marion County citizens in the transportation planning process.

Previously called Policies

- **Objective 1.1:** Strive to include those citizens that are among the traditionally underserved and under-represented, including business owners and residents who are a part of but not limited to, low-income and minority households.
- **Objective 1.2:** Whenever possible, hold public meetings at locations that are easily accessible to potentially affected residents and business owners.
- **Objective 1.3:** Schedule public involvement activities, to the maximum extent possible, at key decision-making points, during the development of TPO projects.
- **Objective 1.4:** Assist in making arrangements, with reasonable notice of at least 48 hours, for any citizen who requires special accommodations while attending any TPO related events.
- **Objective 1.5:** Provide timely and comprehensive information that is easily understandable to the average citizen.
- **Objective 1.6:** Strive to continuously enhance the public awareness and knowledge of transportation related issues in an effort to foster increased trust and to maintain and continually increase credibility with the public.
- ~~Ensure that all TPO sponsored meetings, where two or more elected officials are present, will be subject to the rules of Florida's Government-in-the-Sunshine Law.~~
- **Objective 1.7:** Ensure all TPO sponsored meetings, where two or more elected officials are present are subject to the rules of Florida's Government-in-the-Sunshine Law.

Objective 1 Measures of Effectiveness

- **Hold public meetings in various locations and at times to ensure a large part of the populace has the opportunity to participate. Locations should be ADA accessible and along a transit route whenever possible. Keep an updated log of all events, activities, and locations.**
- **Keep a log of any accommodations that were provided to individuals upon request, such as translation of materials, or a translator for any Limited English Proficient (LEP) person.**
- **The TPO will post 7 days before a TPO sponsored meeting, where two or more elected officials will attend.**

Goal 2: The TPO shall continually notify and provide updates to the public of all upcoming and ongoing TPO transportation related activities.

Previously called Policies

- **Objective 2.1:** Continually update the TPO website and social media pages in order to ensure that the most current versions of all TPO publications are readily available to the public.
- **Objective 2.2:** Post notices of all upcoming meetings and hearings on the TPO website.
- **Objective 2.3:** For upcoming and ongoing major transportation projects, the TPO will post notices and share updates to inform the public of the status.
- ~~Policy 2.3: Post updates on the status of upcoming and ongoing roadway projects.~~
- **Objective 2.4:** Use social media pages (Facebook, Twitter, LinkedIn) to post all meeting, workshop, public hearing notices, along with other general information.
- **Objective 2.5:** Post agendas and meeting packets of all upcoming CAC, TAC, TDLCB, and TPO

board meetings on the TPO website.

- **Objective 2.6:** Maintain a contact database for mailing and electronic notification of all interested residents and organizations of upcoming meetings, hearings or projects.
- ~~Policy 2.7: Create and distribute flyers and newsletters to inform the public of upcoming projects and the status of ongoing projects.~~
- ~~Policy 2.8: Have staff available to address private and public organizations, as requested and with reasonable notice, about TPO or other transportation related activities.~~
- ~~Policy 2.9: Have staff available at the TPO office during normal business hours to provide project specific and/or general information about TPO or other transportation related activities.~~
- **Objective 2.7:** Ensure staff are available to address project specific or general information about the TPO or other transportation related activities to the public, private and public organizations.
- **Objective 2.8:** Make all documentation and data available, with reasonable notice, upon public request.

Objective 2 Measures of Effectiveness

- Continual update of the TPO website, social media pages, and plans.
- Notices for upcoming meetings and hearings will be posted at least 7 days before the meeting or hearing.
- Agendas and meeting packets will be available 7 days before a CAC, TAC, TDLCB, and TPO board meetings on the TPO website.
- Twice a year the contact database will be updated.
- At least 1 TPO staff member will be available at all times in the TPO office during normal business hours (M-F 8:00 am to 5:00 pm).
- Look for new ways to promote and advertise to increase awareness of events and activities.

Goal 3: The TPO shall continually identify, and where applicable, implement new methods to improve the overall public involvement process.

- **Objective 3.1:** Utilize continuing education and training courses to increase the communication, written, and presentation skills of TPO staff.
- **Objective 3.2:** Continually seek increasingly effective methods to enhance public involvement and community outreach activities.
- **Objective 3.3:** Review all public involvement activities for continued viability.
- **Objective 3.4:** Ensure that the most effective public outreach techniques are utilized for the appropriate tasks.
- **Objective 3.5:** Utilize innovative public participation procedures, such as virtual meetings, interactive maps, and other platforms to solicit public involvement and feedback. As necessary, follow the TPO Board Resolution on Procedures in Emergency Situations, adopted on April 28, 2020.
- **Objective 3.6:** Communicate with other Metropolitan Planning Organizations (MPO) to stay informed about the status of other public involvement programs.

Objective 3 Measures of Effectiveness

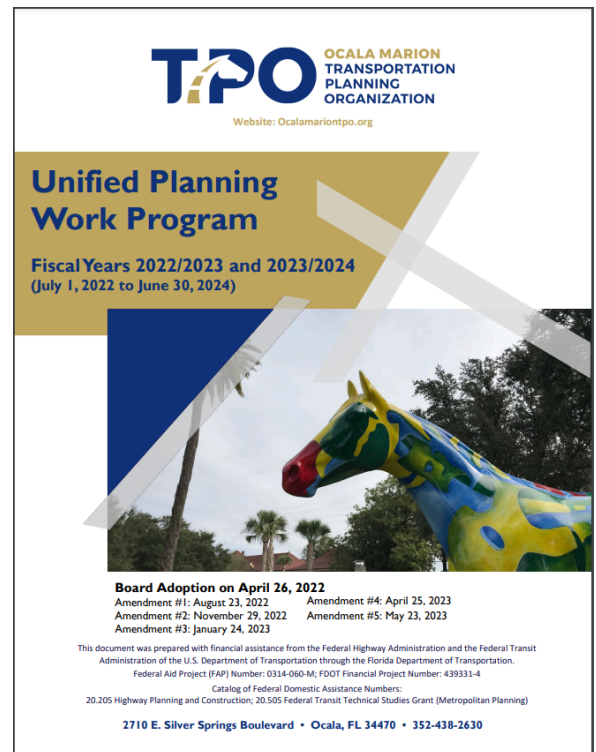
- TPO staff will attend conferences and trainings throughout the year to improve on communication, written, and presentation skills and will keep records of any conferences and trainings attended.
- Actively recruit a diverse group of new members for committees through our local partners and connections.
- TPO staff will incorporate the use of innovative technologies and methods, including virtual meetings to engage the public.
- The TPO regularly attends the Metropolitan Planning Organization Advisory Council (MPOAC), Florida Metropolitan Planning Partnership (FMPP), Central Florida MPO Alliance, and a joint Ocala Marion TPO, Hernando Citrus MPO, and Lake Sumter MPO quarterly meetings.

Core Plans and Programs

Unified Planning Work Program (UPWP)

Program Adoption

- The Unified Planning Work Program (UPWP) is produced on a biennial basis and serves as the TPO's work plan for a given fiscal year. The UPWP outlines various tasks and programs for which the TPO is responsible and lists projected expenditures. It also identifies funding sources (federal, state, and local) and their contribution. The UPWP is developed over a four-month period beginning in **January February**. The initial draft is developed by staff and reviewed by the TPO Board. The Board then approves or recommends modifications to the draft version of the document. The draft is also transmitted to the FDOT, the Federal Highway Administration (FHWA), and the Federal Transit Administration (FTA) for review. These agencies provide comments back to TPO staff. The draft with all comments is then reviewed by the TPO Board prior to adoption. FHWA and FTA provide final approval of the UPWP.



Revisions

- Modifications**
 - Any change to the UPWP that is not listed in the below categories may be processed as a modification. Modifications do not need approval.
- Amendments**
 - Plan amendments can be made if any revision results in the need to increase the UPWP budget, adding or deleting tasks or subtasks, change in scope or objective of the program or task, a transfer between tasks/sub-tasks that exceeds a combined amount equal or greater than \$100,000 or 10% of the total budget, reducing the budget of a task/subtask more than 50%, change in key person, extending the period of performance past the approved work program period, sub awarding, transferring, or contracting out any of the activities in the UPWP, disengagement from a project for more than 3 months, and inclusion of costs that require prior approval.
 - Amendments are broken down into two categories: financial and non-financial amendments. The amendments must be approved by the TPO board before the UPWP is submitted to FDOT, FHWA, and FTA for final approval.

Long Range Transportation Plan (LRTP)

Program Adoption

- The Long Range Transportation Plan (LRTP) is the cornerstone of the transportation planning process for the Ocala/Marion County area. The LRTP serves as a twenty-five-year blueprint for multi-modal transportation improvements for the entire county. The plan projects future population and employment and analyzes their impact on the anticipated transportation system. In addition, it includes goals, objectives, and financial projections as well as estimates of future traffic. The LRTP is updated every five years, and must be adopted by the TPO Board at a public hearing, and include an extensive public participation process.

Revisions

- Modifications
 - Administrative modifications can be made to the plan to reflect marginal changes in project funding sources, project cost, or year of implementation.
- Amendments
 - Major changes to the LRTP require an amendment. Plan amendments can be made if the TPO adds a new project or projects to the Cost Feasible Plan or if the scope and cost of a project changes by a margin of fifty percent or greater. Such an amendment does require adherence to the PPP and analysis determining that the Cost Feasible Plan is in fact still demonstrably cost feasible, relative to updated project costs and revenues by time band. The LRTP may be amended as needed, provided the required process is followed, depending on the nature of the amendment. The amended plan must be approved by the TPO Governing Board through a role call vote, and include a formal public hearing.

Transportation Improvement Program (TIP)

Program Adoption

- The Transportation Improvement Program (TIP) serves as the programmed listing of transportation projects and their costs for a five-year period. The TIP includes projects from all modes of transportation (highway, transit, aviation, bicycle, and pedestrian) as well as maintenance and resurfacing. By federal law, the TIP must be financially feasible based on available revenues. Since the State of Florida operates on a different fiscal year than local governments (July 1 – June 30 vs. October 1 – September 30), the TIP is updated at a minimum of twice each year in June and September to maintain consistency with the FDOT Five-Year Work Program. The June update includes federal and state projects included in FDOT Five-Year Work Program. The October “Roll-Forward” update also includes local projects adopted as part of each municipality’s respective budget process.
 - The TIP must be adopted each year by the TPO Board through a roll call vote.



Revisions

- **Modifications**
 - The existing federally approved TIP can be modified at any time when there is a joint agreement between the TPO and FDOT. A TIP modification includes minor changes such as to project phase costs, funding sources and project initiation dates. TIP Modifications are less than 20 percent and \$2 million.
- **Amendment**
 - An amendment is required when there is a major change to a project in the TIP. TIP amendments are brought to the TPO by the district. TIP amendments occur when there is an addition or deletion of a project, a major change in project cost (more than 20% and \$2 million), or a major change in design concept or design scope (changing the project termini – increase or decrease of 0.5 mile and 20%, or the number of through traffic lanes).
 - A Roll Forward Amendment are projects programmed in the prior TIP that were not authorized by the end of the state fiscal year (June 30) may be authorized between July 1 and September 30, and included in an annual Roll-Forward TIP report to be amended in

- the new TIP.
- TIP amendments must be approved by the TPO Board through a roll call vote.

List of Priority Projects (LOPP)

Program Adoption

- Each year the TPO is required to review its List of Priority Projects (LOPP). The LOPP process is used to rank the significance of future transportation projects which establishes a preferred hierarchy for funding eligibility that is used as a guideline by FDOT District Five. Beginning in April ~~May~~, TPO staff makes recommendations to both the CAC and TAC for the current year priorities. After a 30-day review, the CAC and TAC make a final recommendation to the TPO board in June. The TPO board then reviews the draft LOPP and approves a final list of priorities for submittal to FDOT District Five.

~~Bicycle & Pedestrian Master Plan~~

Program Adoption

- ~~The Bicycle/Pedestrian Master Plan provides the framework for a twenty-year planning horizon that identifies key bicycling and pedestrian facilities, projects, and policy direction. This program is the first step in establishing a contiguous system of bicycle and pedestrian pathways throughout Marion County. The first master plan was adopted in 1997. An update to the initial document was completed in September of 2014 by identifying new facilities and deficiencies, adding an extensive trails component and updating policies.~~

Transportation Disadvantaged Service Plan (TDSP)

Program Adoption

- The Florida Commission for the Transportation Disadvantaged (CTD) requires that each Community Transportation Coordinator (CTC) adopts a comprehensive Transportation Disadvantaged Service Plan (TDSP) and annually updated tactical plan that includes the following components for the local transportation disadvantaged (TD) program: Development Plan, Service Plan, Quality Assurance, Cost/Revenue Allocations and Fare Justifications. The TDSP has a major update every five years but has a smaller update every year.

Title VI Nondiscrimination Plan

Program Adoption

- The TPO Board adopted the Title VI Non-Discrimination Plan on January 24, 2023. The plan outlines the TPO's commitment to ensuring that no person is excluded or discriminated against because of their race, color, or national origin as identified as part of Title VI of the Civil Rights Act of 1964 and related statutes. Therefore, through the planning process of plan updates, committee meetings, and associated TPO activities, staff has used and will continue to use a variety of outreach strategies to incorporate all individuals throughout the community. These include stakeholder interviews, community meetings, project specific websites, and in-person meetings. In addition, any board meeting is open to the public and there is opportunity for public comment. Strategies for outreach include holding public activities and community meetings in locations that are accessible to all individuals. Therefore, meetings are held throughout Marion County. This ensures that all communities have the opportunities to be involved without having to travel long distances in order for their voices to be heard. Also, it is defined by Executive Order 12898 Environmental Justice, that communities that have been traditionally underserved will be involved throughout the transportation planning process. See APPENDIX C for the TPOs Title VI Policy and complaint procedure. For information on instructions on how to file a complaint, a complaint form, a list of Title VI investigations, complaints, or lawsuits, please see the TPOs

Title VI Plan at the TPO website: <https://www.ocalamariontpo.org/public-involvement/title-vi/>. APPENDIX D contains a copy of the TPO's Civil Rights Assurance statement. This statement may also be accessed at the TPO website: <https://ocalamariontpo.org/public-involvement/civil-rights-assurance>.

- The TPO will not exclude from participation in, deny the benefits of, or subject to discrimination, anyone on the grounds of
 - Sex
 - Age
 - Religion
 - Race
 - Color
 - Disability
 - Income
 - Family Status
 - National Origin

Limited English Proficiency

Program Adoption

- The purpose of the LEP is to increase awareness and provide meaningful access to all TPO plans, programs, meetings, and events to individuals with limited to no ability to speak, read, or write English. The TPO is committed to increasing awareness to all individuals, including those that have been traditionally underserved, such as those with Limited English Proficiency (LEP). The TPO website can be translated into other languages so that greater access is available to citizens. For more information regarding the TPO's LEP plan, please see the appendix section of the Title VI Plan on the TPOs website: <https://ocalamariontpo.org/public-involvement/title-vi/>.

Transportation Studies

- Sometimes the TPO will undertake specialized studies such as the Congestion Management Plan and the Safety Action Plan. These studies are funded as part of the UPWP. Each study has their own public participation requirements and needs.

