



TPO Board Meeting

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

April 26, 2022

4:00 PM

AGENDA

1. **CALL TO ORDER AND PLEDGE OF ALLEGIANCE**
2. **ROLL CALL**
3. **PROOF OF PUBLICATION**
4. **CONSENT AGENDA**
 - A. **TPO Meeting Minutes – March 22, 2022** (Page 3)
5. **ACTION ITEMS**
 - A. **Approval of Fiscal Years (FY) 2022/2023 Commission for Transportation Disadvantaged Grant Agreement** (Page 38)
Staff is seeking approval of the grant agreement for FY 2022/2023.
 - B. **TPO Travel Policy Resolution** (Page 52)
Staff is seeking approval of a resolution for the revision to the Travel Policy.
 - C. **Fiscal Years 2022/23 to 2023/24 Draft Unified Planning Work Program (UPWP)** (Page 63)
Staff will present the updated draft UPWP for Board adoption.
 - D. **List of Priority Projects (LOPP) Guidance Document** (Page 219)
Jim Wood, Kimley-Horn, will present a new guidance document for the annual LOPP. Staff is seeking approval of the new guidance document.
6. **COMMENTS BY FDOT**
 - E. **Construction Report** (Page 245)
7. **COMMENTS BY TPO STAFF**
 - A. **Commitment to Zero Update** (Page 247)
 - B. **2045 Long Range Transportation Plan (LRTP) Amendment Cycle** (Page 248)

C. [FHWA PAR Review, 2045 Long Range Transportation Plan \(LRTP\)](#) (Page 251)

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 May 24, 2022.



TPO Board Meeting

Marion County Commission Auditorium

601 SE 25th Avenue, Ocala, FL 34471

March 22, 2022

4:00 PM

MINUTES

Members Present:

Councilman Ire Bethea

Commissioner Kathy Bryant (*arrived at 4:16pm*)

Councilmember Kristen Dryer

Councilman James Hilty

Commissioner Michelle Stone (*arrived at 4:06pm*)

Mayor Bill White

Members Not Present:

Commissioner Craig Curry

Commissioner Jeff Gold

Mayor Kent Guinn

Commissioner Ronald Livsey

Councilmember Barry Mansfield

Commissioner Carl Zalak

Others Present:

Rob Balmes, TPO

Shakayla Irby, TPO

Liz Mitchell, TPO

Chris Keller, Benesch

Rakinya Hinson, FDOT

Sean Lanier, City of Ocala

Other members of the public not signed in.

Item 1. Call to Order and Pledge of Allegiance

Chairman Ire Bethea called the meeting to order at 4:02pm and led the board in the Pledge of Allegiance.

Item 2. Roll Call

Shakayla Irby, Administrative Assistant called the roll and a quorum was not present. After presentations had been made at 4:52pm Ms. Bryant made a motion to move forward with at least five voting members present to constitute a quorum. Ms. Stone seconded, and the motion passed unanimously.

Item 3. Proof of Publication

Shakayla Irby, Administrative Assistant stated the meeting was published online at the TPO website and the City of Ocala, Belleview and Dunnellon and Marion County meeting calendars on March 15, 2022. The meeting was also published to the TPO's Facebook and Twitter pages.

Due to the lack of quorum at the start of the meeting, Chairman Bethea commenced with presentations first.

Item 6A. Commitment to Zero Crash Tech Memo

On January 12, 2022, the TPO kicked-off Commitment to Zero: An Action Plan for Safer Streets in Ocala Marion. The TPO's consultant team, Benesch, had been undertaking task work to develop a Crash Tech Memo to summarize their analysis of recent crash statistics in Marion County.

At the meeting, Chris Keller of Benesch provided a presentation that highlighted the draft Crash Tech Memo and share further information regarding the progress of the Commitment to Zero planning process.

The Crash Assessment DRAFT is attached to pages 10-35 of this set of minutes for reference.

The board had some discussion on the Safety Action Plan presentation.

Councilmember Dryer asked if any demographics had been studied.

Mr. Keller said that age, gender, location, and environmental justice had been reviewed.

Chairman Bethea said that a lot of research and data that had been collected would help to better move forward with the Commitment to Zero Safety Action Plan.

Mayor White said that it was "information overload" and would like to have access to the data that was collected to review because it was fascinating data. He also inquired about "serious injuries" and how those type injuries were defined.

Mr. Keller said that there was a specific definition of serious injuries also referred to as an “incapacitated injury”. If a person was unable to leave the scene of a crash on their own usually that would be considered a serious injury.

Mayor White said a clear definition of serious injury and also who determined a serious injury should be a part of the information in the safety plan.

Mr. Keller said a serious injury was determined at the scene by law enforcement.

Mayor White said it was interesting that the number of crashes were increasing and the percentage of crashes per passenger mile was increasing at an even higher rate.

Mr. Keller said looking over the past decade was an echo of the recession and at about the same pace as twenty to twenty-five years ago.

Ms. Stone asked if the report in a more detailed fashion indicated the make and models of vehicles were included and wondered if new technology in vehicles made a difference.

Mr. Keller said that he would have to look into if there was access to that information.

Item 6B. Fiscal Years (FY) 2022/23 to 2023/24 Draft Unified Planning Work Program (UPWP)

Mr. Balmes presented a high level presentation of the FY 2022/26 to 2023/24 Draft UPWP.

The Unified Planning Work Program (UPWP) was a federally required two-year document that served as the TPO’s working budget. The federal definition of the UPWP was “a statement of work identifying the planning priorities and activities to be carried out within a metropolitan planning area. At a minimum, a UPWP included a description of the planning work and resulting products, who would 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 developed a UPWP. The Draft Fiscal Years 2022/23 to 2023/24 UPWP covered the next two-year period from July 1, 2022 to June 30, 2024. The UPWP was required as a basis and condition for receiving federal funding assistance by the joint planning regulations of the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA).

TPO staff would provide a presentation of the Draft version of the FY 2022/23 to 2023/24 UPWP at the March 22 Board meeting. As part of the development of the UPWP, a 30-day public review process was also underway from March 15 to April 15, 2022. Some of the notable highlights of the Draft UPWP were as follows:

- The TPO and Florida Department of Transportation (FDOT) participation in a new Consolidated Grant Program (CPG), which combined FHWA PL and FTA 5305d funding into one program.

Approved –

- The Infrastructure Investment and Jobs Act (IIJA) had resulted in authorized funding increased to date of \$128,283 in year one (FY 22 and 23 combined) and \$74,014 in year two (FY 24).
- The state, through FDOT, had committed to provide the local cash match requirement to TPO federal grants by applying toll revenue credits (soft-match). Which included the new CPG and existing 5305d grants. The soft-match relieved local governments in Marion County from a hard cash match requirement of 18.07% for the CPG and 10% for the 5305d grants.
- The FHWA and FTA, through the U.S. Department of Transportation, had issued eight federal planning emphasis areas (PEAs) to be integrated into TPO tasks and planning activities.
- The state, through FDOT, had issued four statewide emphasis areas, including safety, equity, resilience and emerging mobility.

Draft UPWP Funding Summary

Funding Source	Fiscal Year 2022/2023	Fiscal Year 2023/2024
Consolidated Planning Grant (CPG)	\$707,763	\$653,494
*FHWA PL-112	\$622,150	\$567,881
FTA 5305(d)	\$85,613	\$85,613
FTA 5305(d) Carryover (prior grants)	\$146,840	\$0
CTD (Transportation Disadvantaged)	\$27,523	\$27,523
Local Funding	\$2,000	\$2,000
Total:	\$884,126	\$683,017

*Does not include the de-obligation amount of \$175,000

Item 5A. Annual 2021 FDOT/TPO Joint Certification

Rakinya Hinson with FDOT addressed the board with a summary of highlights from the annual 2021 FDOT/TPO Joint Certification.

On an annual basis and pursuant to federal requirements, 23 USC 134(k)(5) and CFR 450.334(a), the Florida Department of Transportation (FDOT) and Ocala/Marion Transportation Planning Organization (TPO) perform a joint review of the certification status for the transportation planning process. The joint certification process for 2021 took place from January to February 2022, including a meeting at the FDOT District office on February 2, 2022.

Ms. Hinson said after a very thorough review of the Ocala Marion TPO invoices the district noted great financial practices and the Ocala Marion TPO had been deemed as low risk scoring 100%. There were no findings that would require follow ups or recommendations of corrective actions.

Ms. Hinson also highlighted the great opportunity to work with staff in collaboration with strengthened partnership and communication internal enhancements were made to better serve the organization and board members.

Ms. Stone said there were some questions asked in the certification that might have indicated specific language was not matching accurately.

Ms. Hinson replied that there was some language that federal organizations had asked the state to incorporate and the district had just been informed earlier in the year. It was a statewide effort and not specific to anyone one MPO.

Ms. Stone said that the TPO had made great improvements under the leadership of Mr. Balmes and commended Mr. Balmes and staff for their work.

Chairman Bethea said the review was phenomenal and complemented both Mr. Balmes and staff.

Mr. Balmes thanked FDOT for their partnership and Ms. Mitchell for her work at the TPO.

Ms. Stone made a motion to approve the Annual 2021FDOT/TPO Joint Certification. Mr. Hilty seconded, and the motion passed unanimously.

Item 5B. FY 20/21 to 21/22 UPWP De-obligation Amendment

Mr. Balmes presented and said the Unified Planning Work Program (UPWP) was a federally required two-year document that served as the TPO's working budget. The current Fiscal Year (FY) 2020/21 to 2021/22 UPWP was authorized to June 30, 2022. As outlined in the Florida Department of Transportation (FDOT) MPO Program Management Handbook, Federal Highway Administration (FHWA) Planning Funds (PL-112) currently programmed, but not expended by June 30, 2020 in the current UPWP, require de-obligation for future re-obligation into the next two-year UPWP (FY 2022/23 to 2023/24).

Based on the analysis of the current UPWP, the TPO submitted a formal letter to FDOT on March 2, 2022 requesting the de-obligation of \$175,000 in FHWA PL-112 funding. The funding change was reflected in the documents provided to the TPO board corresponding task and funding tables for FY 2020/21 (year one).

The TPO proposed to re-obligate the full \$175,000 in funding from FY 2020/21 of the current UPWP to the first year of the new FY 2022/23 to 2023/24 UPWP for Consultant Planning services – Consultants. These funds would be used for conducting future transportation studies and planning activities over the next two-year period based on identified priorities.

The change would be reflected in the final draft version of the FY 2022/23 to 2023/24 UPWP presented to the TPO Board on April 26, 2022.

Ms. Stone made a motion to approve the FY 20/21 to 21/22 UPWP De-obligation Amendment. Ms. Bryant seconded, and the motion passed unanimously.

Item 5C. FY 2021/22 to 2025/26 TIP Amendment

Per the request of the Florida Department of Transportation (FDOT), two projects were proposed to be amended to the Fiscal Years (FY) 2021/2022 to 2025/2026 Transportation Improvement Program (TIP).

FM# 436474-4: Saddlewood Elementary Sidewalk Improvements

- Total: \$12,000
- Funds to be added to FY 2021/22
- Addition of Construction Engineering and Inspection (CEI) to project

FM# 436474-5: Legacy Elementary School Sidewalks

- Total: \$36,000
- Funds to be added to FY 2021/22
- Addition of Construction Engineering and Inspection (CEI) to project

Ms. Bryant made a motion to approve the FY 2021/22 to 2025/26 TIP Amendment. Ms. Stone seconded, a roll-call vote was called and the motion passed unanimously.

Item 5D. Citizens Advisory Committee (CAC) Application

Per the Bylaws of the Citizens Advisory Committee (CAC), all membership nominations required TPO Board review and approval. TPO staff received an application for membership to the CAC by Chris Arroyo. Mr. Arroyo was a resident of Marion County and attended the College of Central Florida. He expressed an interest in transportation mobility in the Ocala/Marion County community, and serving on the CAC.

Mr. Hilty made a motion to approve the CAC application for Chris Arroyo. Ms. Dryer seconded, and the motion passed unanimously.

Item 5E. Approval of Community Transportation Coordinator (CTC) Annual Evaluation

Ms. Liz Mitchell gave a presentation on the CTC Evaluation and shared with the board that the Florida Commission for the Transportation Disadvantaged designated a Community Transportation Coordinator (CTC) for each county/service area. The CTC was responsible for coordinating and/or providing transportation services to individuals who are transportation disadvantaged.

You are considered "transportation disadvantaged" due to age, income, or a disability, you cannot drive, and do not have access to other transportation options. Access would be provided to medical appointments, employment, educational and other life sustaining services, including, groceries, shopping, meals, and social events, to those who were eligible and have no other means of transportation.

In accordance with Florida Statutes, Chapter 427, and the Florida Commission for the Transportation Disadvantaged the Marion County Community Transportation Coordinator (CTC) evaluation was conducted annually by members of the Transportation Disadvantaged Local Coordinating Board (TDLCB) with assistance from the Ocala Marion Transportation Planning Organization (TPO) staff. The TDLCB evaluates the CTC in order to ensure quality of service was being provided in the most cost effective and efficient manner. This was accomplished through an audit, a series of interviews, quality checks, rider surveys, and ride-along for observation.

The evaluation encompasses management, operations, service, safety, vehicle maintenance, drivers and training, performance standards, grievance/complaint procedures, and quality

assurance, utilizing the Commission for the Transportation Disadvantaged CTC Evaluation Workbook.

In summary, the TPO found that all of the required policies and procedures, contracts and contract management, grievance/complaint procedures, performance, quality and safety standards were in place and being adhered to. All vehicles were on a maintenance schedule and in good working order. The drivers are trained with continual training updates. There was a zero tolerance substance abuse policy enforced complete with pre-employment drug and alcohol background check, and random testing. The riders spoke highly of the overall system and feel that they are being provided a quality service.

The TPO had provided a few recommendations as well as commendations as a result of our evaluation.

Recommendations

1. Provide readily available comment cards on each bus for input from the riders with a sealed drop box. This will allow for input from the riders on an ongoing basis.
2. While there has been improvement on the waiting period for returning riders home from their appointments we are still receiving comments on the pickup window being too long 2 to 3 hours wait prior to pick up.
3. Standardize the location of the pertinent phone numbers on each bus. Due to the fact that service is geared for the disadvantaged, many are unable to get up close to view the Ombudsman and complaint phone numbers. These numbers need to be in various locations i.e. on the upper side isles for easier viewing from the riders sitting on the sides with an emphasis on the size of the numbers (larger for distance viewing from the back of the bus).

Commendations

1. Riders are pleased and speak highly of the overall system and the staff.
2. Marion Transit monitors and continues to make the changes required to provide the coverage necessary to maintain happy riders.
3. Marion Transit was several months without a Community Transportation Coordinator however the system overall did not diminish in quality due to well outlined policies and procedures, well trained staff and teamwork.

Chairman Bethea asked if the two hour pick up window went past two hours.

Ms. Mitchell responded that riders complained about having the two hour pick up window which required them to be ready two hours before their appointment time. Marion Transit had not exceeded the two hour pick up time.

Ms. Stone commented that the riders love their drivers and the service. Marion Transit had faced staffing challenges and were doing all they could with the pickup window.

Ms. Stone also gave comments about how pleased the riders were with Marion Transit and the service provided. Serving as the chair on the Transportation Disadvantaged Local Coordinating Board (TDLCB) she had heard very positive comments about Marion Transit.

Mayor White inquired if Marion Transit serviced the Dunnellon area.

Ms. Mitchell responded that there was a deviated route specifically for Dunnellon.

Mayor White said he would spread the word of Marion Transit in Dunnellon.

Ms. Stone mentioned to Ms. Mitchell that it would be a good idea to have Marion Transit present at one of the TPO board meetings to provide information on their services.

Ms. Bryant said Marion Transit was very vocal about the deviated route when it launched and was very good about getting the word out in Dunnellon.

Mayor White said he would be interested in inviting a representative to the City of Dunnellon Council meeting to refresh the idea of Marion Transit with the city.

Ms. Stone made a motion to approve the CTC Annual Evaluation. Ms. Bryant seconded, and the motion passed unanimously.

Item 7. Comments by FDOT

Ms. Hinson provided an updated construction report and commented the following:

- Dallas Pond Redesign on U.S. 301 Drainage Construction (FDOT Financial Information Number 411256-5) - project had been delayed with weather and new estimated completion date was the end of March 2022.
- 441136-1 Mill and resurface U.S. 441 from County Road 25A in Ocala north 8.8 miles to the U.S. 441/301 split – resumed paving and median work at CSX bridge was to be completed soon and lane closures were to be lifted by end of March 2022.
- March Florida Bicycle Month information at www.floridabicycle.org

Item 8. Comments by TPO Staff

Mr. Balmes told the board a Community wide workshop for the Commitment to Zero Safety Action Plan was planned for April 14, 2022 at the College of Central Florida – Klein Center from 5:30pm – 8pm.

Marion County Board of County Commissioners (BOCC) approved \$1 an hour increase for staff and that included the TPO staff as well. The Marion County BOCC was conducting an extensive compensation study and Human Resources may present to the TPO board once the study was completed.

Ms. Stone asked if the \$1 increase required a TPO budget adjustment.

Mr. Balmes said there was no impact due to extra funding with staff vacancies.

Item 9. CAC Chair Report

Mr. Richard McGinley was unable to attend the meeting due to a conflict.

Item 10. Comments by TPO Board Members

Ms. Stone gave thoughts of putting a message out through social media for bicycle month.

Mayor White said on March 24, 2022 at 10am the tunnel that connected Blue Run Parks Trail to the entire Withlacoochee Trail system was having its official ribbon cutting and invited everyone to attend.

Item 11. Public Comment

There was no public comment.

Item 11. Adjournment

The meeting was adjourned by Chairman Bethea at 5:27pm.

Respectfully Submitted By:

Shakayla Irby, Administrative Assistant



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

Crash Assessment

DRAFT

February 2022

DRAFT

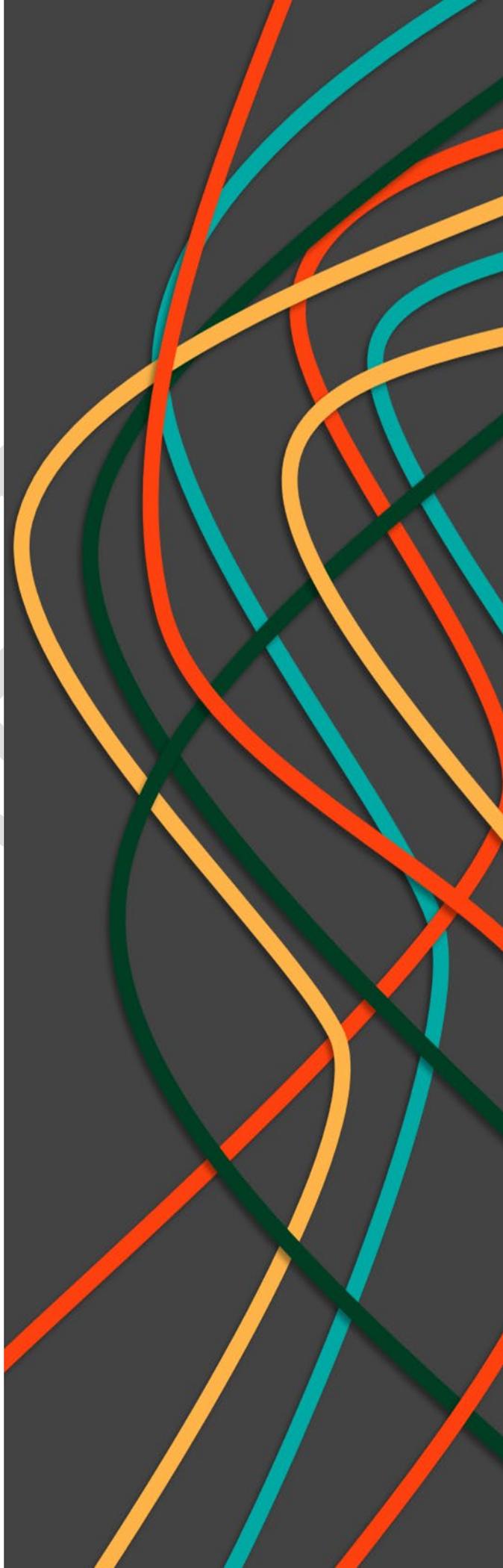




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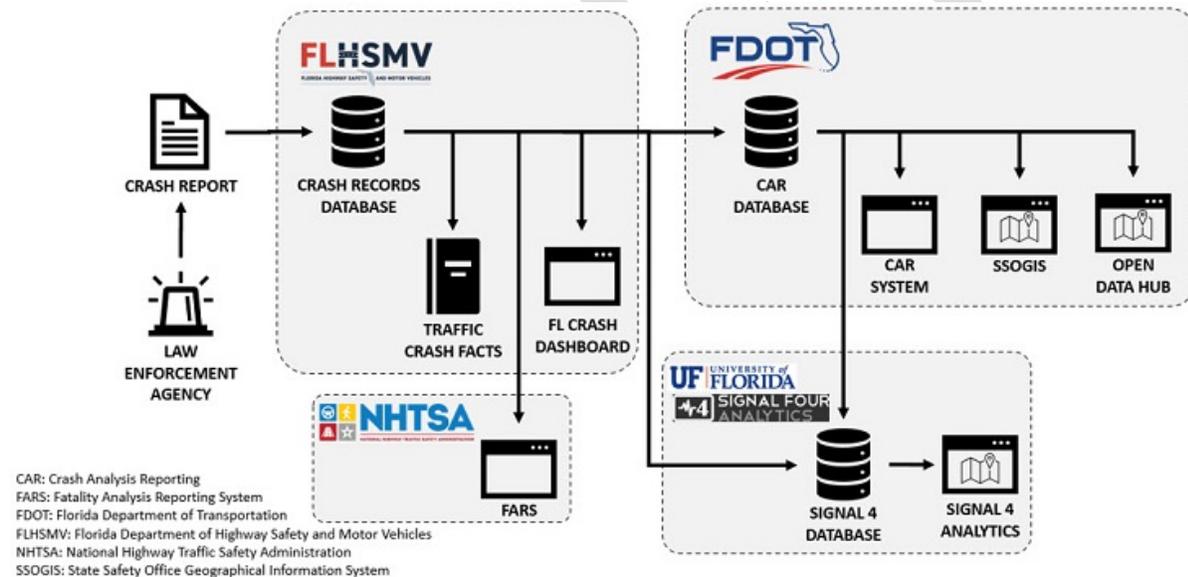
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Introduction

Commitment to Zero is built around a Safe Systems framework. In Safe Systems, a “safety culture” is adopted, whereby the goal of any roadway initiative, whether education, engineering, or any other intervention, is to eliminate the possibility of death. Under Safe Systems, the entirety of the transportation network is designed and studied in a way that inevitable mistakes by roadway users – motorists, walkers, bicyclists, and motorcyclists – do not result in death.