Annual Activities

- Throughout the course of any given year, the TPO is required to produce or update a varied number of documents that detail various aspects of the transportation planning process. A majority of these documents are reviewed by both the CAC and TAC for recommendation and then forwarded to the TPO Board for final approval. While the TPO strives to keep annual activities on a consistent schedule, the timeframes listed may shift slightly from year to year. Please check the TPO website at: www.ocalamariontpo.org for the most up-to-date information regarding any activities. A summary of the schedule, and public comment/notice periods for the required plans of the TPO are as follows:

*Quick Reference Table

Plans or Programs	Schedule	Public Comment Period	Public Notice
Program Adoption			
Public Participation Plan	Every 3 years	45	45
Unified Planning Work Program (UPWP)	Every 2 years	30	30
Long Rang Transportation Plan (LRTP)*	Every 5 years	30	30
Transportation Improvement Program (TIP)	Every year	30	30
List of Project Priorities (LOPP)	Every year	30	30
Transportation Disadvantaged Service Plan	Every 5 years/ updated annually	21	21
Title VI Nondiscrimination Plan	Every year	30	30
TPO Transportation Planning Studies	Every year	30	30
Program Amendments			
Public Participation Plan	As needed	45	45
Unified Planning Work Program (UPWP)	As needed	7	7
Long Rang Transportation Plan (LRTP)	As Needed	21	21
Transportation Improvement Program (TIP)	As needed	7	7
List of Project Priorities (LOPP)	As needed	7	7
Title VI Nondiscrimination Plan	As needed	7	7

* The Long-Range Transportation Plan (LRTP) requires a public hearing. Public Hearings satisfy specific regulatory requirements. Whereas, public meetings are held throughout the planning process to gather citizen input and feedback. For more information about Public hearings see the Public Involvement Techniques section regarding Legal Advertisements.

Public Participation Strategies and Outreach

Public Notice

- A Public Notice is a form of advertisement for TPO meetings, events, workshops, plans, or plan updates. The TPO advertises in multiple jurisdictions across Marion County, which include the cities of Belleview, Dunnellon, Ocala, and Marion County. In addition, advertisements for all TDLCB meetings are sent to the local newspaper, the Ocala Star Banner. Please refer to the following sections for specific strategies and tools utilized by the TPO for public outreach and involvement.

TPO Website

- In 2020, the TPO released a new, standalone website to serve the public. The TPO website features information on current and upcoming construction projects, priority projects, committee descriptions, meeting schedules and times, TPO staff contact information, and sections that allow for the download of TPO documents and viewing interactive maps. The website is continually updated and maintained by TPO staff. The TPO website is the primary location of the most up-to-date information regarding all TPO activities. The website may be accessed at:
- www.ocalamariontpo.org.

Legal Advertisements

- Formal notifications are distributed to the print media for publication in the legal section of the

local newspaper for all TDLCB meetings, draft TIP, LRTP, PPP, and UPWP documents for public review at least 7-days in advance, to notify the public about upcoming meetings and documents. The LRTP requires a Public Hearing as it contains federal and state funded major transportation improvements. FDOT defines a major transportation improvement in accordance with state law (Chapter 339.155, F.S.) as a project that increases capacity, builds new facilities, or provides new access to limited-access facilities. In addition, the TDLCB requires an annual public workshop.

Press Releases

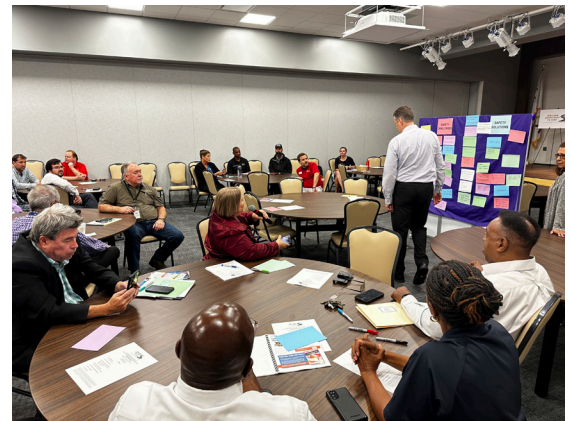
- General or official notifications are distributed to different media sources to inform the public of upcoming and ongoing transportation projects or other TPO related activities.

Project Update Meetings

- Project Update Meetings are held to keep the public informed on the progress of specific projects, plans, or studies. These meetings typically begin approximately midway through a project, plan, or study analysis period and additional meetings are conducted until the requisite action is completed.

Community Meetings

- Community Meetings are held to solicit public opinion as related to a wide range of TPO sponsored activities. They are utilized in a variety of different planning activities from the development of individual projects all the way up to area-wide activities such as development of the LRTP. These meetings can be designed as broadly as to implore area wide attendance or specifically targeted towards individual groups such as civic organizations, homeowner's associations, special-interest groups, municipalities, and local-elected officials.



Safety Summit on November 9, 2023.

Meeting Room Security as needed

- On an as needed basis, the TPO hires local law enforcement and/or private security to provide meeting room security during TPO events or meetings.

Virtual Meetings – Emergency Meetings – Special Circumstances

- In 2020, the TPO began the use of virtual meetings during the COVID-19 public health emergency. Virtual meetings are conducted by using services such as WebEx, Zoom, Microsoft Teams, GoToMeeting, among others. Virtual meetings are used by the TPO to supplement or in some cases replace in-person meetings, workshops, or events due to emergency situations. On April 28, 2020, the TPO Board adopted a Resolution on Procedures in Emergency Situations. APPENDIX E contains a copy of the resolution.

Civic Groups

- Civic Groups are specifically engaged in order to assemble diverse perspectives from groups that are organized around a common interest or in pursuit of a common cause. These groups can be composed of, but not limited to minorities, low-income citizens, the physically challenged, and/or the elderly.

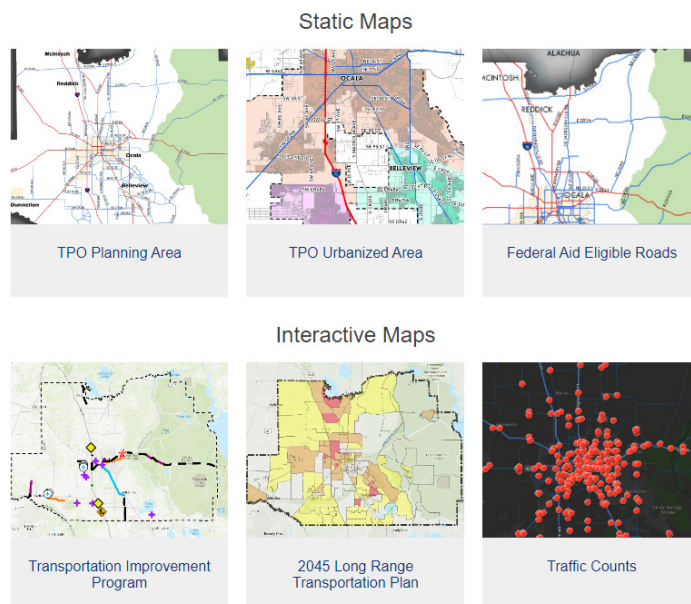
Newsletters

- Newsletters are used to inform the public about the activities of the TPO or provide status updates on current or upcoming projects. They can be general in nature by providing quarterly or yearly synopses of TPO activities or more project-specific by focusing on individual phases of

ongoing projects, plans, or studies.

Maps

- Printed maps are used in every type of TPO public involvement activity to provide a visible reference so participants are able to more effectively relate to the data that is being presented. Maps can be as small as a sheet of paper for inclusions in hand-outs or packets, or as large or larger than 'poster-size' to be openly displayed during meetings. In 2020, the TPO created a Map portal on its website to serve as a hub of information for the general public. This portal provides interactive maps for the public to access regarding the TIP, LRTP, traffic counts, crashes, among other information. The map portal may be accessed at: <https://ocalamariontpo.org/maps>.



Surveys

- Surveys are a standardized and structured method of soliciting input about specific topics, plans, or projects from the public. Surveys can also be used to collect technical or quantifiable data such as travel pattern information, number of miles driven to work, or average number of trips driven per day. Current and prior surveys conducted by the TPO may be accessed at: <https://ocalamariontpo.org/public-involvement/surveys/>

Comment Forms

- Comment forms or comment cards are used to solicit open ended public input about specific topics or presentations at public workshops or meetings. They are also used to allow the public to gauge different elements of those workshops and meetings, such as the quality of the presentation, clarity of the topic, staff knowledge and professionalism. APPENDIX D contains a copy of the TPO's comment card.

Posted Mail and Email/Automated Email Systems

- Traditional and digital mailings are utilized to notify individuals and/or organizations about upcoming meetings, hearings or the status of a specific project and to transmit agendas. Posted mail can be postcards, flyers, agendas, newsletters, or letters.

Sign-in Sheets and Contact Database

- All TPO sponsored events utilize sign-in sheets to record citizen participation and to use as a basis for the construction of a contact database that is maintained by TPO staff or contracted consultants. Contact databases are used to notify all previous participants about significant upcoming events and to distribute newsletters either by e-mail or posted mail.

Email Communication

- The TPO sends out e-blast notifications to partner agencies, stakeholders, and citizens that have requested to be notified about TPO meetings, activities, and document reviews. To be added to the TPO's email list, a request may be submitted at the TPO sign up and email list at: <https://ocalamariontpo.org/contact-us/e-notification>.

TPO Online Feedback Form

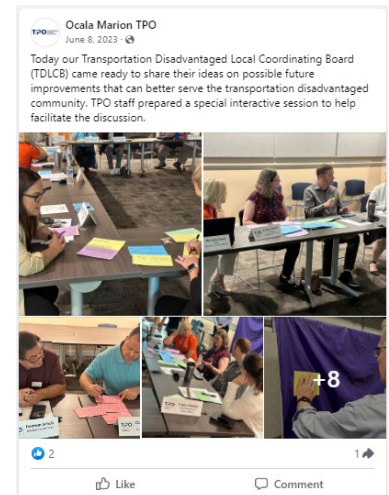
- The TPO website contains a link to an electronic TPO Feedback Form for citizens with preference for providing comments online. When a comment is submitted, it is directly emailed to the TPO Director and Title VI/Non-discrimination Coordinator. TPO staff provide responses within 7 business days to all inquiries or comments. The form may be accessed at: <https://ocalamariontpo.org/contact-us/tpofeedback-form->

TPO Staff and Contact Information

- The TPO website contains a link to TPO staff and contact information for citizens with preference for providing comments online. When a comment is submitted, it is directly emailed to the TPO Director and Title VI/Non-discrimination Coordinator. TPO staff provide responses within 7 business days to all inquiries or comments. The link may be accessed at: <https://ocalamariontpo.org/contact-us/tpo-staff-information/>

Social Media

- In 2020, the TPO instituted the use of social media via Facebook, Twitter, and LinkedIn. A Social Media Plan was also published that guides staff on the methods for social media posting, making announcements, and disseminating information. Facebook and Twitter specifically serve as tools for announcing all TPO meetings, draft and final documents for public review, and staff/ committee or board announcements. The social media pages may be accessed at:
 - Facebook: <https://www.facebook.com/ocalamariontpo>
 - Twitter (X): <https://www.twitter.com/ocalamariontpo>
 - LinkedIn: <https://www.linkedin.com/company/ocalamariontpo>



TPO Fact Sheets

- In 2020, the TPO began publishing a series of facts sheets devoted to sharing background information with the public about core plans and programs, committees and boards, and various transportation topics. The fact sheets may be accessed at: <https://ocalamariontpo.org/about-us/facts-and-figures>.

Annual Report

- Beginning in January 2021, the TPO publishes an annual report to highlight major accomplishments and activities over the past calendar year. The report will be an ongoing annual publication and available on the TPO's website, or in print format on demand.

TPO Logo

- The TPO logo is included on all TPO publications to signify the origin of the document or product. Any documents produced by the TPO, or by a consultant for the TPO, will feature the TPO logo. The TPO logo was updated in 2020, and may be downloaded on the TPO's website

*Summary of Strategies and Outreach

	TPO Board	TPO Committees	L RTP	TIP	LOPP	Transportation Studies
Public Notice	X	X	X	X		
Website	X	X	X	X	X	X
Legal Ad			X	X		
Press Release			X	X		
Project Update Meetings			X			X
Community Meetings			X			X
Maps			X	X	X	X
Surveys			X			X
Comment Cards	X	X	X	X	X	X
Social Media	X	X	X	X	X	X

Evaluation

Throughout the year the TPO staff can evaluate the effectiveness of the public participation strategies and outreach. The following list will be evaluated every PPP update to determine their effectiveness:

- Attendance at various meetings such as the TPO Board Meeting, CAC, TAC, and project specific meetings;
- Social media post engagements;
- General Email List participants;
- Surveys taken;
- Comments received; and
- Presentations made to public groups

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Appendix A Statutory Requirements

Federal and State Law require all MPOs/TPOs to provide consideration for planning activities. Per 23 Code of Federal Regulations (CFR), Part 450.306, the MPO/TPO metropolitan planning process shall be continuous, cooperative, and comprehensive, and provide for consideration and implementation of projects, strategies, and services that will address the following ten planning factors:

- Support the economic vitality of the metropolitan area, especially by enabling global
- competitiveness, productivity, and efficiency;
- Increase the safety of the transportation system for motorized and non-motorized uses
- Increase the security of the transportation system for motorized and non-motorized uses;
- Increase the accessibility and mobility of people and freight;
- Protect and enhance the environment, promote energy conservation, and improve quality of life;
- Enhance the integration of connectivity of the transportation system, across and between modes, for people and freight;
- Promote efficient system management and operation;
- Emphasize the preservation of the existing transportation system;
- Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts on surface transportation; and
- Enhance travel and tourism.

A.1 Federal Requirements

- “In October 1993, the Federal Highway Administration (FHWA) and the Federal Transit
- Administration jointly issued regulations found in **23 CFR, Part 450 to guide the development of statewide, local and metropolitan plans and programs.**” These regulations include the following:
 - Early and continuous public involvement opportunities throughout the planning and programming process;
 - Timely information to citizens, affected public agencies, representatives of transportation agencies, private sector transportation entities and other interested parties, including segments of the community affected by transportation plans, programs, and projects;
 - Reasonable access to information;
 - Adequate public notice of public involvement activities and ample time for public review and comment at key decision points;
 - Explicit consideration and response to public comment;
 - Consideration of the needs of the traditionally underserved, including low-income and minority citizens;
 - Periodic review of the public involvement efforts by the MPO/TPO to ensure full open access to all;
 - Review of public involvement procedures by the FHWA and FTA when necessary; and
 - Coordination of the MPO/TPO public involvement processes with statewide efforts whenever possible.

450.316 Interested Parties, Participation, and Consultation

(a) Specific to the public participation process, 23 CFR, Section 450.316 outlines how an MPO/TPO shall *“develop and use a documented participation plan that defines a process for providing individuals, affected public agencies, representatives of public transportation employees, public ports, freight shippers, providers of freight transportation services, private providers of transportation (including intercity bus operators, employer-based commuting programs, such as carpool program, vanpool program, transit benefit program, parking cashout program, shuttle program, or telework program), representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with reasonable opportunities to be involved in the metropolitan transportation planning process.”*

(1) The MPO shall develop the participation plan in consultation with all interested parties and shall, at a minimum, describe explicit procedures, strategies, and desired outcomes for:

- (i) Providing adequate public notice of public participation activities and time for public review and comment at key decision points, including a reasonable opportunity to comment on the proposed metropolitan transportation plan (LRTP) the TIP;
- (ii) Providing timely notice and reasonable access to information about transportation issues and processes;
- (iii) Employing visualization techniques metropolitan transportation plans (LRTP) and TIPs;
- (iv) Making public information (technical information and meeting notices) available in electronically accessible formats and means, such as the World Wide Web;
- (v) Holding any public meetings at convenient and accessible locations and times;
- (vi) Demonstrating explicit consideration and response to public input received during the development of the metropolitan transportation plan (LRTP) and the TIP;
- (vii) Seeking out and considering the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households, who may face challenges accessing employment and other services;
- (viii) Providing an additional opportunity for public comment, if the metropolitan transportation plan (LRTP) or TIP differs significantly from the version that was made available for public comment by the MPO and raises new material issues that interested parties could not reasonably have foreseen from the public involvement efforts;
- (ix) Coordinating with the statewide transportation planning public involvement and consultation processes under subpart B of this part; and
- (x) Periodically reviewing the effectiveness of the procedures and strategies contained in the participation plan to ensure a full and open participation process.

(2) When significant written and oral comments are received on the draft metropolitan transportation plan (LRTP) and TIP (including the financial plans) as a result of the participation process in this section or the interagency consultation process required under the EPA transportation conformity regulations (40 CFR part 93, subpart A), a summary, analysis, and report on the disposition of comments shall be made as part of the final metropolitan transportation plan and TIP.

(3) A minimum public comment period of 45 calendar days shall be provided before the initial or revised participation plan is adopted by the MPO. Copies of the approved participation plan shall be provided to the FHWA and the FTA for informational purposes and shall be posted on the World Wide Web, to the maximum extent practicable.

(b) In developing metropolitan transportation plans (LRTP) and TIPs, the MPO should consult with agencies and officials responsible for other planning activities within the MPA that are affected by transportation (including state and local planned growth, economic development, tourism, natural disaster risk reduction, environmental protection, airport operations, or freight movements) or coordinate its planning process (to the maximum extent practicable) with such planning activities. In addition, the MPO shall develop the metropolitan transportation plans (LRTP) and TIPs with due consideration of other related planning activities within the metropolitan area, and the process shall provide for the design and delivery of transportation services within the area that are provided by:

(1) Recipients of assistance under title 49 USC Chapter 53;

(2) Governmental agencies and non-profit organizations (including representatives of the agencies and organizations) that receive Federal assistance from a source other than the U.S. Department of Transportation to provide non-emergency transportation services; and

(3) Recipients of assistance under title 23 USC Chapters 201-204.

(c) When the MPA includes Indian Tribal lands, the MPO shall appropriately involve the Indian Tribal government(s) in the development of the metropolitan transportation plan (LRTP) and the TIP.

(d) When the MPA includes Federal public lands, the MPO shall appropriately involve the Federal land management agencies in the development of the metropolitan transportation plans (LRTP) and the TIP.

(e) MPOs shall, to the extent practicable, develop a documented process(es) that outlines roles, responsibilities, and key decision points for consulting with other governments and agencies, as defined in paragraphs (b), (c), and (d) of this section, which may be included in the agreement(s) developed under 23 USC 450.314.

23 CFR, Section 450 includes additional sections applicable to MPO/TPOs as follows:

- Section 450.212(a) Public Involvement
- Section 450.214 Long Range Statewide Transportation Plan
- Section 450.216 Statewide Transportation Improvement Program (STIP)
- Section 450.318(b) Metropolitan Transportation Planning Process, Transportation Investments
- Section 450.322(c) Metropolitan Planning Process, Transportation Plan
- Section 450.324(c) Transportation Improvement Program

This code, in its entirety, can be accessed at: www.access.gpo.gov/uscode.

- In January of 2003, **23 USC 135** was enacted. It provides for the reasonable access to comment on proposed plans. This code, in its entirety, can be accessed at www.access.gpo.gov/uscode.
- **Title VI of the Civil Rights Act of 1964** - This title declares it to be the policy of the United States that discrimination on the ground of race, color, or national origin shall not occur in connection with programs and activities receiving Federal financial assistance and authorizes and directs the appropriate Federal departments and agencies to take action to carry out this policy. This title is not intended to apply to foreign assistance programs. Title VI of the Civil Rights Act of 1964 can be accessed, in its entirety, at: <https://highways.dot.gov/civil-rights/title-vi-civil-rights-act-1964-and-additional-nondiscrimination-requirements>.
- **28 CFR 36 – The Americans with Disabilities Act** was signed into legislation in July of 1990. It requires all government programs to be accessible to people with disabilities. In addition, the Americans with Disabilities Act (ADA) requires that reasonable efforts be made to accommodate citizens with disabilities who wish to attend public meetings. 28 CFR 36 can be accessed at: <https://www.ecfr.gov/current/title-28/chapter-I/part-36>.
- In February of 1994, **Executive Order 12898 on Environmental Justice** was signed into legislation. This order addresses avoidance of actions that can cause disproportionately high and adverse impacts on minority and low-income populations. Executive Order 12898 on Environmental Justice can be accessed at: <https://www.archives.gov/files/federal-register/executive-orders/pdf/12898.pdf>.
- In August 2000, **Executive Order 13166 on Improving Access to Services for Persons with Limited English Proficiency** was signed into legislation. It requires Federal agencies to examine the services provided, identify any needs, and develop and implement a system to provide LEP persons with services. To view the Executive Order 13166 visit: <https://www.lep.gov/executive-order-13166>

A.2 State Requirements

- **s.339.155**, F.S., provides for public involvement in transportation planning. It states that citizens, public agencies, and other known interested parties be given sufficient opportunity to comment on the long-range component of the Florida Transportation Plan. It also states that hearings are a required element during the development of major transportation improvements. This statute can be viewed at: http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=0300-0399/0339/Sections/0339.155.html.
- **s.339.175**, F.S., requires public involvement in the development of the Long Range Transportation Plan (LRTP) and the Transportation Improvement Program (TIP). This statute can be viewed at: http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=0300-0399/0339/Sections/0339.175.html.
- **s.286.011**, F.S. – “The Sunshine Law” – Founded in 1967, the Sunshine Law “establishes a basic right of access to most meetings of boards, commissions and other governing bodies of state and local governmental agencies or authorities. The Sunshine Law requires that meetings of boards or commissions be open to the public, reasonable notice of such meetings be given, and minutes taken and made available to the public in a timely manner.” The Sunshine Law can be viewed, in its entirety, at: <https://www.myfloridalegal.com/open-government/the-quotsunshinequot-law>.

Appendix B Title VI

Policy Statement

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 Ocala Marion 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, and other nondiscrimination statutes, regulations and authorities. The Ocala Marion 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 familial status. The Ocala Marion 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.

Complaint Procedures

The Ocala Marion TPO has put in place a concise, prompt and reasonable complaint procedure to ensure that any discrimination is investigated and eliminated. The Title VI Coordinator has direct, easy and unimpeded access to the TPO Director for the purposes of discussing nondiscrimination issues. Any person(s) who believes has been subjected to discrimination based upon race, color, national origin, sex, age, disability, religion, income or family status in any of Ocala Marion TPO services, activities, plans, programs or employment practices may file a complaint with the Ocala Marion TPO.

The complaint should be submitted in writing and contain the identity of the complainant, the basis of allegation(s) (i.e. race, color, national origin, sex, age, disability, religion income or family status) and a description of the alleged discrimination with the date it occurred (refer to Appendix B). The official complaint will need to be submitted to our Title VI Coordinator or the TPO Director. The complaint can be submitted at the following location:

Liz Mitchell, Title VI/Nondiscrimination Coordinator
2710 E. Silver Springs Blvd.
Ocala, Florida 34470
Email: liz.mitchell@marioncountyfl.org
Phone: (352) 438-2634

Ocala Marion TPO investigates complaints received no more than 180 days after the alleged incident. The Ocala Marion TPO will process complaints that are complete. Once the complaint is received, Ocala Marion TPO will review it to determine if our office has jurisdiction. The complainant will receive an acknowledgment letter informing him/her whether the complaint will be investigated by our office.

The Title VI/Nondiscrimination Coordinator has ninety (90) days to investigate the complaint. If more information is needed to resolve the case, the Coordinator may contact the complainant.

The complainant has ten (10) business days from the date of the letter to send requested information to the investigator assigned to the case. If the investigator is not contacted by the complainant or does not receive the additional information within ten (10) business days, the Coordinator can administratively close the case. A case can also be administratively closed if the complainant no longer wishes to pursue their case.

After the investigator reviews the complaint, she/he will issue one of two letters to the complainant: a closure letter or a letter of finding (LOF). A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed. A LOF summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training

of the staff member or other action will occur. If the complainant wishes to appeal the decision, she/he has seven (7) days to do so from the time he/she receives the closure letter or the LOF.

Should the Ocala Marion TPO be unable to satisfactorily resolve a complaint, the Ocala Marion TPO will forward the complaint, along with a record of its disposition to the Florida Department of Transportation (FDOT), Equal Opportunity Office. The written complaint may be submitted directly to FDOT if the complainant is unable or unwilling to complain to the Ocala Marion TPO. FDOT will serve as a clearinghouse, forwarding the complaint to the appropriate state or federal agency:

Florida Department of Transportation, Equal Opportunity Office
ATTN: Title VI Complaint Processing
605 Suwannee St. MS 65,
Tallahassee, Florida 32399

The staff of the Ocala Marion TPO will maintain a log of all complaints received by the agency.

The log will include all the following information:

1. Name of Complainant;
2. Name of Respondent;
3. Basis of complaint (i.e., race, color, national origin, sex, age, disability, religion, familial status, or retaliation);
4. Date complaint received;
5. Explanation of the complaint and the actions that have been taken or are proposed to resolve the issue raised in the complaint.

Appendix C Civil Rights Certificate and Assurance

CIVIL RIGHTS CERTIFICATION AND ASSURANCE

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

The Ocala Marion TPO further agrees to the following responsibilities with respect to its programs and activities:

1. Designate a Title VI Liaison that has a responsible position within the organization and access to the recipient's Chief Executive Officer or authorized representative.
2. Issue a policy statement signed by the Executive Director or authorized representative, 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 language other than English.
3. Insert the clauses of **APPENDIX E** of this plan into every contract subject to the Acts and the Regulations.
4. Develop a complaint process and attempt to resolve complaints of discrimination against the Ocala Marion TPO.
5. Participate in training offered on the Title VI and other nondiscrimination requirements.
6. If reviewed by FDOT or any other state or federal regulatory agency, take affirmative actions to correct any deficiencies found within a reasonable time period, not to exceed ninety (90) days.
7. Have a process to collect racial and ethnic data on persons impacted by the agency's programs.
8. Submit the information required by FTA Circular 4702.1B to the primary recipients (refer to **APPENDIX A** of this plan).

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 agency.

Date: 1/24/2023



Robert Balmes
TPO Director
Ocala Marion TPO

Appendix D Comment Card



COMMENT CARD

The TPO staff welcomes and encourages public comment and participation at all TPO related meetings. If you simply wish to formally make a comment regarding any TPO matter, please fill out the comment form below.

Date:	Your Contact Information:
Name:	Address:

[illegible]

☐ Please check if you wish to have a staff member contact you to discuss any concerns in detail.

Submit all comments to: Robert Balmes, TPO Director
2710 E. Silver Springs Blvd.
Ocala, Florida 34470
Phone: (352) 438-2630

Thank you in advance for contributing to the transportation planning process.

Appendix E Public Involvement Resolution Emergency Procedures

Resolution

No. 20-07

RESOLUTION OF THE OCALA/MARION COUNTY TRANSPORTATION PLANNING ORGANIZATION (TPO) ENDORSING ALTERNATIVE PUBLIC PARTICIPATION PROCEDURES IN EMERGENCY SITUATIONS.

WHEREAS, the Ocala/Marion County Transportation Planning Organization (TPO), 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 450.316 and Section 134, and Florida Statute 339.175 require each MPO to develop a public involvement plan and provide reasonable opportunities for all parties to participate and comment on planning activities; and

WHEREAS, due to emergency situations to protect public health and safety, the Ocala/Marion County Transportation Planning Organization shall implement alternative public participation procedures in place of in-person meetings and workshops, which also include time periods for public comments and responses by the TPO. These procedures include:

- Conducting Virtual Meetings to give people insight into the background of the project and the ability to provide comments and/or suggestions;
- Conducting Virtual Workshops that detail established goals and objectives, as well as presenting needs (projects) and prioritizing those needs; and
- TPO staff will participate in email blasts, presenting information through the TPO's website and partnering jurisdictions, as well as utilizing social media to get information disseminated to citizens.


WHEREAS, these procedures for public participation are temporary and are to be used only during an emergency situation as the primary public participation procedures; and may continue to be used as supplemental procedures after the emergency is over, but not in place of any in-person public meetings and workshops.

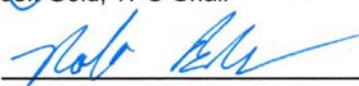
NOW THEREFORE BE IT RESOLVED by the Ocala/Marion County Transportation Planning Organization endorses the alternative public participation procedures and authorizes the TPO Director and TPO staff to implement in support of ongoing planning activities during emergency situations.

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 28th day of April, 2020.

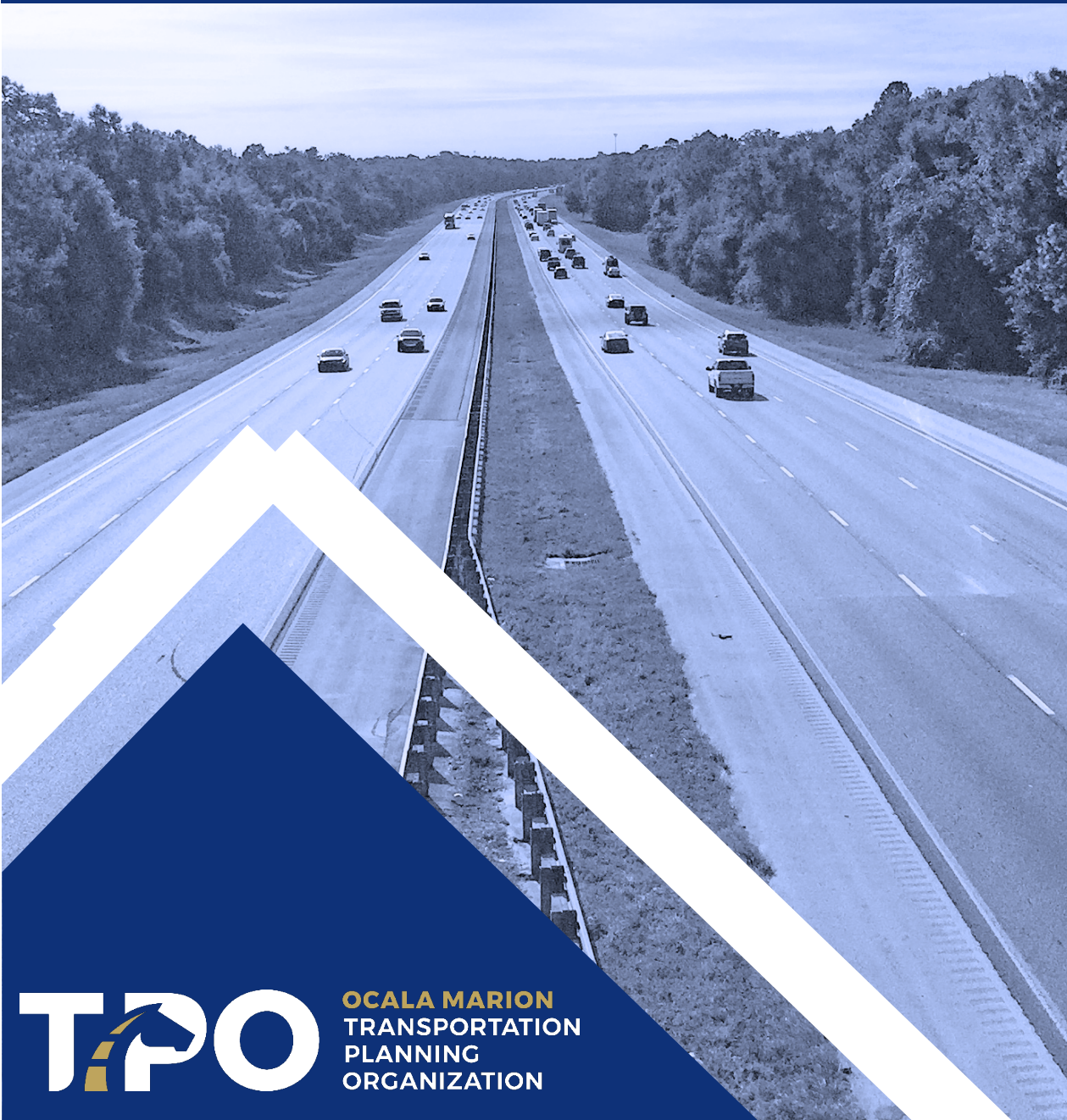
By:


Jeff Gold, TPO Chair


Rob Balmes, TPO Director

Appendix F 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 updates 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).