Data Source

Crash data were retrieved from Signal Four Analytics, a collaborative statewide crash analytical tool developed by the University of Florida Geoplan Center, for the period between 2015 and 2020. Signal Four receives its crash data via the Florida Department of Highway Safety and Motor Vehicles (FHSMV) and enhances this data using citation data retrieved from the Florida Court Clerks & Comptrollers (FCCC). After retrieving these data, Signal Four then performs quality control as needed.



Crash Trends

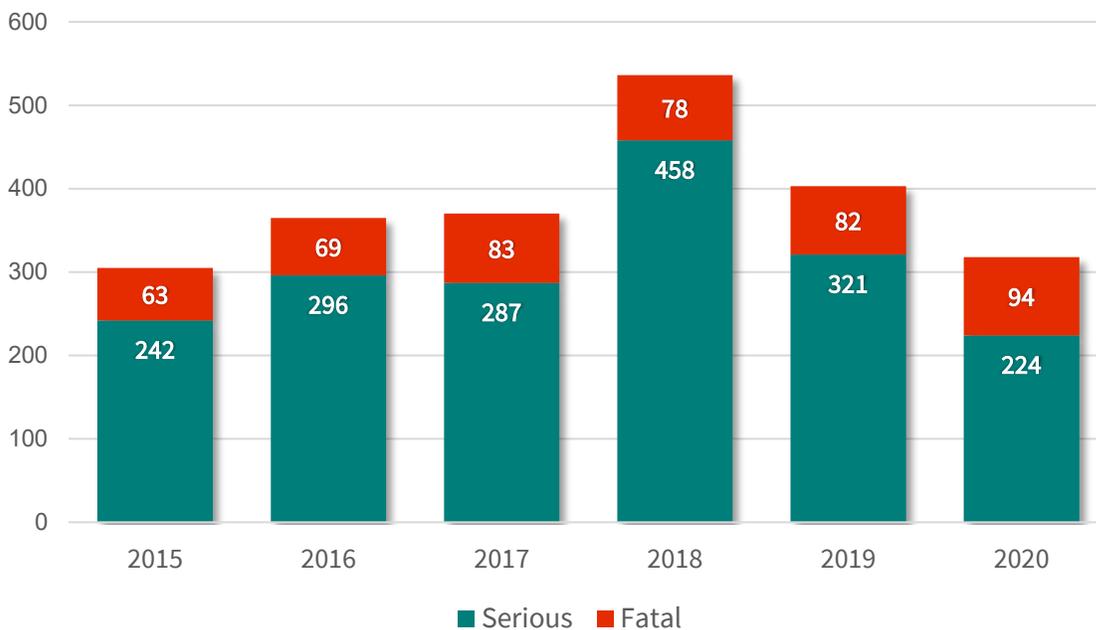
To better understand which interventions will have the highest safety benefit, an analysis of five-year crash data was undertaken to identify crash trends within Ocala / Marion County. An additional sixth year, 2015, was included to account for the unusual circumstances in 2020 stemming from the initial onset of the Covid-19 pandemic. Because Commitment to Zero focuses on eliminating deaths and serious injuries, only crashes where someone was killed or severely injured (KSI) were reviewed. Certain trends were further identified for KSI crashes involving people riding bikes or walking, who make up a disproportionate share of total KSI crashes.

Seasonality

Crashes were reviewed by year, month, day of the week, and hour of the day.

Annual Crashes

On an annual basis, KSI crashes have been progressively increasing. In 2018 there was a noted spike in serious injury crashes. Although total KSI crashes were lower in 2020, the proportion of fatal crashes to serious injury crashes was higher than in any other reviewed year.





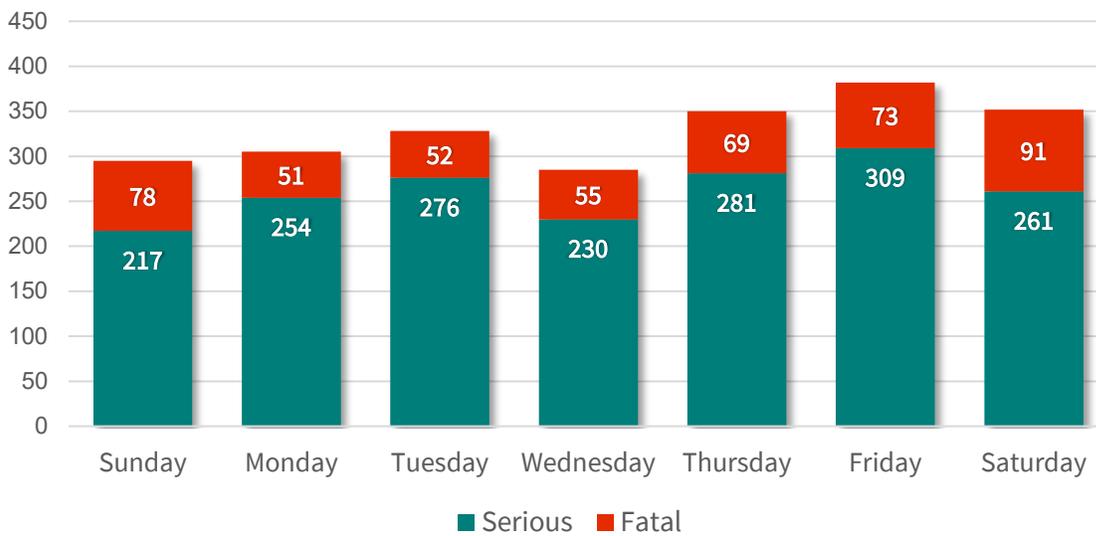
Monthly Crashes

On a monthly basis, total KSI crashes are generally stable month over month. The highest period is between September and December, with September having the highest number of deadly crashes and October having the highest number of crashes resulting in serious injuries.



Daily Crashes

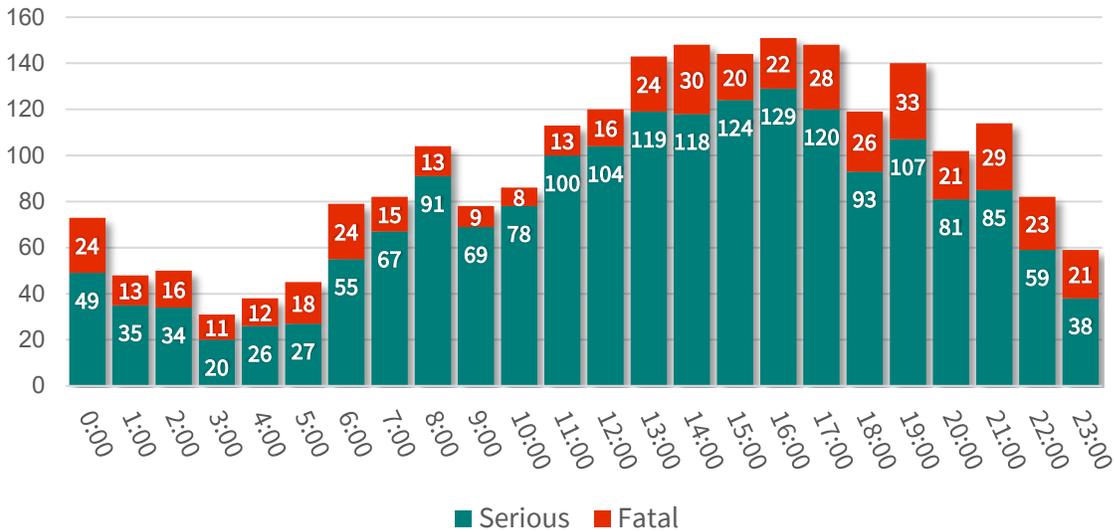
By day of the week, Thursday through Saturday are the most dangerous days of the week. Friday has the highest number of total KSI crashes and crashes resulting in serious injury, while Saturday has the highest number of crashes resulting in death.





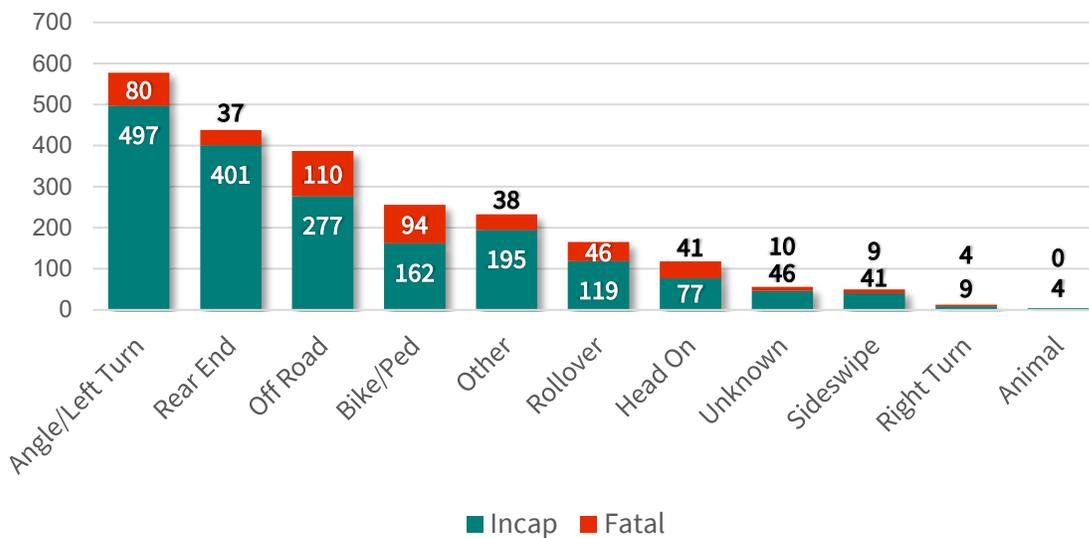
Hourly

Crashes by time of day see a distinct peak in crash frequency between the lunch hour and the end of the evening rush hour. The highest number of crashes resulting in serious injuries occurred during the 4:00 PM hour, while the highest number of crashes resulting in death occurred during the 7:00 PM hour.



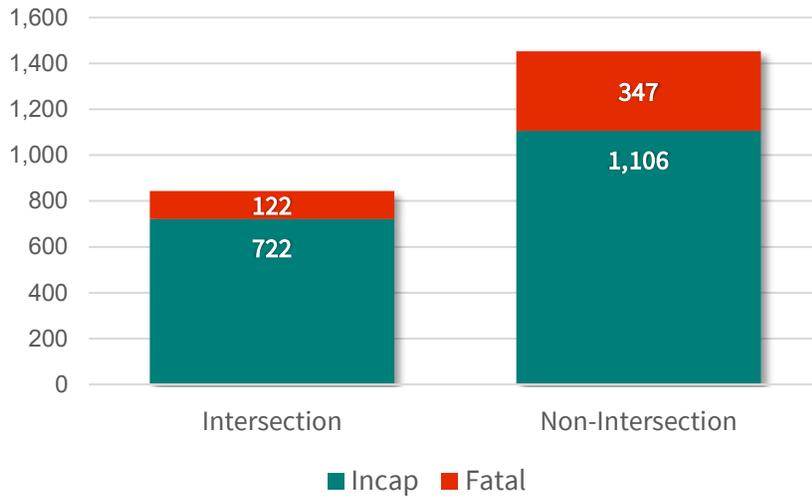
Crash Types

Crashes were placed into 11 categories, shown as the figure below. Angle and Left Turn crashes made up the largest share of total KSI crashes (25%) and serious injury crashes (27%). Run Off Road accounted for the largest share (23%) of crashes that resulted in a death.