TO: Board Members

FROM: Rob Balmes, Director

RE: Bike/Walk Central Florida Presentation

Summary

In 2024, the Florida Department of Transportation District 5 and Bike/Walk Central Florida, are supporting a Best Foot Forward pedestrian safety campaign in Marion County. Emily Bush, Executive Director of Bike/Walk Central Florida, will provide a presentation on the program and the efforts underway at improving specific crossing locations in Marion County.

Attachment(s)

- Best Foot Forward Presentation, Bike/Walk Central Florida

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



Best Foot Forward for pedestrian safety

Who We Are: Bike/Walk Central Florida



Bike/Walk Central Florida is a 501c3 **NONPROFIT** organization dedicated to **EDUCATING** and **ADVOCATING** to make communities more **WALKABLE, BIKEABLE** and **ROLLABLE**.

We strive towards a connected **EQUITABLE TRANSPORTATION** system that is **SAFE** and **COMFORTABLE** for all.

Programs Administreated by BWCF:





Best Foot Forward
for pedestrian safety

THE BEST FOOT FORWARD PROGRAM



One of the Most Dangerous Regions in U.S.



Highest Pedestrian Deaths Nationwide

Rank	Metro area	Average ped deaths/100k per year
1	Deltona-Daytona Beach-Ormond Beach, FL	4.25
2	Albuquerque, NM	4.19
3	Memphis, TN-MS-AR	3.93
4	Tampa-St. Petersburg-Clearwater, FL	3.55
5	Charleston-North Charleston, SC	3.54
6	Jacksonville, FL	3.44
7	Bakersfield, CA	3.41
8	Orlando-Kissimmee-Sanford, FL	3.37
9	Stockton, CA	3.35
10	Fresno, CA	3.25
11	Baton Rouge, LA	3.2
12	Palm Bay-Melbourne-Titusville, FL	3.13

Rank	Metro area	Average ped deaths/100k per year
13	Tucson, AZ	3.12
14	Miami-Fort Lauderdale-Pompano Beach, FL	3.11
14	Riverside-San Bernardino-Ontario, CA	3.11
16	Columbia, SC	3
17	Greenville-Anderson, SC	2.97
18	El Paso, TX	2.95
19	North Port-Sarasota-Bradenton, FL	2.92
20	San Antonio-New Braunfels, TX	2.82
21	Lakeland-Winter Haven, FL	2.81
22	Phoenix-Mesa-Chandler, AZ	2.8
23	Cape Coral-Fort Myers, FL	2.78
24	Little Rock-North Little Rock-Conway, AR	2.75

Central Florida is consistently ranked one of the most dangerous regions for pedestrians in the nation according to rankings from reports by Dangerous by Design from 2012 - 2022.



Contributing Factor #1: Speeding



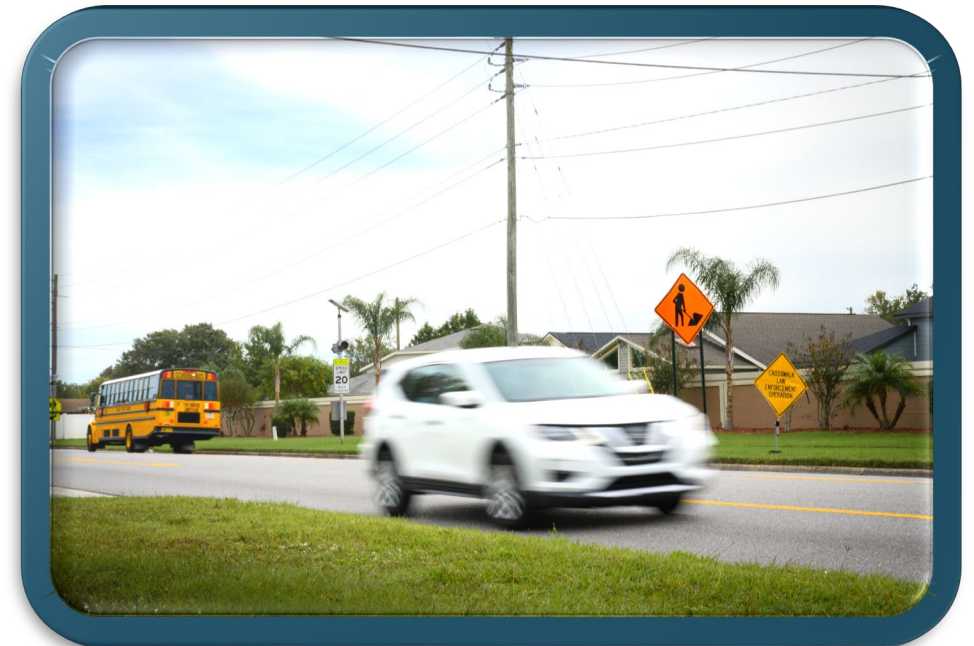
- Our roads are built for moving cars fast. Many of our communities' speed limits have not been updated to reflect development in the area.



1 out of 10 survives



9 out of 10 survive

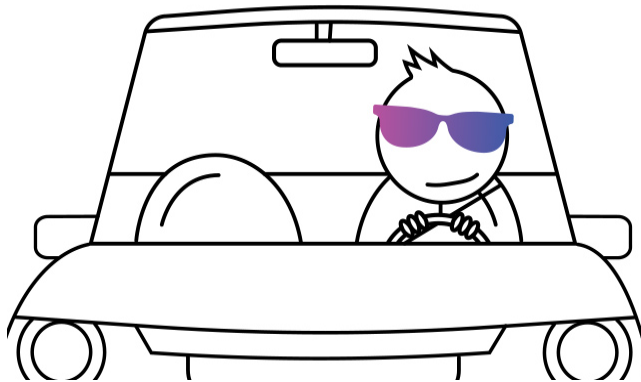
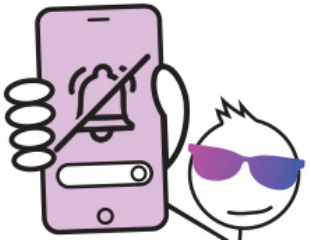


Contributing Factor #2: Distracted Driving



- Strategies to decrease distracted driving:
 - Do not disturb mode
 - Auto-reply setup
 - Custom music playlists
 - Stress management techniques

DRIVE TIME IS YOU TIME
Ride with DO NOT DISTURB



Contributing Factor #3: Aggressive Driving



- Some drivers explain they know the laws, but still choose to behave otherwise

Stress

**Time
management
issues**

**Thrill-
seeking**

Tailgating

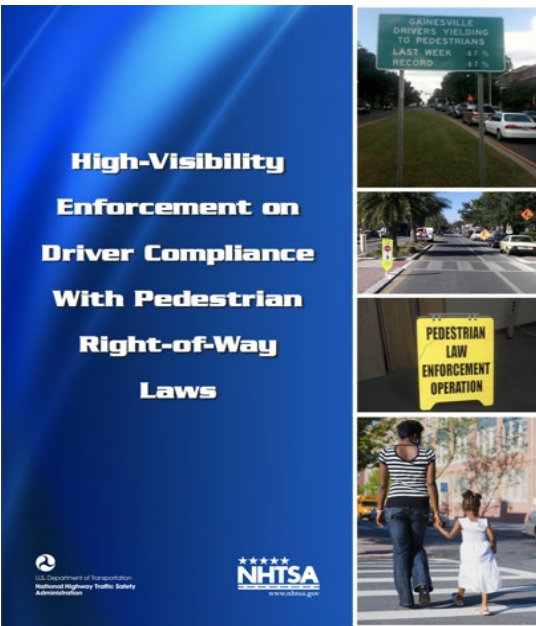
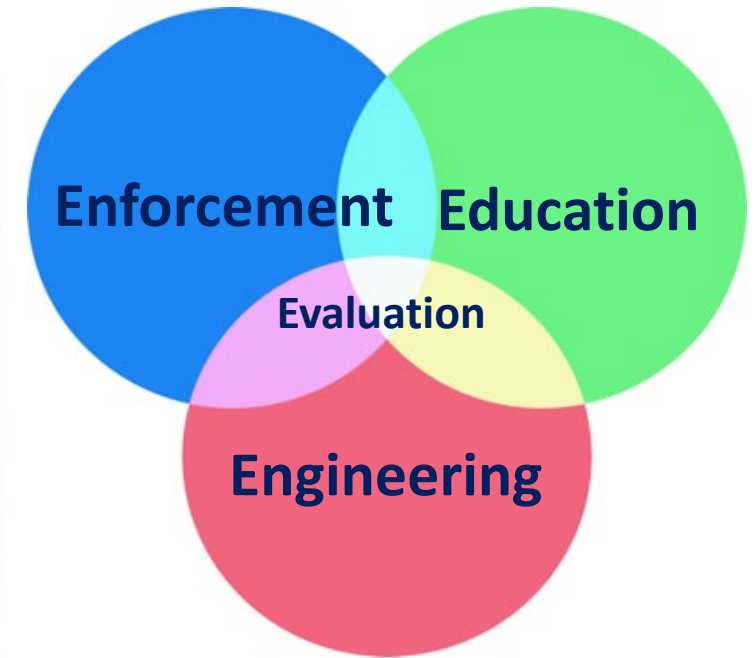
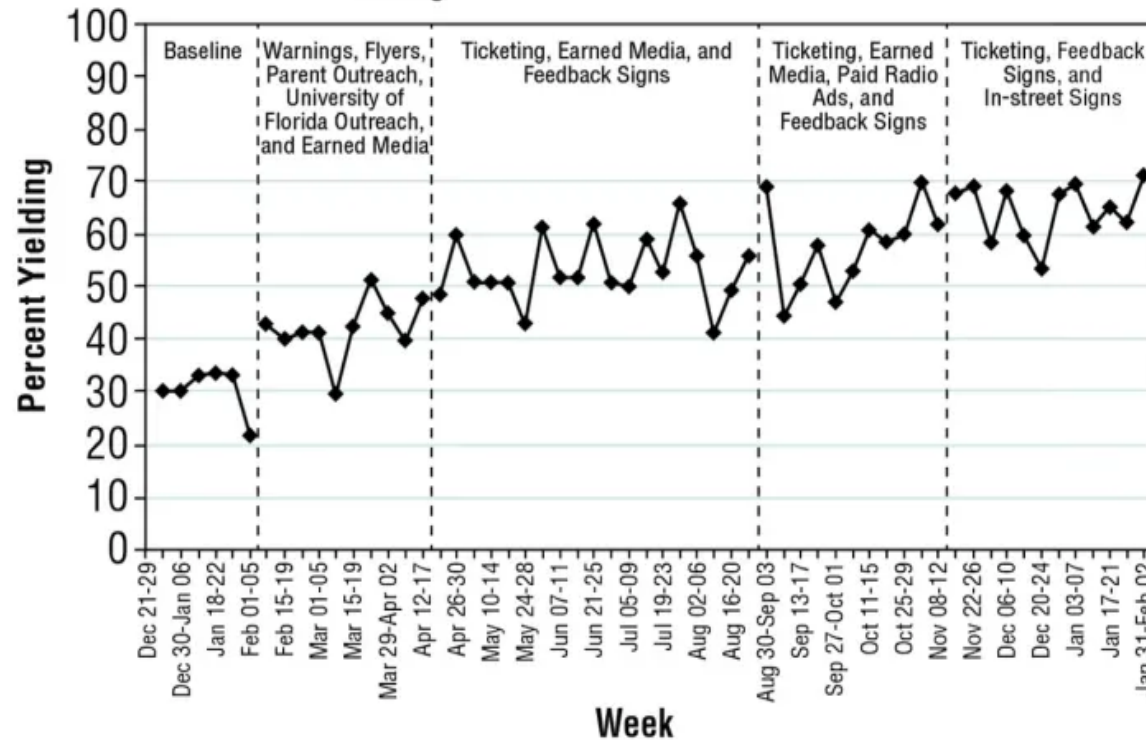
Signs of aggressive driving

Changing the Culture of Drivers vs. Walkers

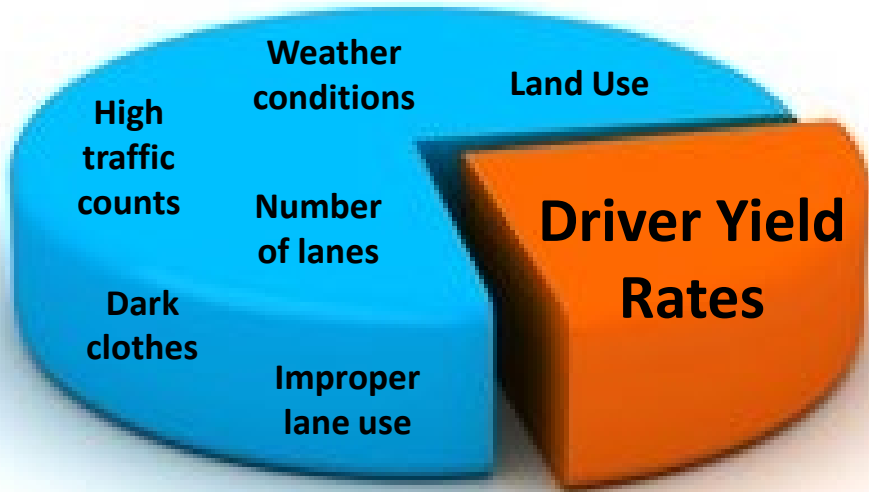


2013 NHSTA Study: Percent of Drivers Yielding to Pedestrians

Averages Across All 6 Enforcement Sites



Changing the Culture of Drivers vs. Walkers



Focus on one behavior to monitor, measure, & change

BFF Program Hypothesis:

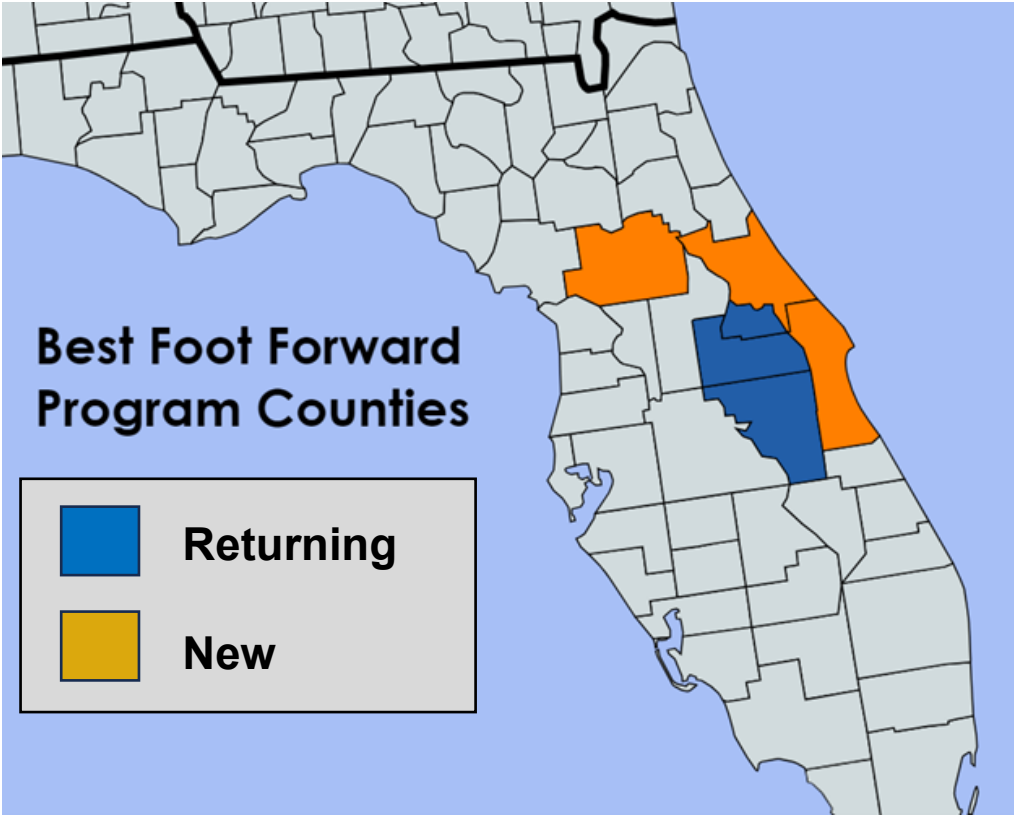
IF

we increase the rate of drivers that stop for pedestrians in crosswalks...

THEN

...more pedestrians will cross in crosswalks.

Growing a Multi-County Footprint



Best Foot Forward Partners



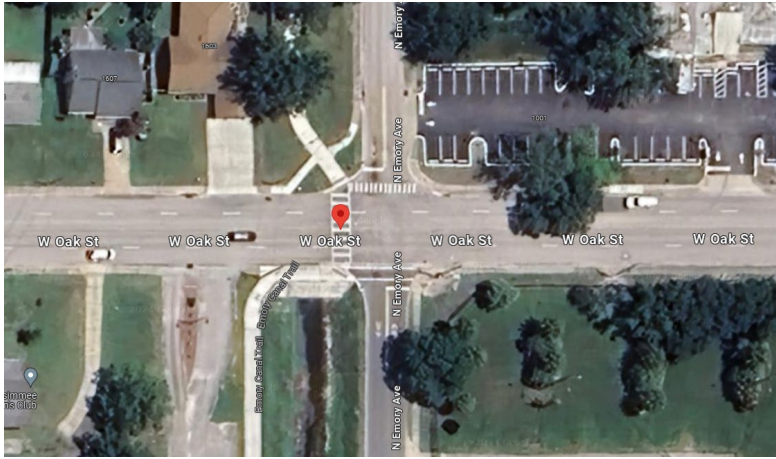


Best Foot Forward
for pedestrian safety

THE 4-E APPROACH



Evaluate: Identifying the Crosswalks



- Enforceable
- Planned enhancements or future development
- Speeds under 45 MPH
- Proximity to schools, trails, transit stops, activity centers, etc.
- Located within high injury networks
- Geographically dispersed

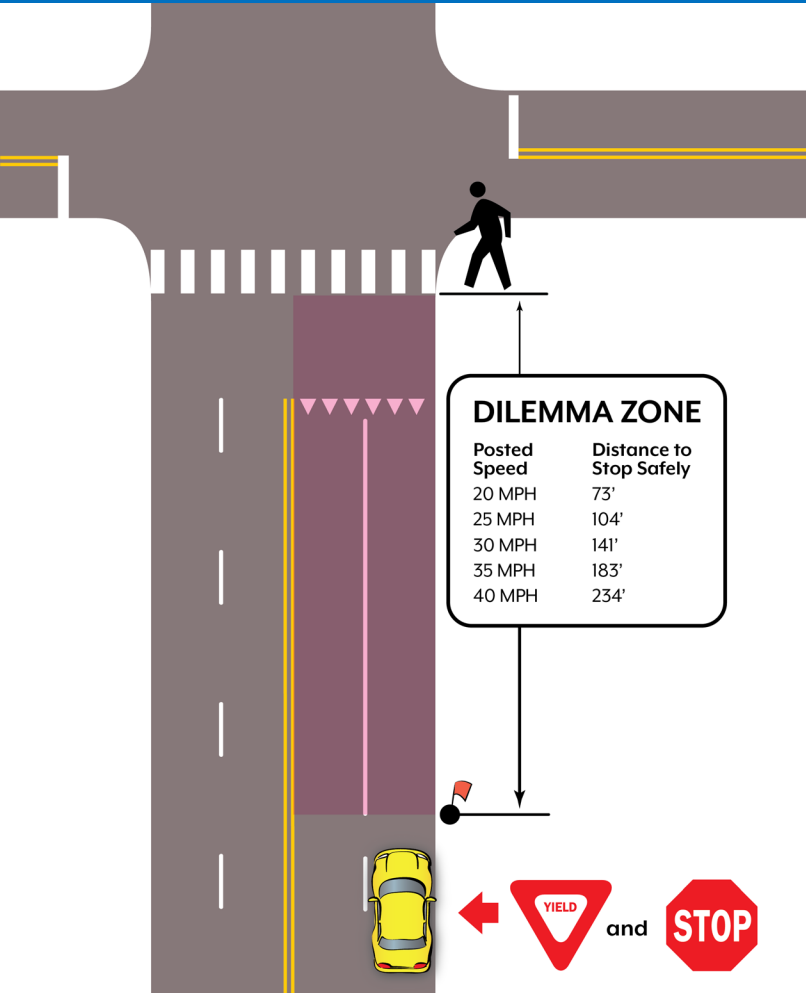


Evaluate: Collecting Data on Driver Yield Rate



BFF Data Collectors

- Take **photos** of the crosswalk and record observations
- Set up **flag markers** at a safe stopping distance for drivers
- Conduct 20 **staged crossings** at three different times of day
- Return every other month to **monitor changes** (*a total of 360 crossings each year*)



DILEMMA ZONE	
Posted Speed	Distance to Stop Safely
20 MPH	73'
25 MPH	104'
30 MPH	141'
35 MPH	183'
40 MPH	234'

Enforcement: Creating High Visibility



High visibility enforcements are an **evidence-based** way to help educate drivers about Florida's driver yield laws.

How we create high visibility:

- Creating **press releases** and contacting local broadcast, radio, & print **media**
- Inviting **elected officials** to attend
- Posting full list of locations, dates, and times across Central FL on our **website**
- Promoting the operation through **social media** & our **weekly newsletter**



1000+ media placements
22.9 M viewers reached
\$7.4 M media value
9.6 M social media impressions
241 K social media engagements



Enforcement: Operation Best Foot Forward



Over a Decade of Operations



6 Participating Counties



20+ Law Enforcement Agencies



700+ Enforcement Details

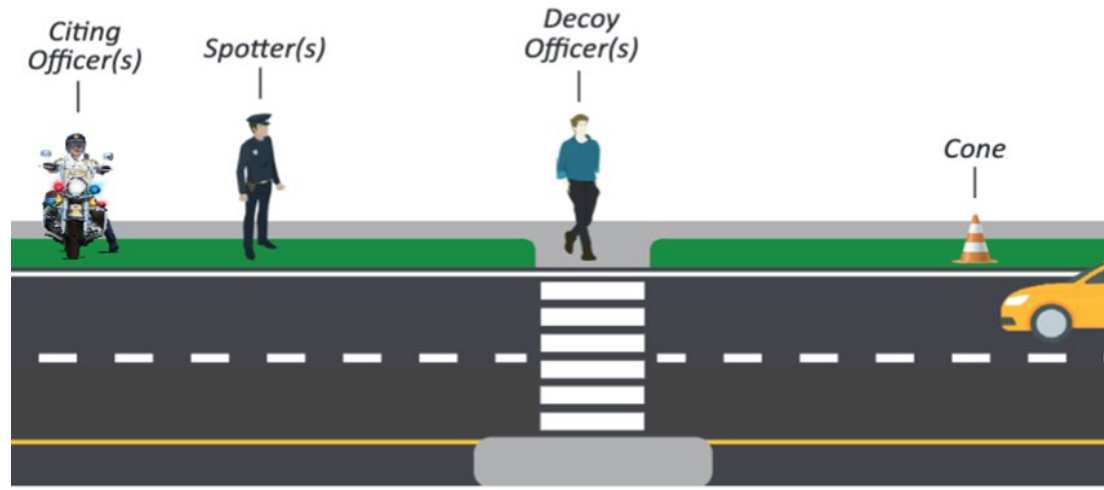


12,000+ Citations and Warnings

*Through 23.11.30



EXAMPLE OPERATIONS LAYOUT:



Evaluating the Effect of Enforcement - 2023



Eagle Circle & Eagle Blvd.

Seminole County Sheriff's Office distributed **24 warnings** and **11 citations** during three 2023 enforcements, improving the driver yield rate from **46%** to **58%**.



February '23 Enforcement



July '23 Enforcement

Seminole County

Evaluating the Effect of Enforcement - 2023



Budinger Ave. & Peghorn Way

St. Cloud Police Department distributed **18 warnings and 8 citations** during three 2023 enforcements, improving the yield rate from **24%** to **57%**.



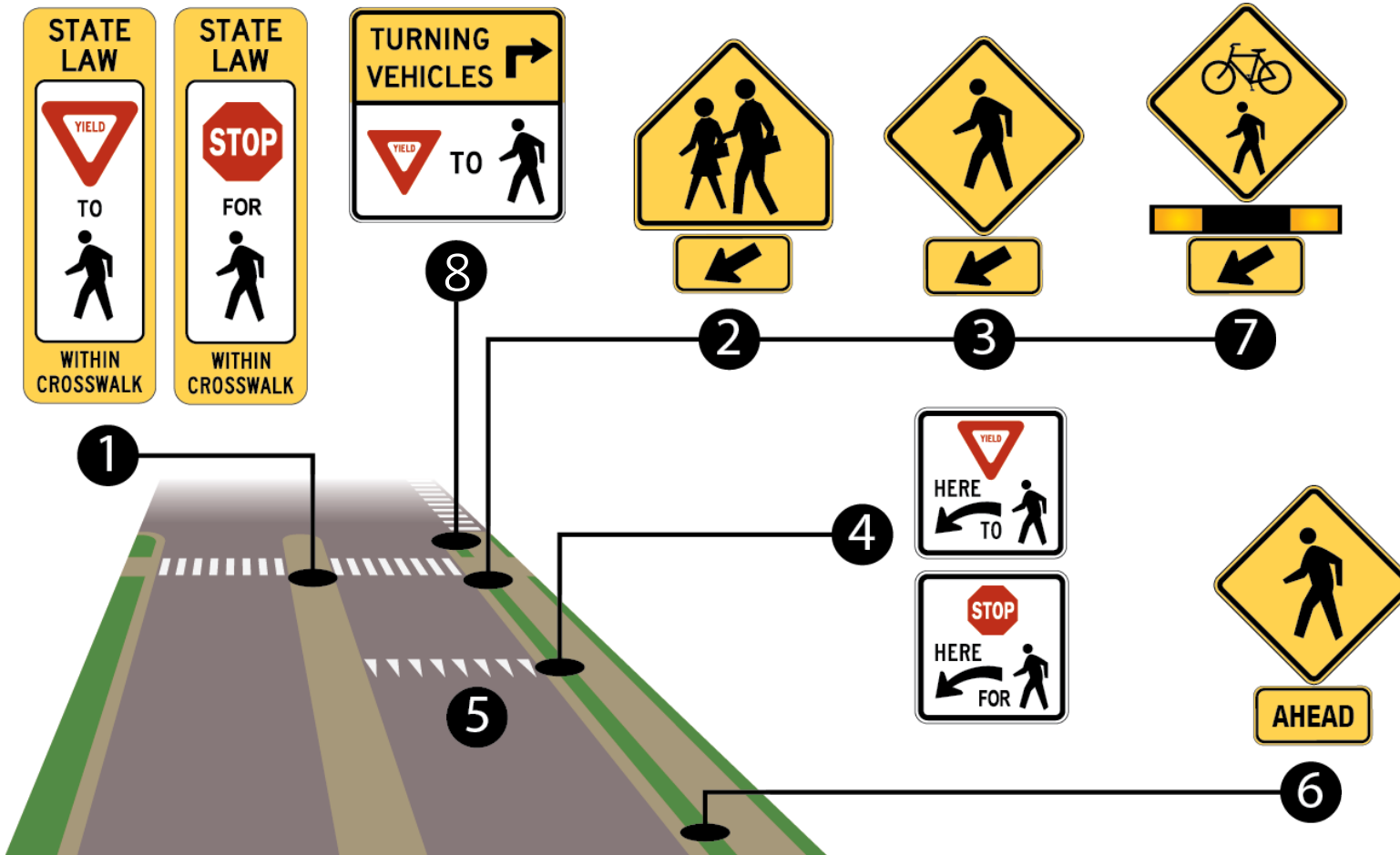
April '23 Enforcement



July '23 Enforcement

St. Cloud

Engineer: Recommend Countermeasures



We create customized **crosswalk improvement plans** that evaluate each crosswalk and recommend potential countermeasures based the unique characteristics of the location from our observations and data collection

Then we **evaluate the effect** of any new countermeasures

Evaluating the Effect of Engineering - 2023



W. Melody Ln. & S. Cypress Way

City of Casselberry improved the driver yield rate from **36%** to **75%** by adding a center stripe, stop bars, and in-street “State Law: Stop for Peds” vertical signs.



Before – 36%



After – 75%

Casselberry

Evaluating the Effect of Engineering - 2023



Mill Run Blvd. & Mill Slough Rd.

City of Kissimmee improved the driver yield rate from **26%** to **69%** after installing “Stop Here for Peds” signs, advance yield markings, and a rectangular rapid flashing beacon.