Relation to Intersection

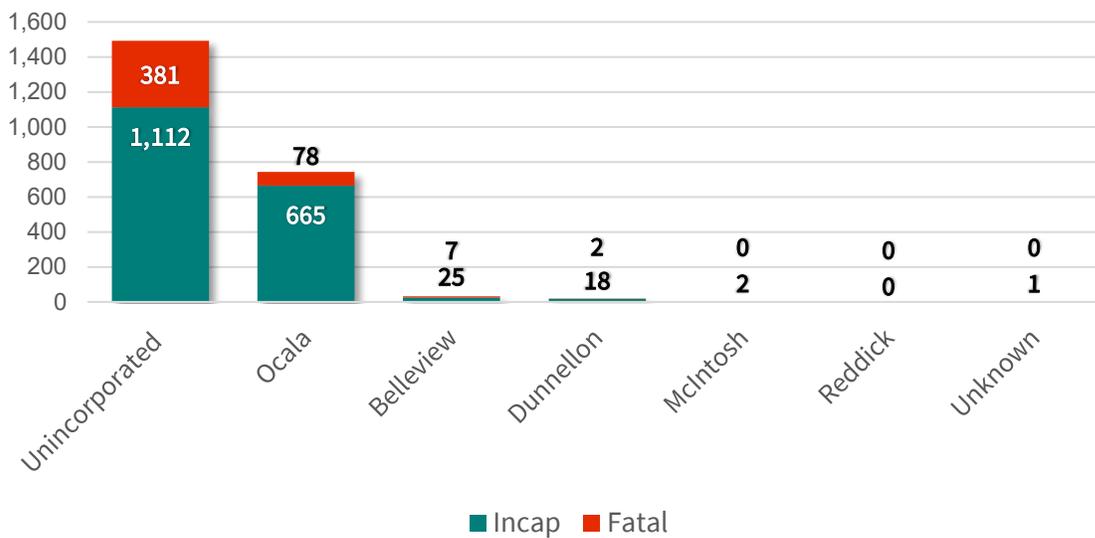
Crashes were categorized based on their relationship to the nearest intersection. Most KSI crashes occurred outside of an intersection. Crashes that occurred away from an intersection were more likely to result in death.



Roadway and Locational Trends

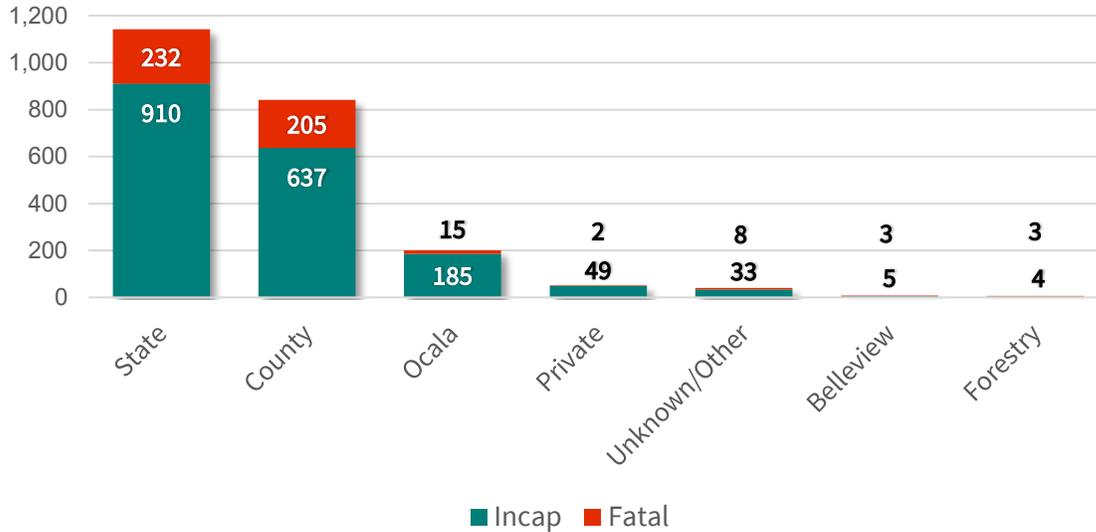
A review of roadway data was completed to better understand the types of roads where KSI crashes are occurring with the highest frequency.

Most crashes are documented as occurring within Unincorporated Marion County or the City of Ocala. Together, the lane miles of roads within these areas make up for about 98% of total miles, matching their total share of about 98% of KSI crashes.

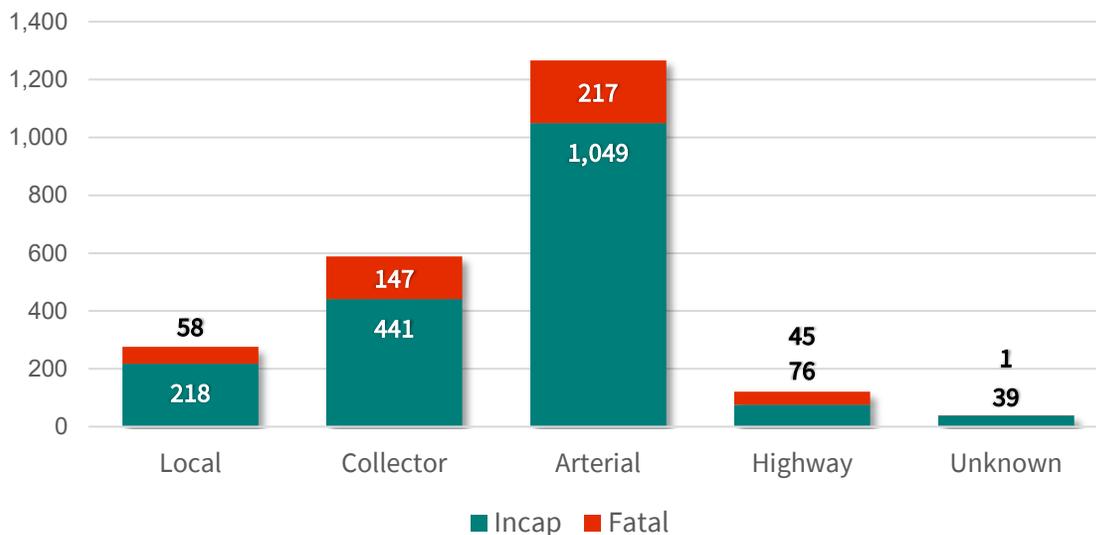




The majority of crashes occur on State and County jurisdiction roads. These roads carry the highest volume of traffic at the highest speeds, two factors that contribute significantly to the probability and severity of a crash.

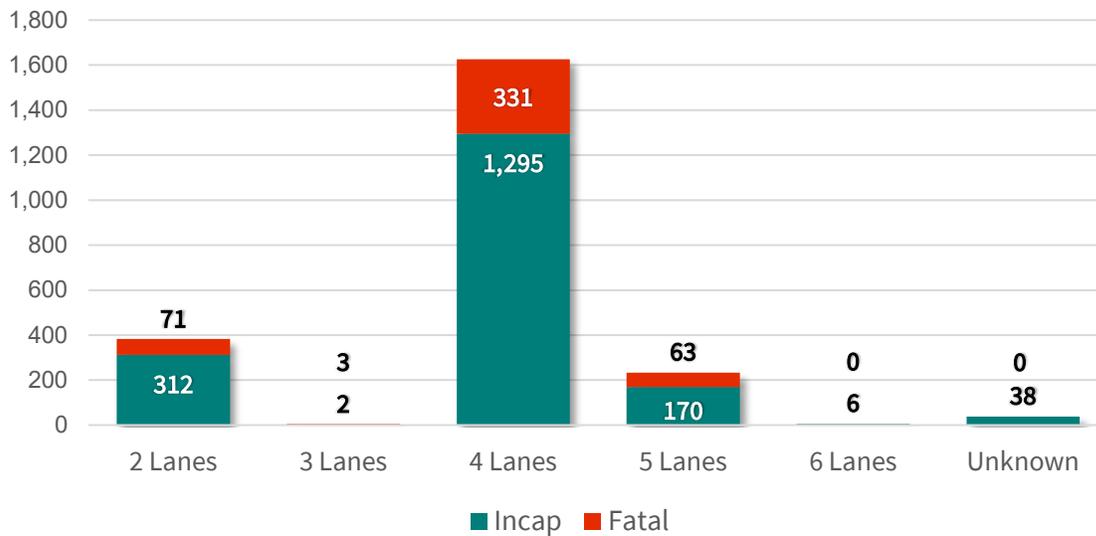


Excluding local streets, arterial roadways make up about a third of total lane miles in Marion County yet carry 55% of total KSI crashes and 46% of total fatal crashes. Collector streets, which make up about two-thirds of total lane miles (excluding local streets), carry about a quarter of total KSI crashes. Conversely, local streets, which make up 77% of total lane miles, carry disproportionately lower crashes, carrying only 12% of total KSI crashes – including 12% of serious injury crashes and 12% of fatal crashes. This is due in part to the much lower volume and speed encountered on local roads compared to their arterial and collector counterparts.

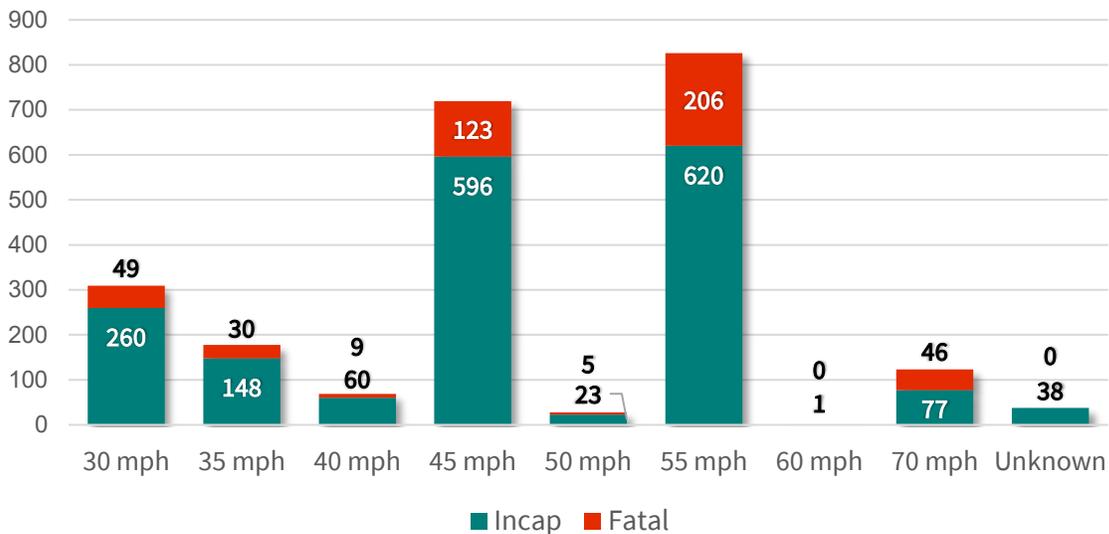




Most crashes occurred on 4-lane roadways, with 5-lane roadways having a slightly higher share of fatal crashes than total KSI crashes.



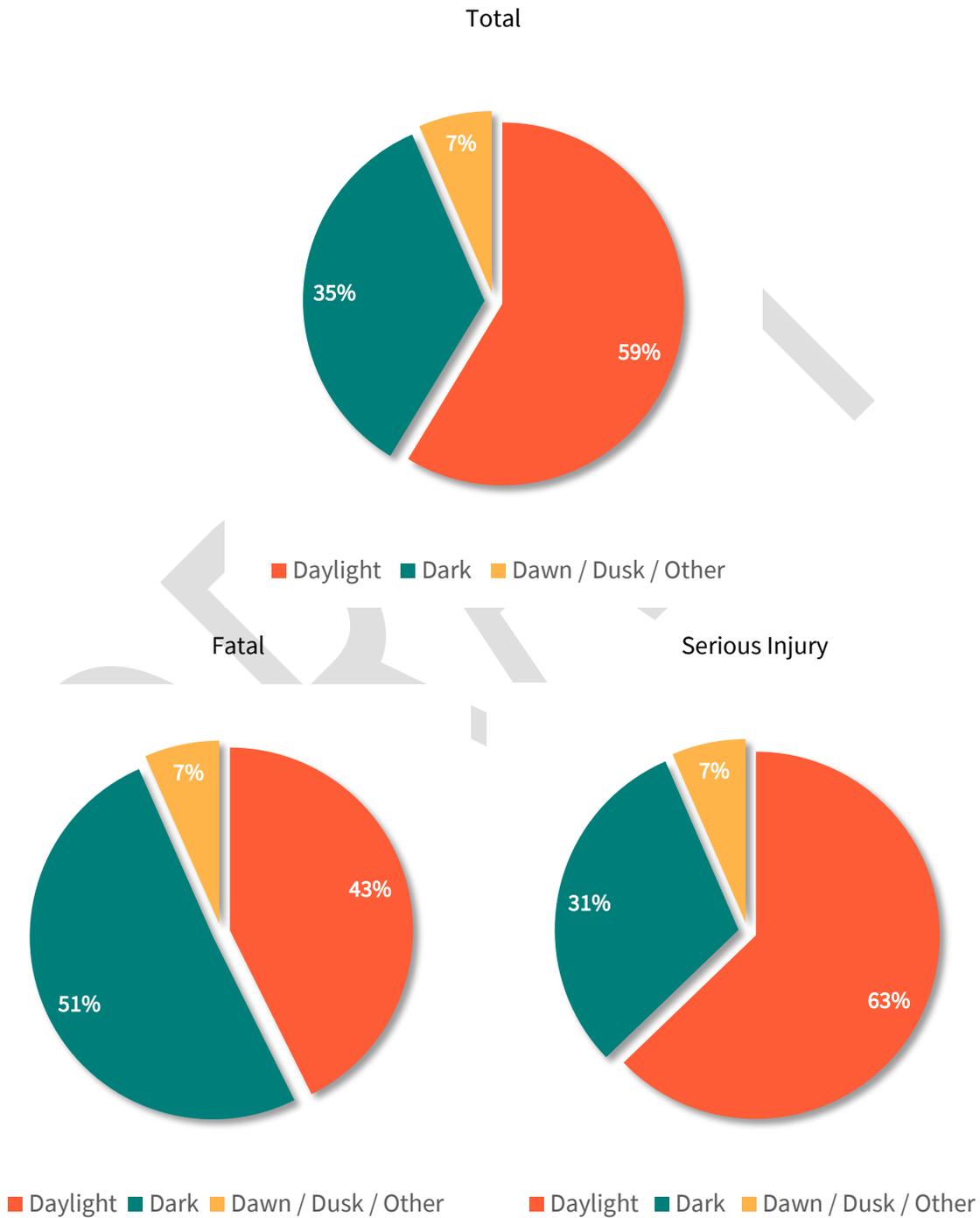
Roads with a posted speed limit of 45 MPH or 55 MPH made up about two-thirds of total KSI crashes. Additionally, roads with a posted speed limit of 55 MPH made up 44% of fatal crashes, despite only making up 36% of total KSI crashes.



Environmental Trends

Lighting

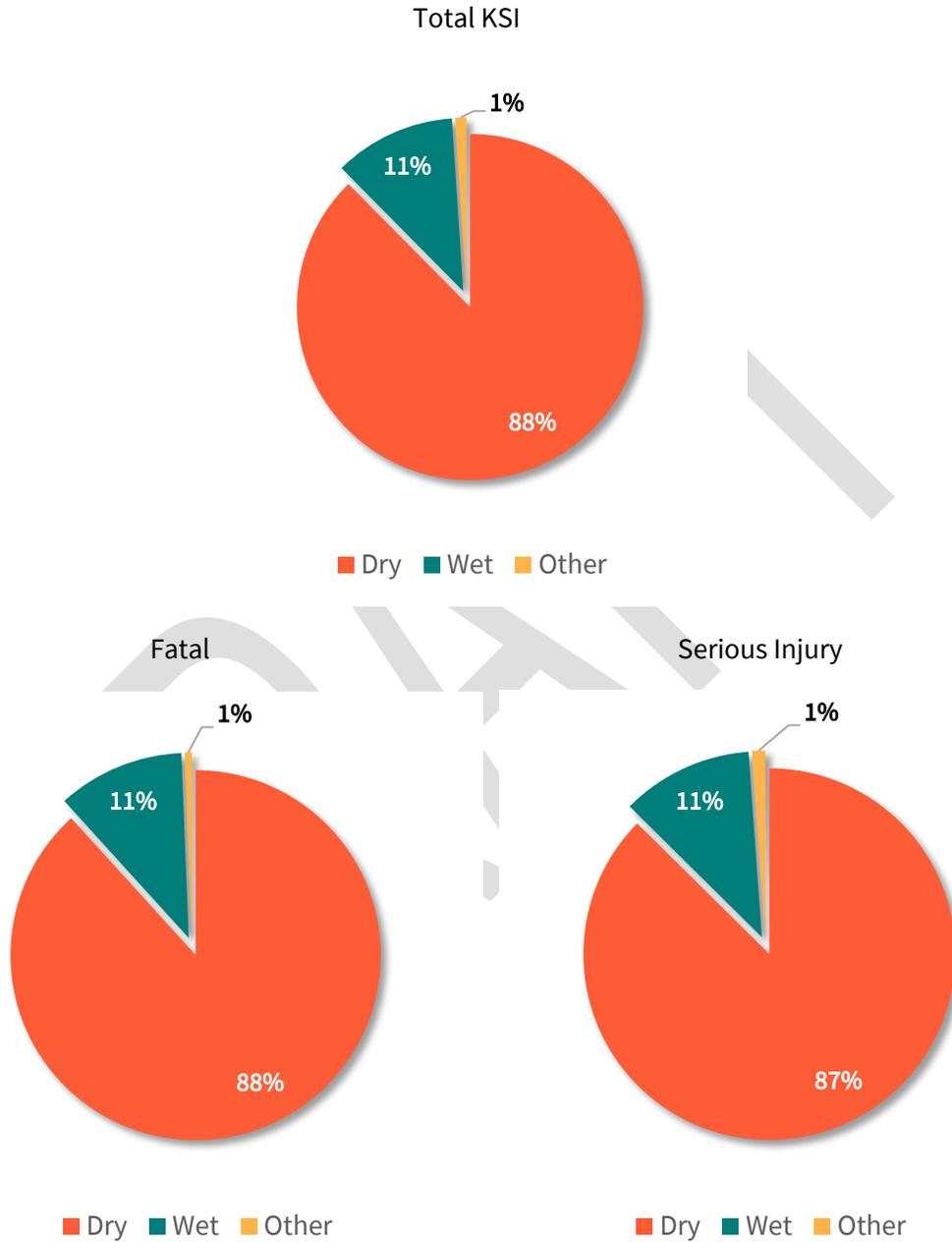
Dark lighting conditions were a significant indicator that a crash would result in death when compared to total KSI and serious injury crashes.





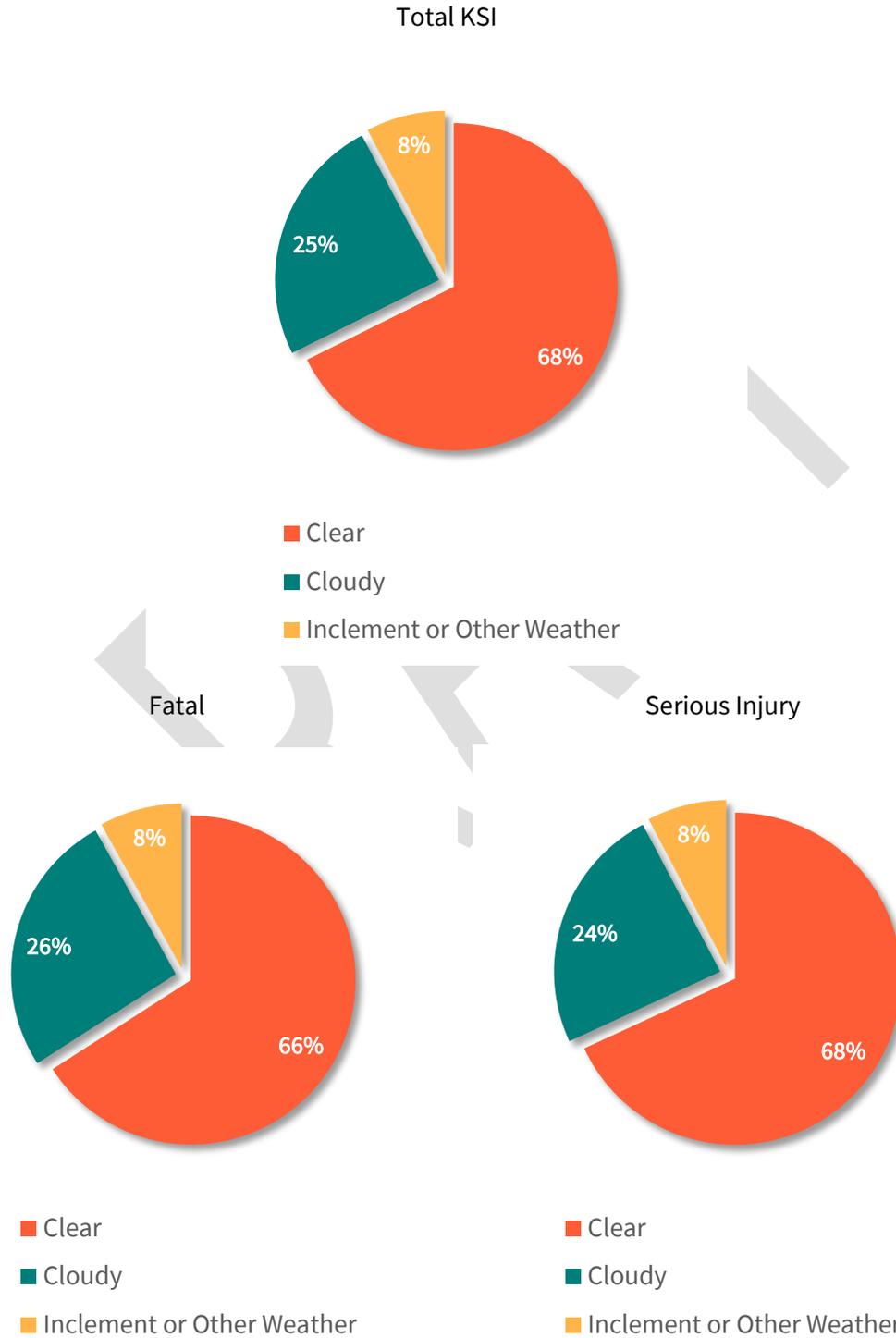
Road Surface Condition

Most KSI crashes occurred during dry road surface conditions. There was no distinct trend to indicate that road surface conditions are a contributing factor between crash severities.