Before – 26%



After – 69%

Kissimmee

Educate: Through Outreach



School Education



Partner Outreach

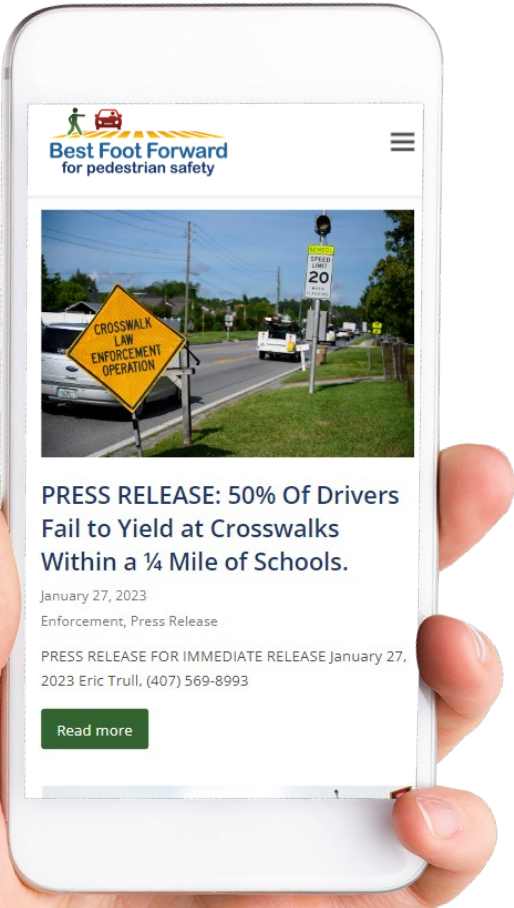


Community Events



Program Presentations

Educate: Through Digital Channels



Educate: Target Zero Messaging



- **Target Zero** is a FDOT's statewide initiative to reduce the number of transportation-related serious injuries and deaths across Florida to **ZERO**.
- FDOT has partnered with the Best Foot Forward program to expand its operations into additional counties as a part of their Target Zero initiative



BFF PROGRAM PROGRESS



Program Progress to Date (2012-Present)



12,000+

TOTAL CITATIONS
AND WARNINGS



700+

ENFORCEMENT
DETAILS



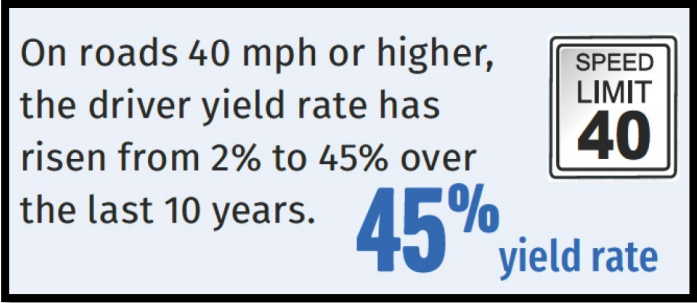
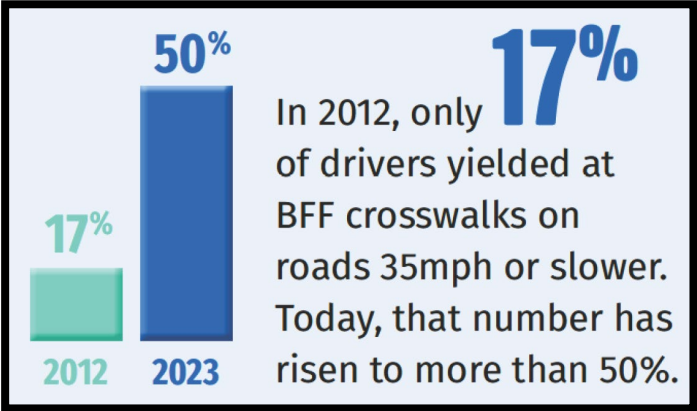
300+

MONITORED
CROSSWALKS



800+

PRESENTATIONS
AND EVENTS



Enforcement

Engineering

Education

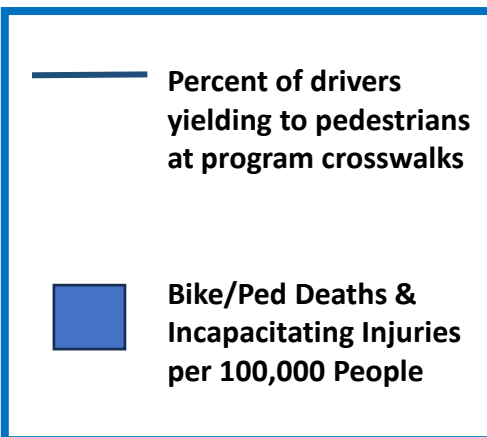
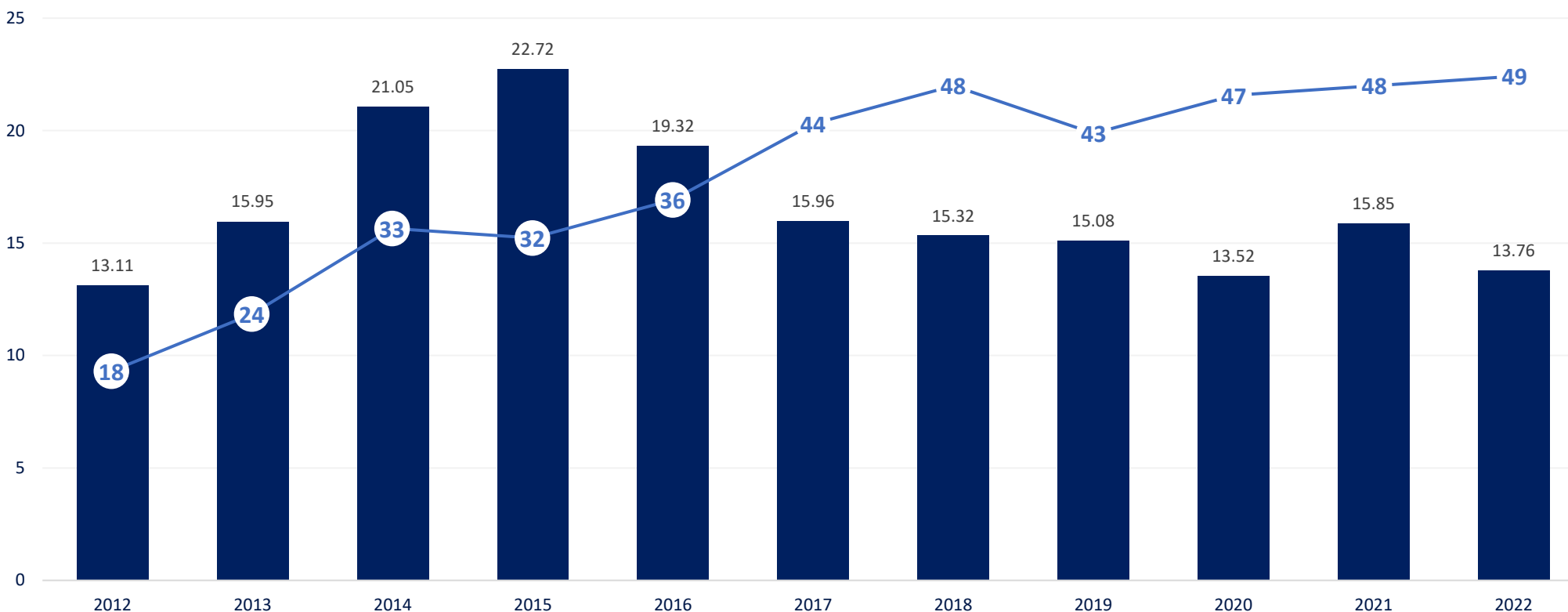
Tracking Progress: Serious Injuries vs. DYR



Bike/Ped Deaths & Incapacitating Injuries Per 100,000 Population

3-County Orlando Metro Area, 2012-2022

Sources: Signal Four Analytics, U.S. Census





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Jenna@bikewalkcf.org

Thank you!

Contact our outreach team and visit us on our website & social media pages:



@BestFootCFL



@BikeWalkCFL



TO: Board 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. 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 regarding the draft 2024 Public Participation Plan, please contact me at 438-2632.



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

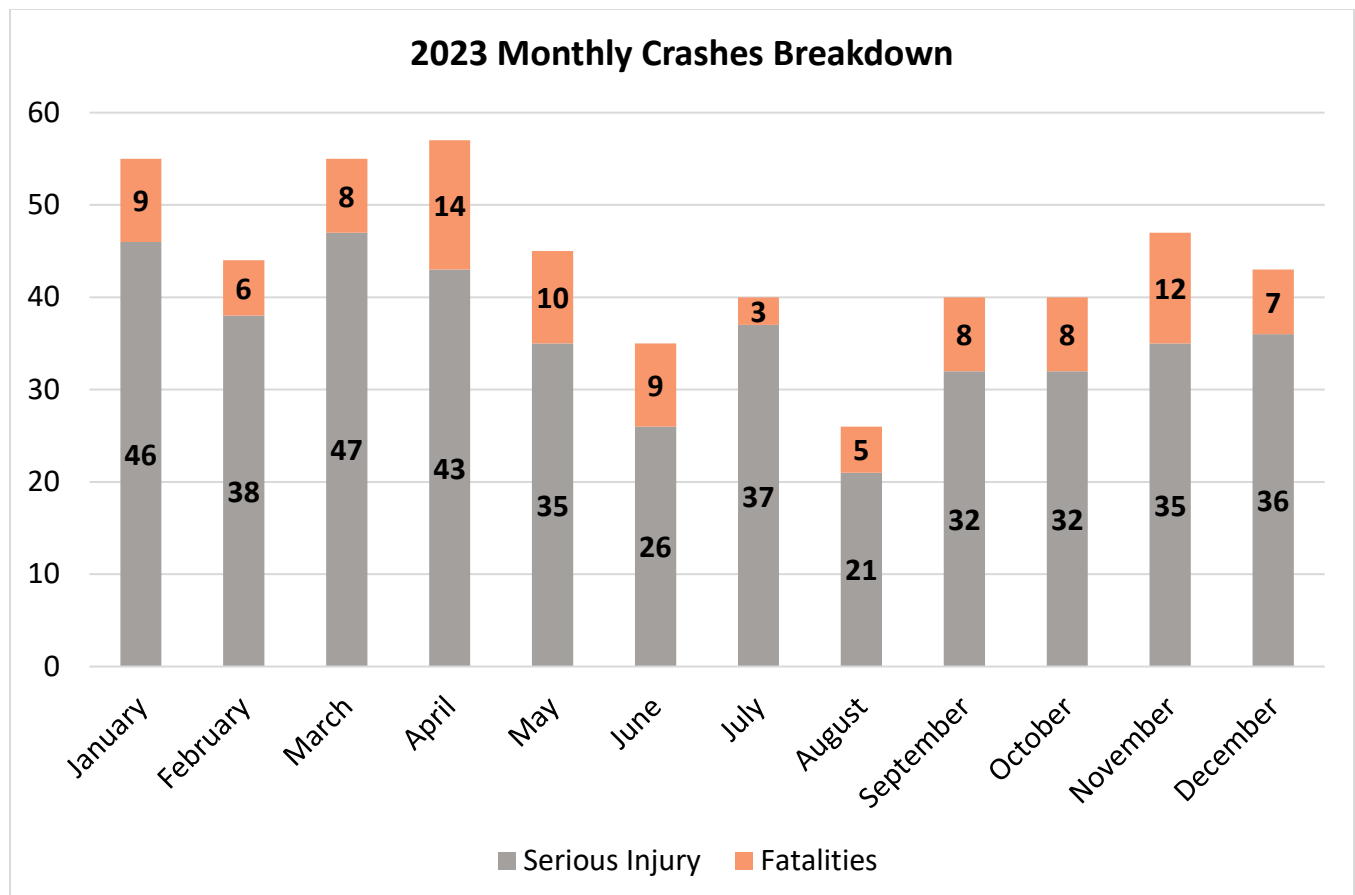
The 2023 Safety Performance Measures were reported as of November 30, 2023 back in February. The TPO reported that we met all the targets in 2023 as of November 2023. With the updated crash data, the Ocala Marion TPO met 4 out of the 5 targets for 2023. The chart below shows the results as of March 13, 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: Board 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 March 26 Board meeting. As part of the development of the UPWP, a 30-day public review process is also underway 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).

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

- UPWP Background Infographic
- 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 about the Draft UPWP or 30-day review process, please contact me at: 438-2631.

What is the Unified Planning Work Program (UPWP)?

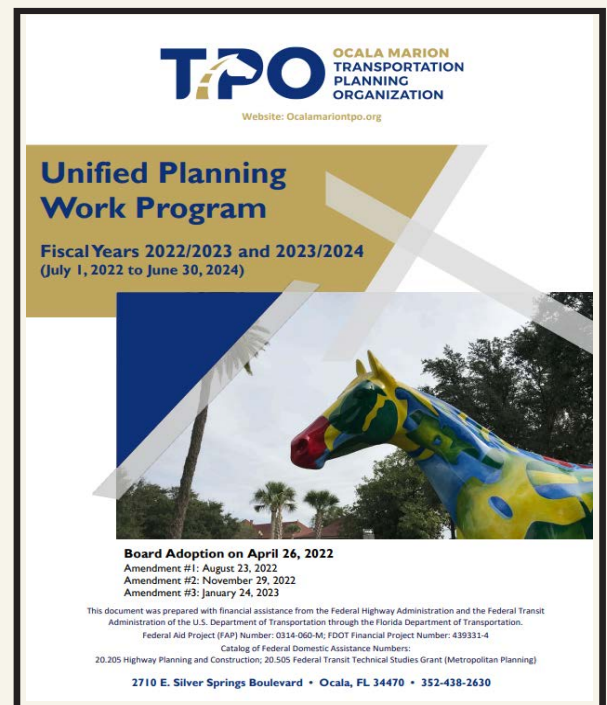
The **Unified Planning Work Program (UPWP)** is the TPO's budgetary document that outlines all planning activities over a two-year period. The current UPWP is from fiscal years 2023 to 2024 (July 1, 2022 to June 30, 2024). The UPWP is required as a basis and condition for receiving federal funding assistance from the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA).

The UPWP document contains descriptions and estimated budget for nine specific planning tasks to be undertaken by the TPO. Planning tasks programmed in the UPWP reflect the services anticipated to meet the requirements of FHWA, FTA, the Florida Department of Transportation (FDOT), Florida Commission for Transportation Disadvantaged (CTD) and local priorities.

Funding to support the TPO includes two primary sources: FHWA Consolidated Planning federal grant (CPG) and a CTD state grant. Federal funds are annually apportioned to FDOT as the direct recipient, and then allocated to the TPO on a reimbursement-based process, using formulas in accordance with 23 Code of Federal regulations (CFR) 420.109 and 49 US Chapter 53. FDOT fulfills a required 18.07% non-federal share (match) for the

CPG federal grant monies. CTD grant funding is reimbursed directly to the TPO quarterly based on state-required work performed in support of the Transportation Disadvantaged Local Coordinating Board (TDLCB). Additionally, a portion of local funding is provided to some TPO activities that are non-reimbursable through the two grants.