Weather Condition

Most KSI crashes occurred during clear weather conditions. There was no distinct trend to indicate that weather conditions are a contributing factor between crash severities.

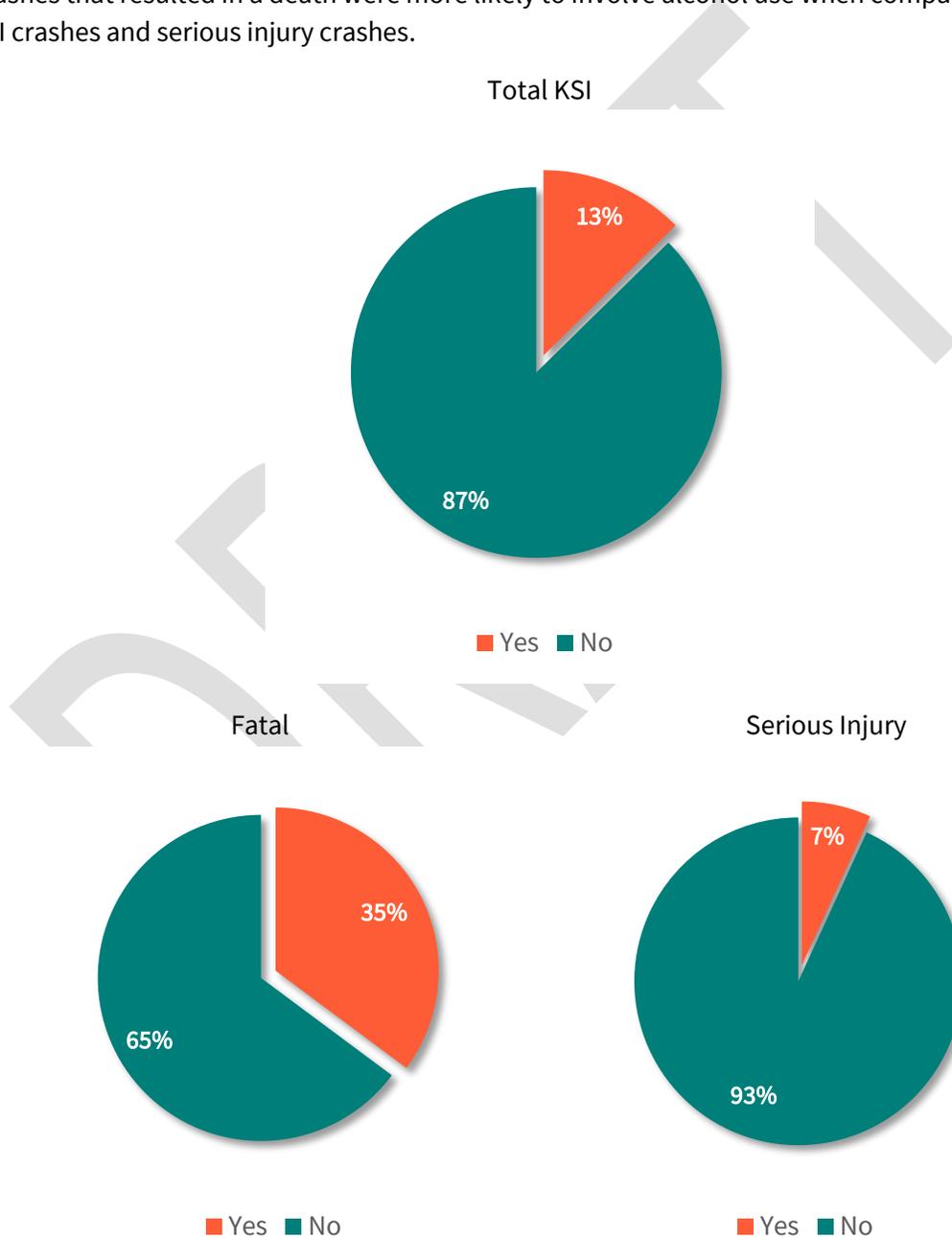


Behavioral Trends

Studying contributing behavior is another way to better understand how crashes occurred, and thus how they can be prevented from reoccurring. The reliability of behavioral trend data is limited to cases where the behavior could be confirmed by a reporting officer. Actual occurrences of these behavioral attributes may be higher, but unable to be confirmed at the time of the crash.

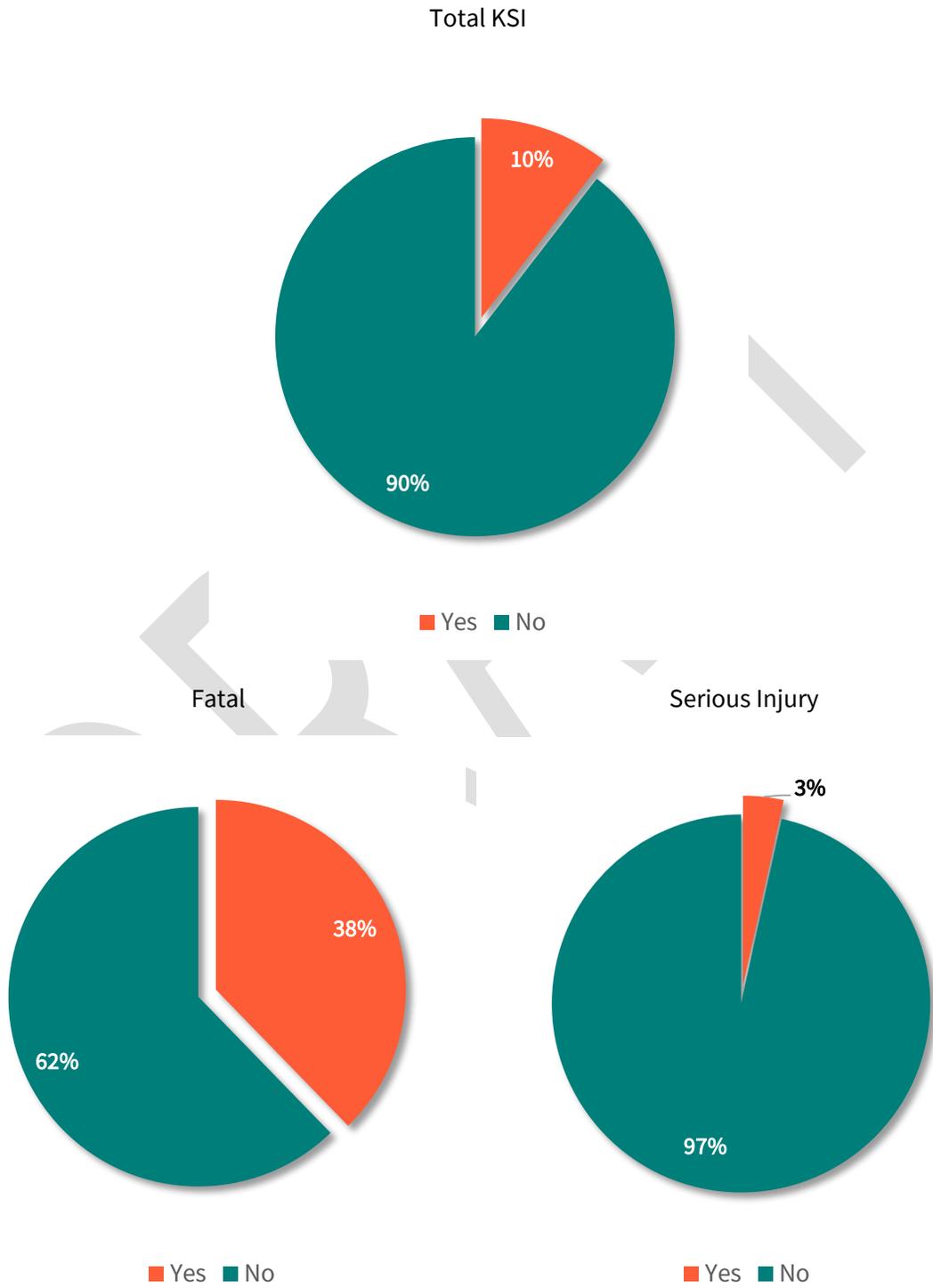
Confirmed Alcohol Use

Crashes that resulted in a death were more likely to involve alcohol use when compared to total KSI crashes and serious injury crashes.



Confirmed Drug Use

Crashes that resulted in a death were more likely, and serious injury crashes were less likely, to involve drug use when compared to total KSI crashes.



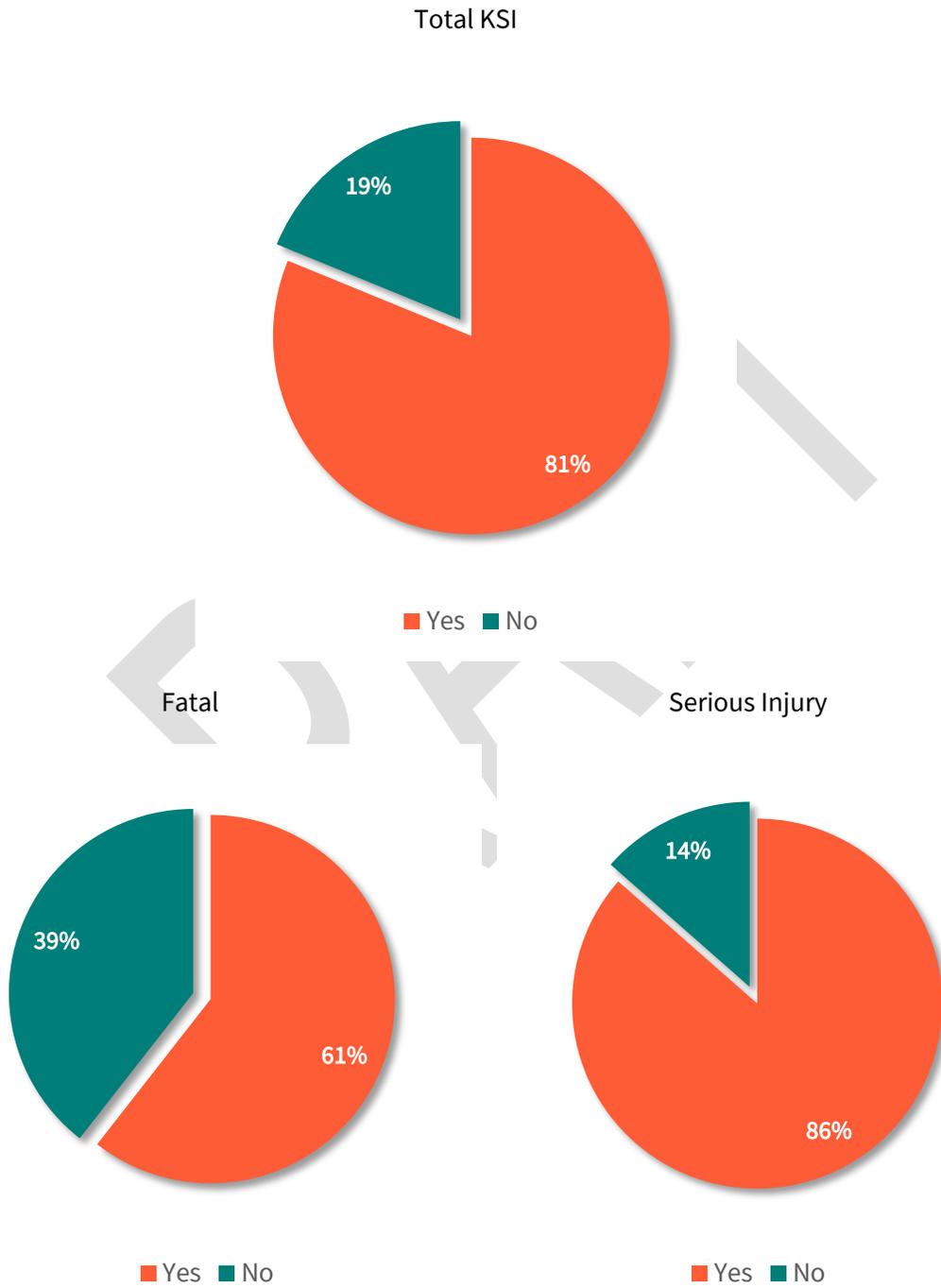
Confirmed Distraction

Distraction isn't a significant indicator in the severity of a KSI crash.



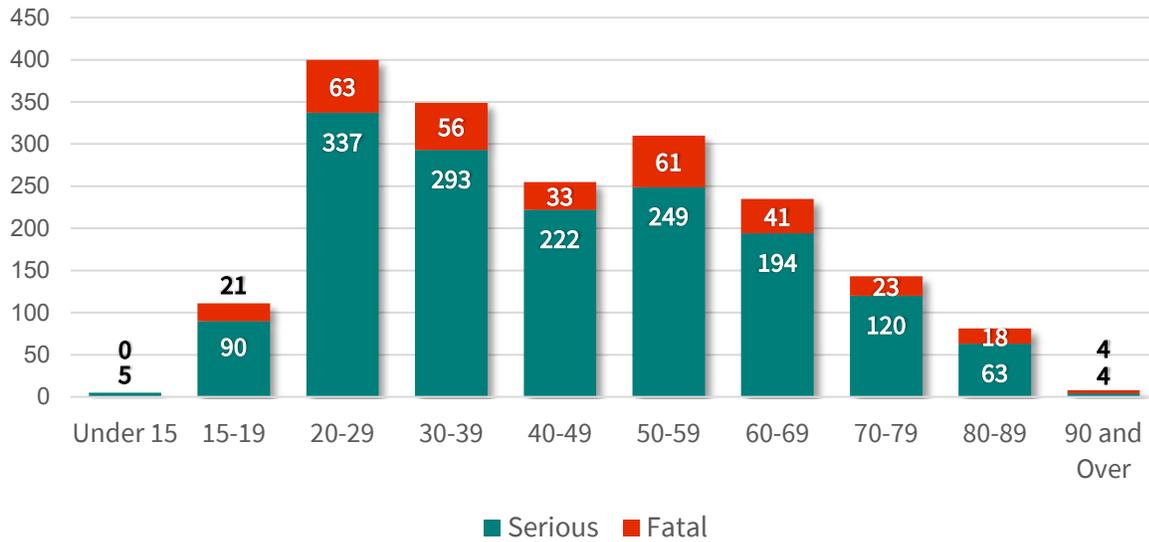
Passenger Restraints

The lack of a passenger restraint, or seatbelt, is a significant indicator that a crash results in a death.

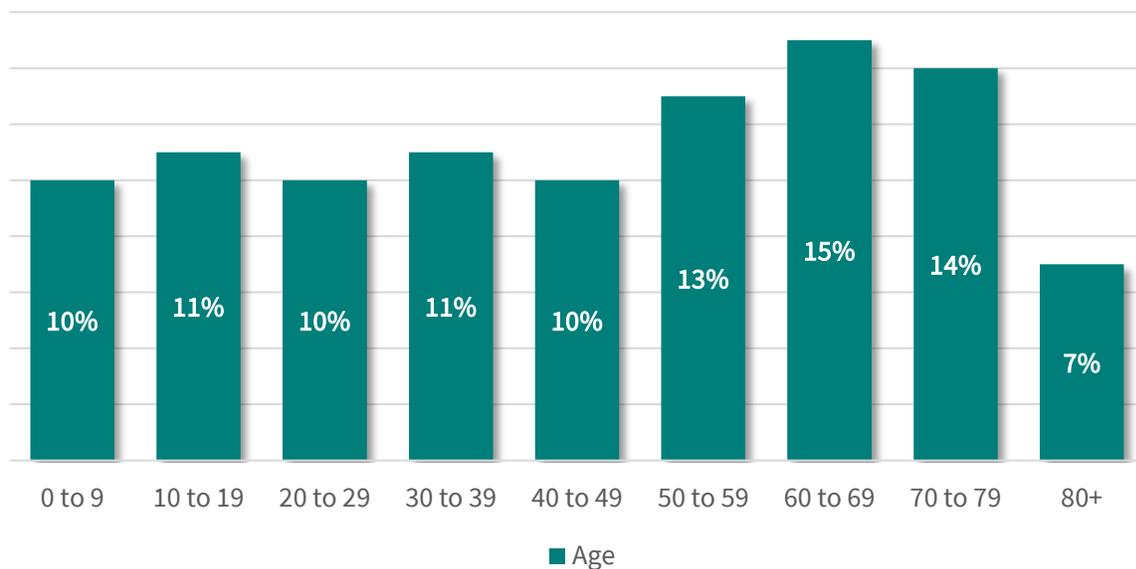


Age of Involved Parties

A review of the age of involved parties was completed, showing that people between the age of 20 and 39 are more likely than others to be involved in a KSI crash. Two cases were excluded where the age of the involved party was unknown.



Upon a review of ACS 2019 data, seen in figure below, the disproportionate share of total crashes compared to total population for the 20 to 29 and 30 to 39 age groups becomes more apparent.



Source: ACS 2019



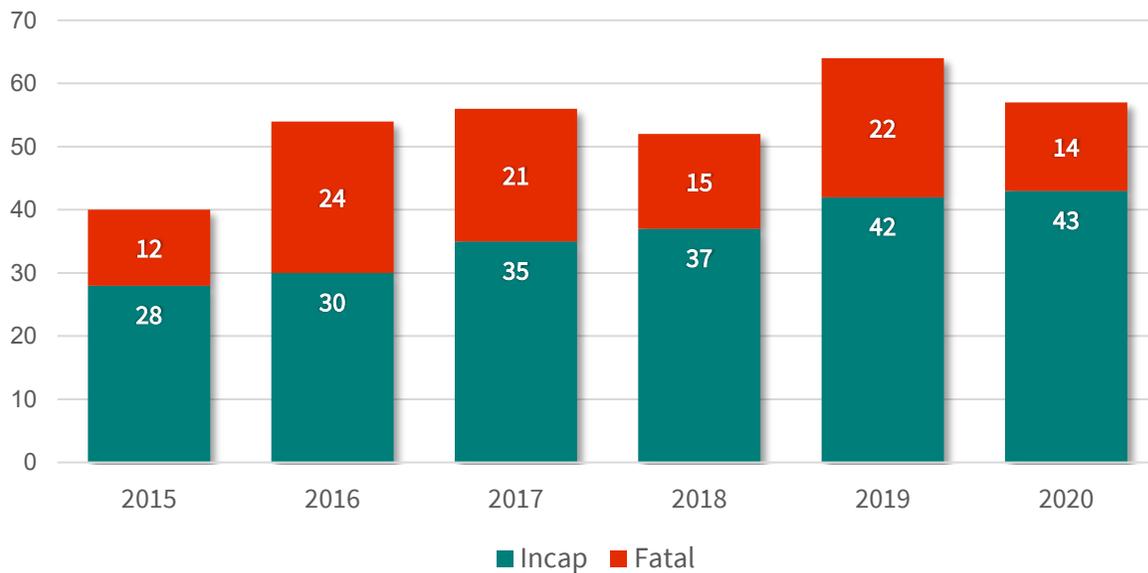
Vulnerable Road Users

People walking or riding a bike, collectively referred to as vulnerable road users, are at unique risk for death or serious injury when compared to people driving. In Marion County, vulnerable road users made up a disproportionate 11% of total KSI crashes, 20% of total crashes resulting in death, and 9% of serious injury crashes, despite making up a comparatively small number of total road users. For this reason, KSI crashes involving vulnerable users are further broken down to identify trends that may be unique from overall KSI crashes.

Seasonality

Annual Crashes

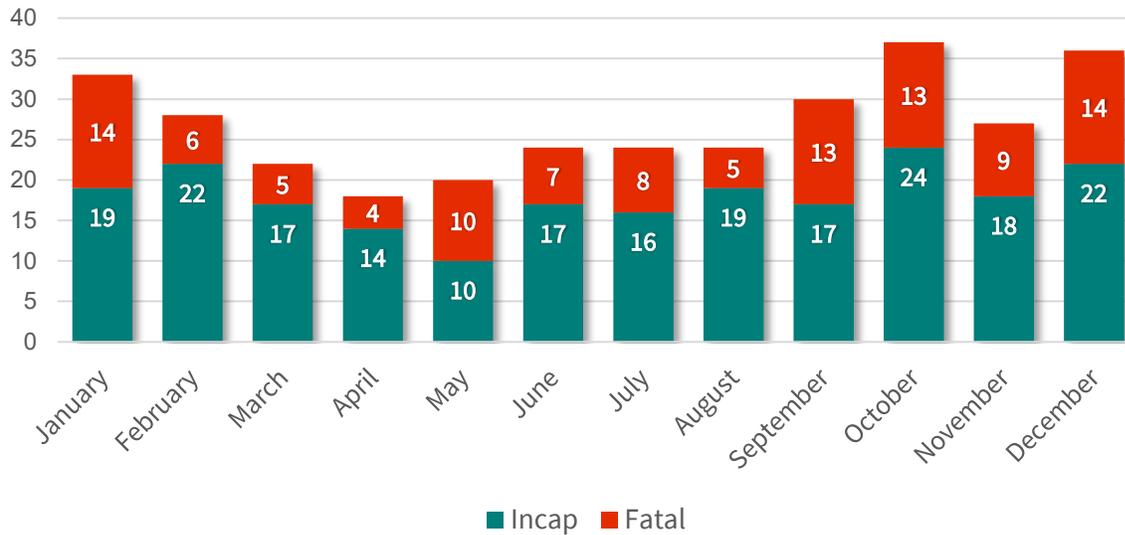
KSI crashes have been steadily increasing since 2015, with 2016 serving as the year with the highest number of crashes causing death and 2020 as the year with the highest number of serious injury crashes.