For more information about the UPWP and view the current document, please review the TPO's website:
www.ocalamariontpo.org



Draft

Unified Planning Work Program

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



TPO Board Meeting March 26, 2024

Introduction

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

Schedule

- 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

Categories

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)

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

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

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

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

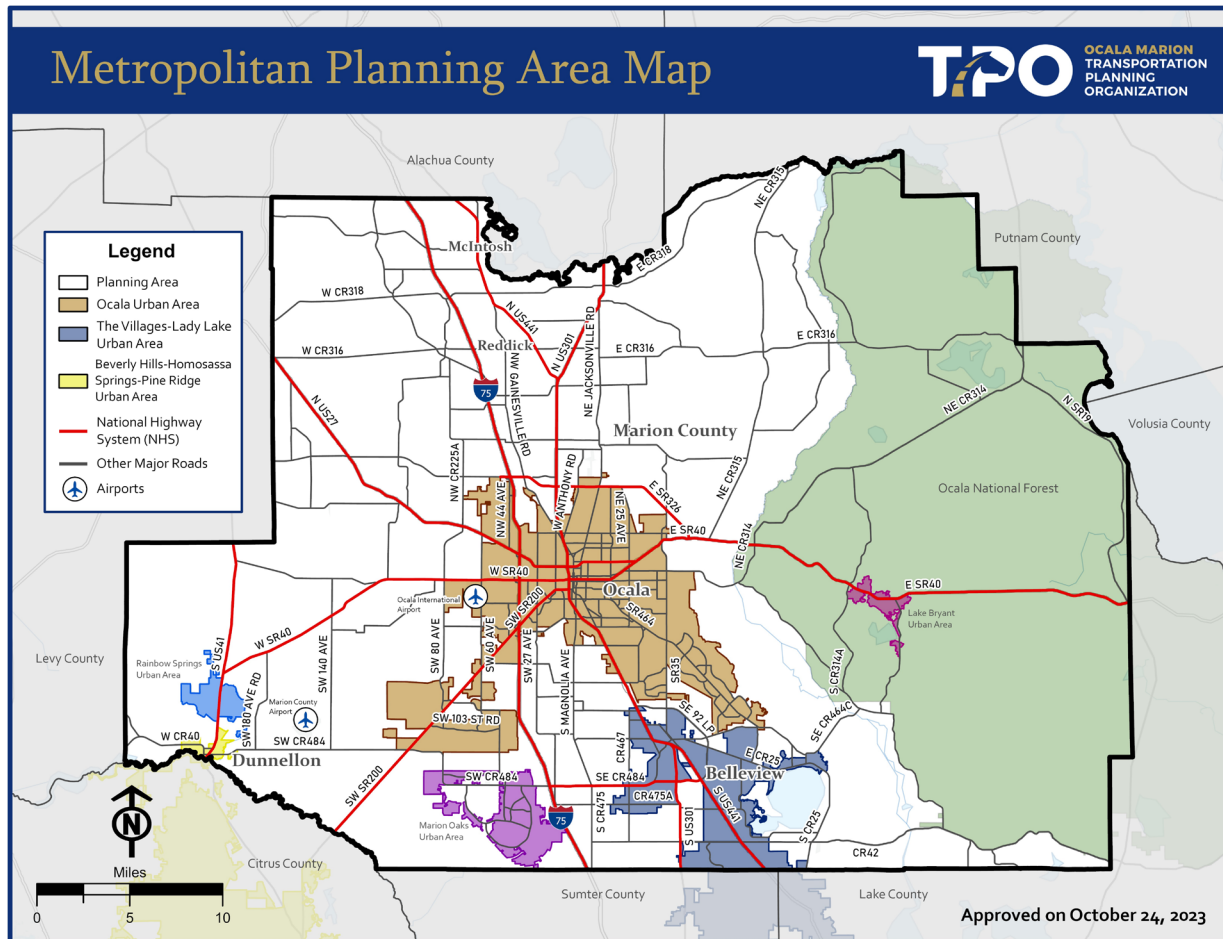
The Ocala Marion TPO is a federally-mandated public agency responsible for the planning and implementation of several modes of transportation, including highway, transit, freight, bicycle, pedestrian and paratransit. The TPO serves the cities of Belleview, Dunnellon, Ocala and unincorporated Marion County. 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



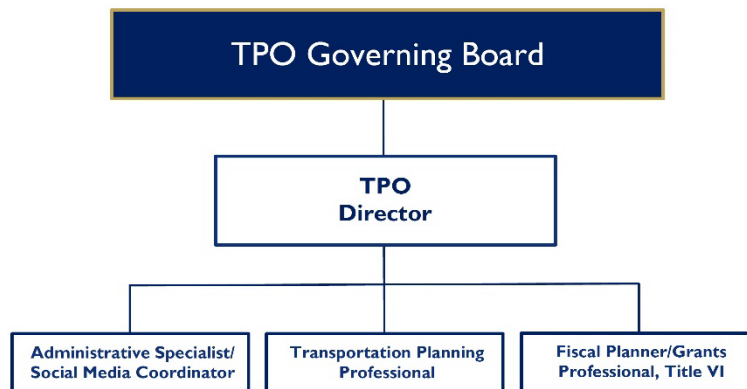
Transportation Disadvantaged Local Coordinating Board (TDLCB): Coordinates transportation needs of the disadvantaged in Marion County, including individuals with physical and economic challenges and senior citizens facing mobility issues.

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 Contract	FHWA PL Gxxxx	CTD	Total
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			
Funding Source Contract	FHWA PL Gxxxx	CTD	Total
Budget Category			
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			
Funding Source Contract	FHWA PL Gxxxx	CTD	Total
Budget Category			
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			
Funding Source Contract Budget Category	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				
Funding Source Contract		FHWA PL Gxxxx	CTD	Total
Budget Category				
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			
Funding Source Contract Budget Category	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 Contract	FHWA PL Gxxxx	CTD	Total
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 Contract	FHWA PL Gxxxx	CTD	Total
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 Contract	FHWA PL Gxxxx	CTD	Total
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)
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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)
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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)
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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)
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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.

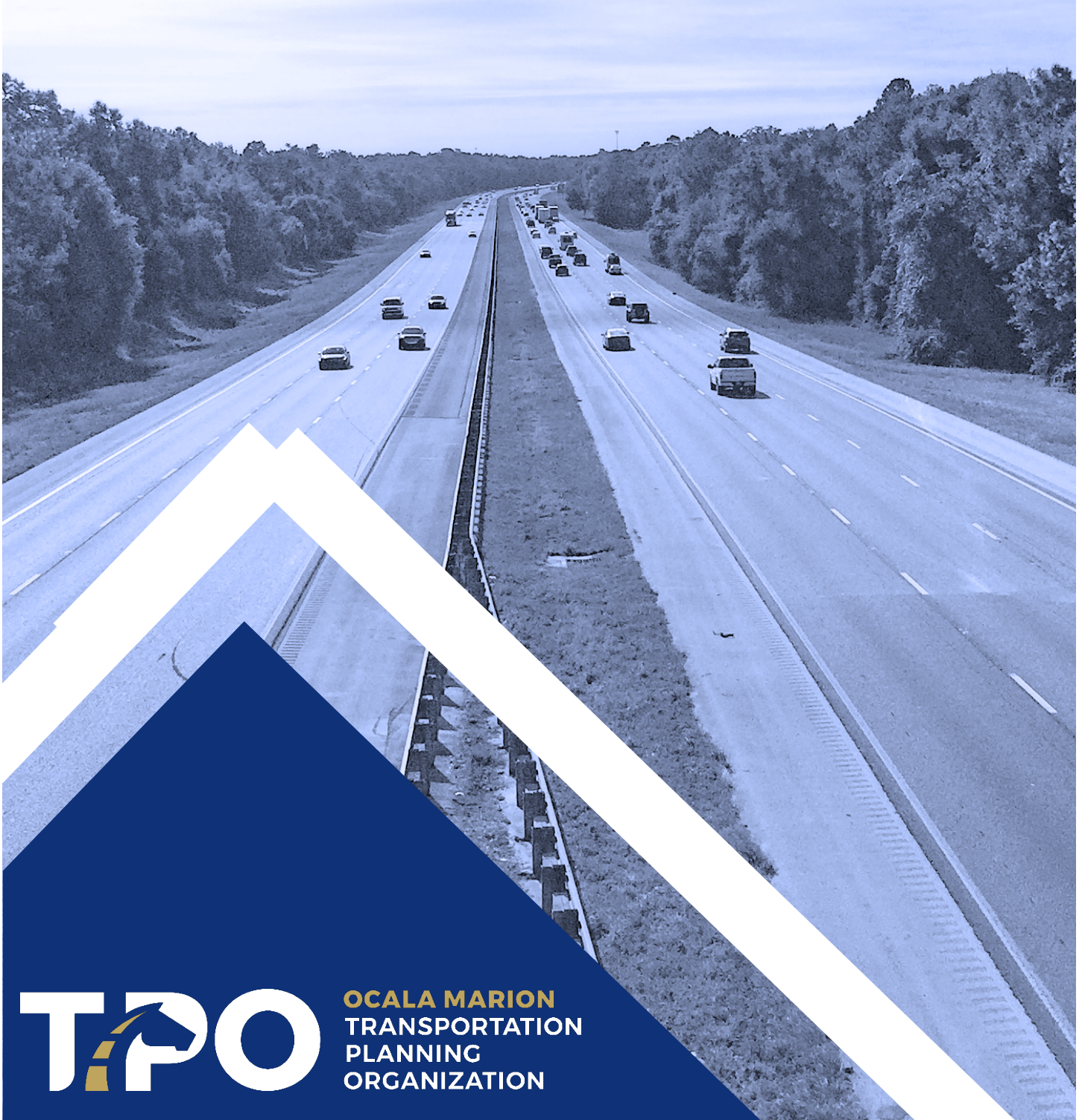
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- (6) **Incorporation of Provisions:** The Contractor shall include the provisions of paragraphs (1) through (7) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued 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 updates 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.
L RTP/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 L RTP 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 L RTP was adopted in December 2015. The plan can be viewed on the TPO website at: https://ocalamariantpo.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 FLMA's 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, FLMA's, 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.

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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: Mr. [Signature]
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)
ENDORISING 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.



Florida Department of Transportation

RON DESANTIS
GOVERNOR

719 S. Woodland Boulevard
DeLand, Florida 32720-6834

JARED W. PERDUE, P.E.
SECRETARY

Marion County Project Status Update as of February 29, 2024

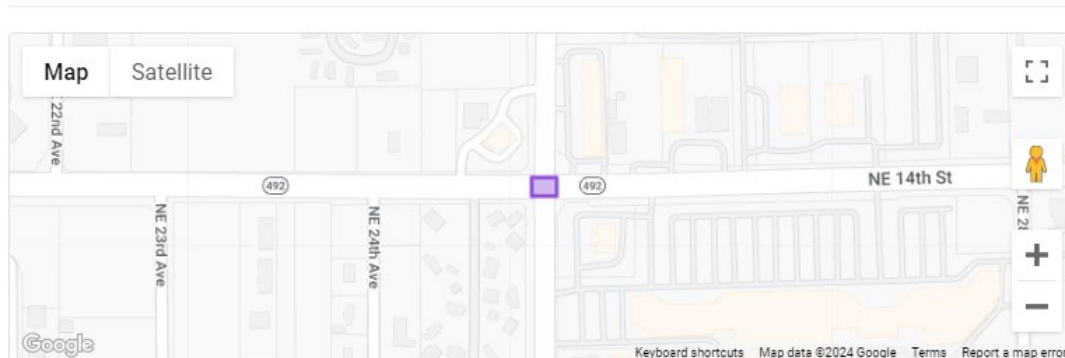
The following is a brief status update on major FDOT road construction projects in Marion County as of the February cutoff. The next cutoff date is March 31, 2024. Information is also available on www.cflroads.com. For questions, please contact Jonathan Scarfe at 386-943-5791 or via email at D5-MPOLiaisons@dot.state.fl.us.

MARION COUNTY

UPCOMING PROJECTS:

447603-1 | Intersection Improvements at S.R. 492 (NE 14th Street) and NE 25th Avenue

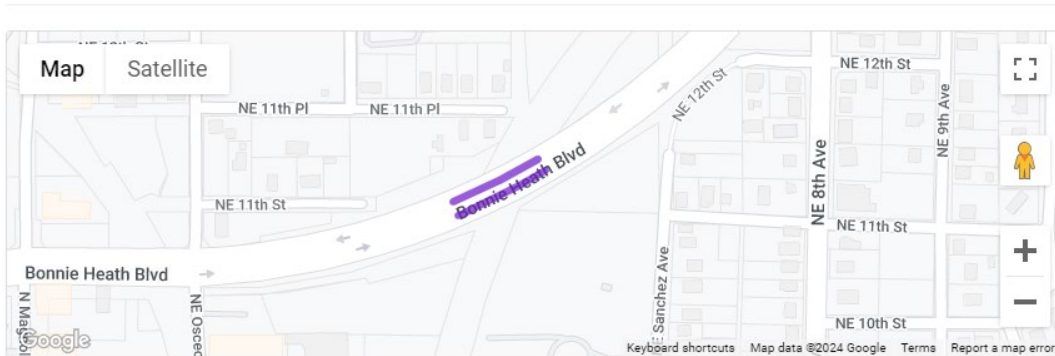
447603-1 NW 10th/NE 14th St (SR 492) to NE 25th Ave



- Contract: T5803
- Contractor: Highway Safety Devices, Inc.
- Estimated Start Date: May 2024
- Estimated Completion Date: Fall 2024
- Construction Cost: \$1 million
- Description: The purpose of this project is to improve the intersection of Northeast 14th Street (State Road 492) at Northeast 25th Avenue. The improvement will include reconstruction of the signal to increase the safety of the intersection.
- Update: A lead time extension prompted a change of the estimated start and end dates to May 2024 (from March) and Fall 2024 (from Summer), respectively.

[448924-1](#) | S.R. 492 Bridge Improvements Over the C.S.X. Railroad

448924-1 SR 492 over CSX RR



- Contract: D56B1
- Contractor: RAM Construction Services
- Estimated Start Date: Spring 2024
- Estimated Completion Date: Summer 2024
- Construction Cost: \$285,000
- Description: The Florida Department of Transportation (FDOT) will be making improvements to the State Road (S.R.) 492 (Bonnie Heath Boulevard) bridge over the C.S.X. Railroad in Marion County. Work includes concrete repair, joint rehabilitation, and applying a type of coating called an epoxy overlay to the bridge deck. The epoxy overlay seals the concrete surface, which helps to prolong the life of the bridge. The overlay also increases friction on the traveling surface, making it safer for motorists.
- Update: The start date changed from Early 2024 to Spring 2024 as the effort to obtain an available railroad inspector continues.

452229-3 (no CFL Roads page) | **Marion County Districtwide Rumble Stripes Installation**

- Contract: T5821
- Contractor: TRP Construction Group, LLC
- Estimated Start Date: Spring 2024
- Estimated Completion Date: Summer 2024
- Construction Cost: \$843,000
- Description: This project will install a series of rumble stripes throughout Marion County.
- Update: This project is expected to begin on schedule.

CURRENT PROJECTS:

426179-1 | Silver Springs State Park Pedestrian Bridges

426179-1 Silver Springs State Park Pedestrian Bridges

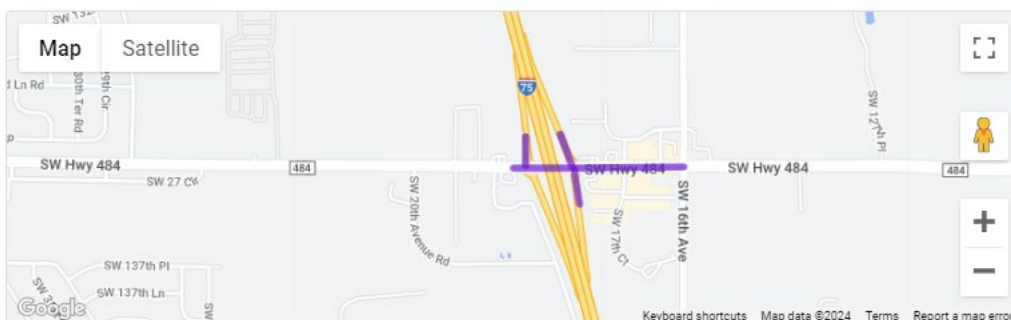


- Contract: T5796
- Contractor: Lambert Bros., Inc.
- Start Date: January 8, 2024
- Estimated Completion Date: Fall 2024
- Construction Cost: \$3.4 million
- Description: The Florida Department of Transportation (FDOT) will construct two 8-foot-wide boardwalks within Silver Springs State Park—the Half Mile Creek boardwalk to the north and the Fort King Waterway boardwalk to the south. The 748-foot Half Mile Creek boardwalk will connect to an existing path on the west side of the park before stretching across the creek and meeting an underutilized trail to the east. The other, a 550-foot boardwalk, will run south from the existing Ross Allen Island boardwalk before crossing the Fort King Waterway with a 65-foot timber bridge. After the bridge, the boardwalk will continue for approximately 120 feet south before meeting a 180-foot limerock trail leading to an existing group campsite. All boardwalks and trails associated with this project will comply with the Americans with Disabilities Act (ADA).
- Update: The contractor is focusing efforts at the Fort King Waterway boardwalk on Ross Allen Island with timber test piles.

433651-1 | C.R. 484 and I-75 Interchange Roadway Improvements

443170-1 | I-75 Resurfacing from Sumter County line to S.R. 200

433651-1 CR 484 from SW 20th Avenue to CR 475A



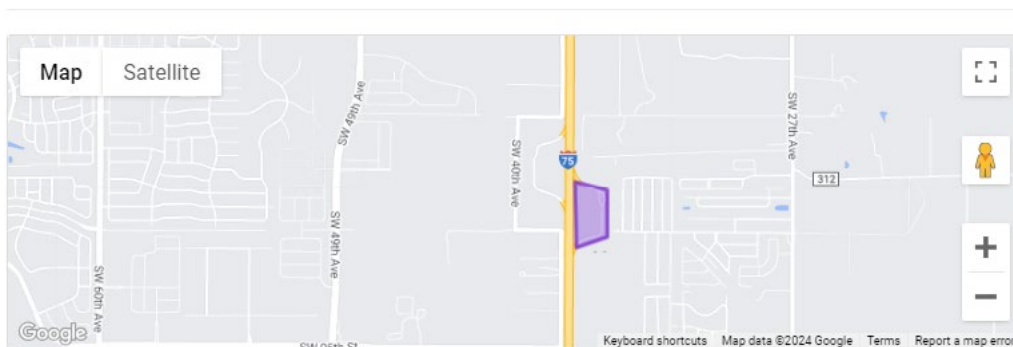
- 433661-1 | U.S. 441 and S.R. 40 Intersection Improvements**
445800-1 | S.R. 40 and S.R. 492 Intersection Improvements

- Page 4 of 8

- Contractor: C.W. Roberts Contracting Inc.
- Construction Cost: \$6.7 million
- Start Date: April 4, 2023
- Estimated Completion Date: Spring 2024
- Description: The project includes milling and resurfacing, median modifications, turn lane modifications, curb & gutter, drainage improvements, sidewalk, ADA improvements, traffic signal upgrades, signing and pavement markings, and utility relocations.
- Update: (433661-1) The contractor continues to perform widening, drainage improvements, and lighting on the east side of U.S. 441. They will address lighting conduit installation, signal work, and sidewalk and curb installation in March.
(445800-1) The contractor is finishing up widening corrections. The next priorities include signal activation, removal of old signals, and sign installation. Final paving and striping to follow.

[438562-1](#) | I-75/S.R. 93 Northbound Rest Area North of S.R. 484 to South of S.R. 200

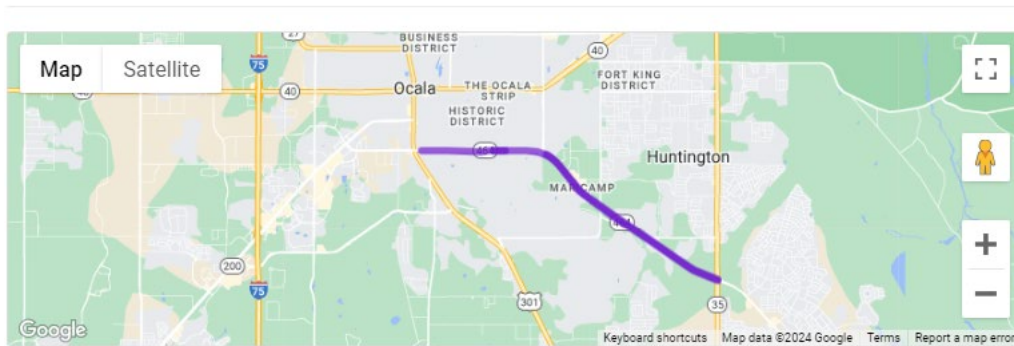
438562-1 I-75 NB Rest Area Reconstruction between CR 484 and SR 200



- Contract: T5784
- Contractor: Commercial Industrial Corp.
- Start Date: August 26, 2023
- Estimated Completion Date: Early 2025
- Construction Cost: \$31 million
- Description: This project will renovate the northbound Interstate 75 (I-75) rest area between County Road (C.R.) 484 and State Road (S.R.) 200 in Marion County. The project aims to reconstruct the facilities and update amenities to serve the traveling public better and meet current standards. Parking will be expanded for passenger vehicles, RVs, and trucks. Work will include resurfacing the existing truck parking to become the car parking lot, constructing new truck parking and ramps, renovating the building, adding new utilities and a perimeter wall, and other incidental construction. The rest area will be closed to the public until the project is complete.
- Update: The estimated completion date changed from Late 2024 to Early 2025 as a result of the number of weather and holidays granted thus far. The upcoming work plan has the contractor placing the base foundation for the truck parking lot, which will prepare the area for the eventual installation of concrete pavement. Also, work continues on the primary rest area building and associated picnic areas with floor slabs and interior block walls.

[441141-1](#) | S.R. 464 Resurfacing from U.S. 301/U.S. 27 to S.R. 35

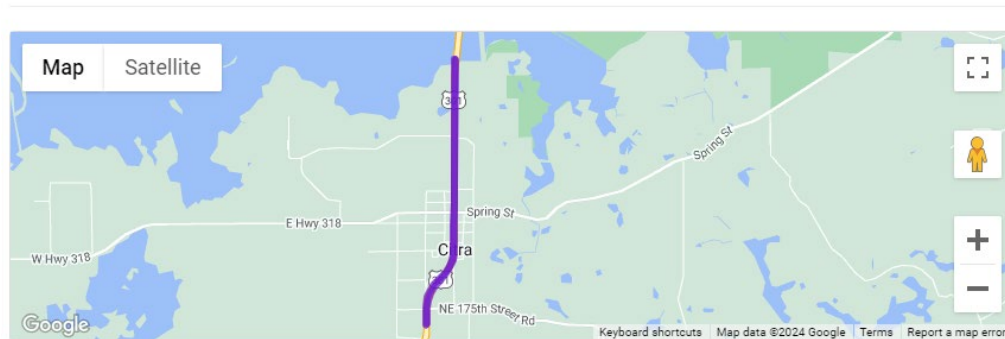
441141-1 SR 464 from SW 2nd Ave to SR 35



- Contract: T5782
- Contractor: Anderson Columbia Co., Inc.
- Start Date: August 23, 2023
- Estimated Completion Date: Spring 2025
- Construction Cost: \$26.1 million
- Description: The Florida Department of Transportation (FDOT) is designing improvements along State Road (S.R. 464) from east of U.S. 301/U.S. 27 to Baseline Road (S.R. 35). The purpose of the project is to extend the life of the existing roadway by repaving this segment of S.R. 464. Various operational and safety enhancements are also planned, including restriping a portion of the corridor to provide bicycle lanes, reconstructing pedestrian curb ramps and constructing new sidewalk to fill gaps, and realigning crosswalks at the signalized intersections to enhance pedestrian safety. Traffic signal adjustments and drainage upgrades are also included.
- Update: The contractor continues grading and pouring sidewalk and installing drainage throughout the project. The pouring of ditch pavement is starting as well. They expect to begin installing the first of two gravity walls in March.

[445212-1](#) | U.S. 301 Resurfacing from South of Northeast 175th Street to the Alachua County Line

445212-1 US 301 from south of NE 175th St to the Alachua County Line

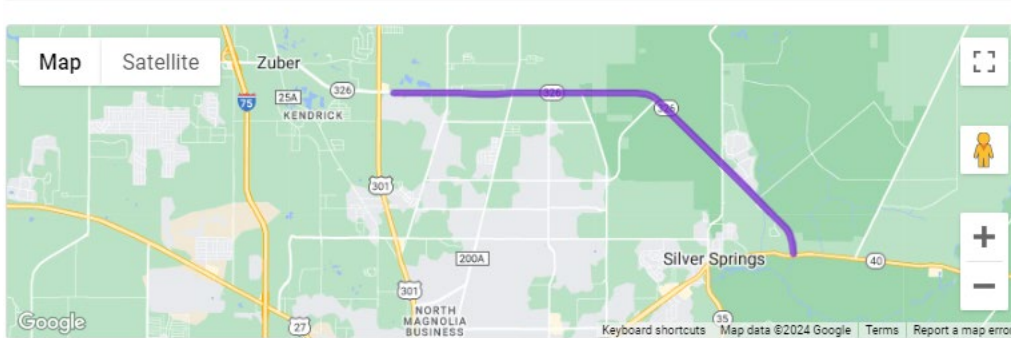


- Contract: E59B1
- Contractor: V.E. Whitehurst & Sons, Inc.
- Start Date: November 3, 2023
- Estimated Completion Date: Summer 2024
- Construction Cost: \$5.4 million
- Description: The purpose of this project is to resurface U.S. 301 from south of Northeast 175th Street to the Alachua County line in Citra to extend the life of the existing roadway. The project will repave the travel lanes and add a 7-foot-wide buffered bicycle lane on both sides of the roadway from the south end of the project to Spring Street (County Road 318). New turn lanes are planned at the U-turn locations north of the Citra Church of God and south of the Royal Palm RV Park. Asphalt will be added at other U-turn locations to provide more space for larger turning vehicles. Traffic signal upgrades are also planned at Spring Street.

- Update: The contractor continues widening, concrete, and drainage operations throughout the project. Daytime northbound and southbound lane closures are in effect on U.S. 301 from the Alachua County line to Northeast 180th Street for this purpose.

[445217-1](#) | S.R. 326 Resurfacing from Northwest 12th Avenue to S.R. 40

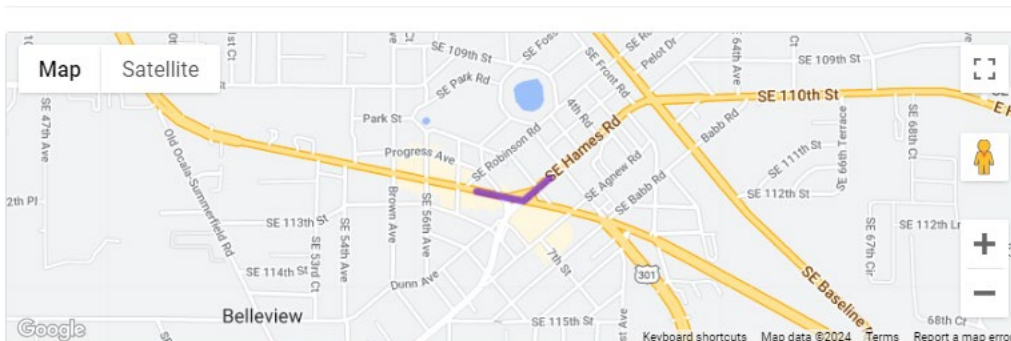
445217-1 SR 326 from NW 12TH Ave to SR 40



- Contract: T5786
- Contractor: C.W. Roberts Contracting, Inc.
- Start Date: October 14, 2023
- Estimated Completion Date: Late 2024
- Construction Cost: \$11 million
- Description: This project will make improvements to State Road (S.R.) 326 from Northwest 12th Avenue to S.R. 40 near Marion County. The project will extend the life of the existing roadway through milling and resurfacing all primary and secondary travel lanes. Construction improvements include replacing mailboxes, installing asphalt aprons at various locations, paving side street connections, and reconstructing driveways. The project will also replace signage as needed and add new pavement markings. An eastbound to northbound left turn lane will be added at Northeast 49th Street. At Northeast 40th Avenue Road, an eastbound to southbound right turn lane and a westbound to southbound left turn lane will be added. A new signal will be installed at the Northeast 25th Avenue and Northeast 36th Avenue intersections. New signal heads will allow for protected left turns at the Northeast 58th Avenue intersection.
- Update: Road widening and drainage operations are occurring at S.R. 326 and Northeast 49th Street. Daytime eastbound and westbound lane closures will be active that the intersection.

[445701-1](#) | Southeast Abshier Boulevard from Southeast Hames Road to north of Southeast Agnew Road Intersection Improvements

445701-1 SE Abshier Blvd from SE Hames Rd to north of SE Agnew Rd



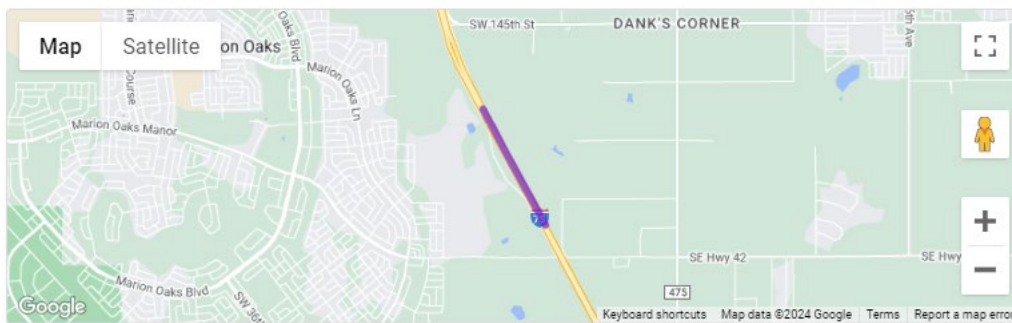
- Contract: T5768
- Contractor: C.W. Roberts Contracting, Inc.
- Construction Cost: \$3 million

- Start Date: April 29, 2023
- Estimated Completion Date: Spring 2024
- Description: This project will construct improvements at the intersection of Southeast Abshier Boulevard (U.S. 27/U.S. 301/U.S. 441) and Southeast Hames Road to enhance safety and operations for drivers, pedestrians, and bicyclists. The project proposes to create left turn lanes in each direction on SE Abshier Boulevard west of SE Hames Road with a raised concrete traffic separator in the middle.
- Update: The contractor is finalizing signal modifications. Milling and resurfacing will resume in March. The project team is exploring options to address community concerns regarding two newly constructed medians—one just east and the other north of the U.S. 27/SE Hames Road intersection. Some motorists see the medians as confusing and tough to maneuver around. It is unclear whether this will cause any delay.

RECENTLY COMPLETED:

445321-1 | S.R. 93 (I-75) Mainline Wildwood Weigh Station Improvements

445321-1 I-75 Mainline Weigh-In-Motion Station



- Contract: T9028
- Contractor: Traffic Management Solutions
- Start Date: November 28, 2022
- Description: The purpose of this project is to construct a Virtual Weigh-In-Motion (WIM) System for the Wildwood Weigh Station on I-75. Electronic weigh sensors will be installed along 3 miles of the roadway and digital message boards will be added to direct traffic toward the station.
- Update: This project received final acceptance on February 7, 2024.



TO: Board Members

FROM: Rob Balmes, Director

RE: State Legislative Update

Summary

As reported last month, **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.

As reported by Mark Reichert, MPOAC Executive Director, a total of 170 appropriation projects statewide passed through the session totaling \$387.1 million. These projects are still subject to final approval or veto by Governor DeSantis. The TPO was informed by the FDOT District 5 that a significant portion of the funding for these projects will be derived from the Fiscal Year 2025 Work Program. FDOT will keep the TPO informed regarding the specific financial impacts to projects in the Work Program for Marion County.

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