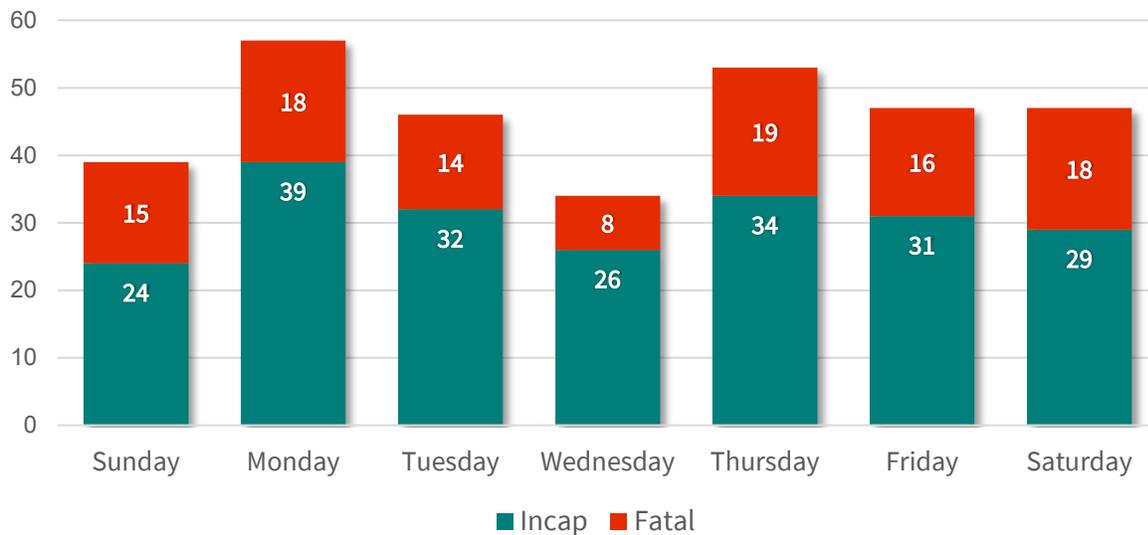
Monthly Crashes

Crashes involving vulnerable road users tend to peak in the Fall and Winter months, with October having the highest number of serious injury crashes and December and January having the highest number of fatal crashes.



Daily Crashes

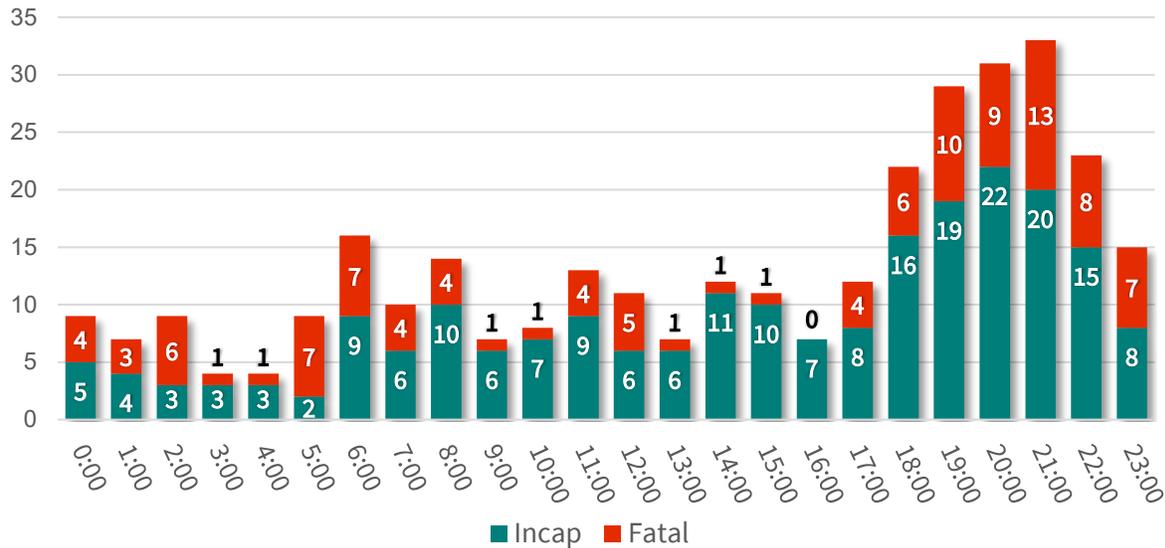
KSI crashes involving vulnerable road users are, on average, highest on Monday and Thursday. Monday was the day with the highest average number of serious injury crashes, and Thursday with the highest number of fatal crashes.





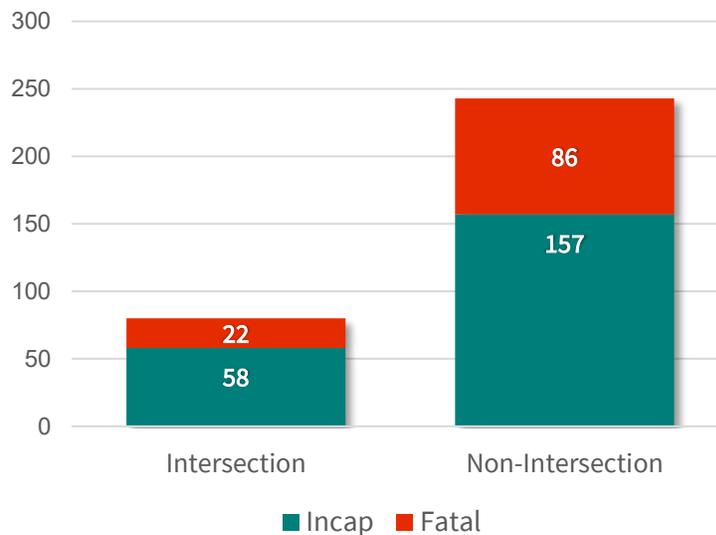
Crashes By Hour

Crashes involving vulnerable road users are low all morning and most of the afternoon, sharply peaking between 4:00 p.m. and beginning to drop off around 10:00 p.m., closely correlating with lighting conditions. This pattern is distinct from total KSI crashes involving all road users, which do not peak as sharply or as late in the day.



Relation to Intersection

Similar to total KSI crashes involving all road users, most crashes involving vulnerable road users occur outside of intersections. However, vulnerable user crashes were more likely to result in death in non-intersection crashes than total KSI non-intersection crashes.

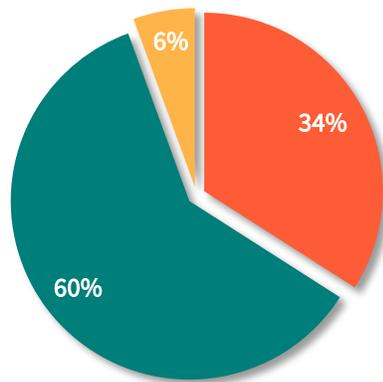


Environmental Trends

Lighting

Compared to total KSI crashes involving vulnerable road users, crashes occurring during dark lighting conditions were more likely to result in a death. Serious injury crashes followed a similar trend to total KSI crashes.

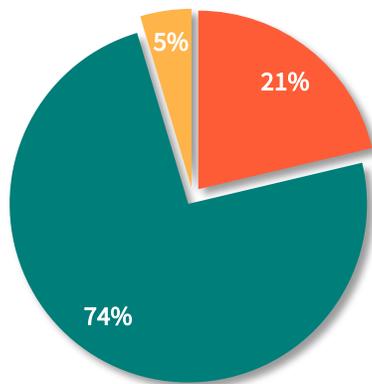
Total Vulnerable KSI



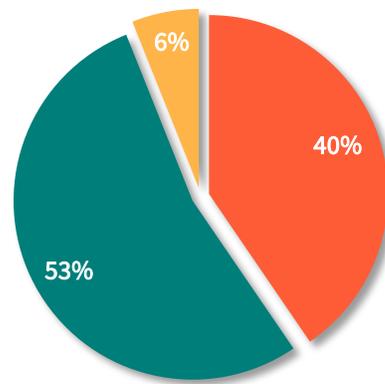
Daylight Dark Dawn / Dusk / Other

Fatal

Serious Injury



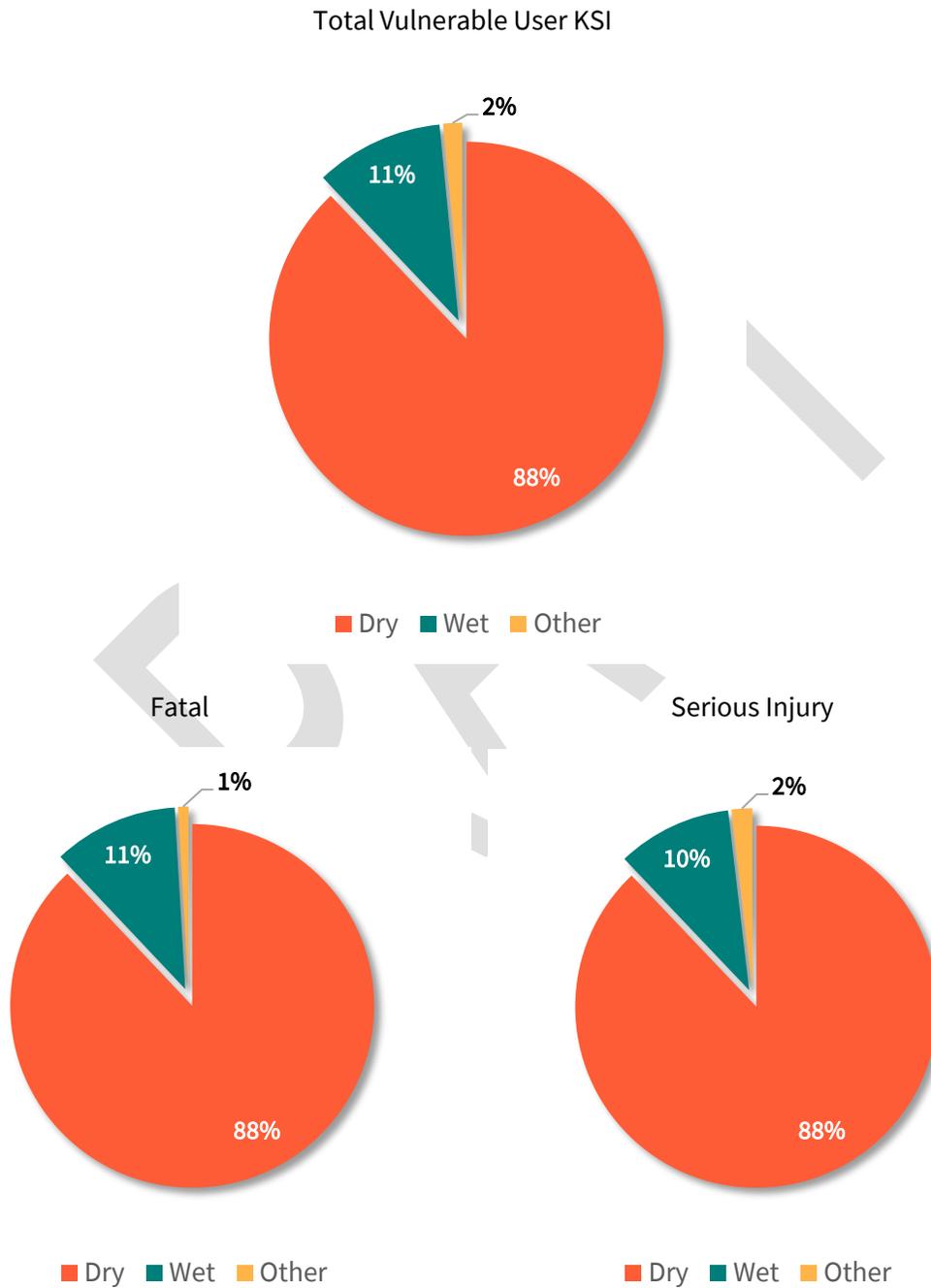
Daylight Dark Dawn / Dusk / Other



Daylight Dark Dawn / Dusk / Other

Road Surface Condition

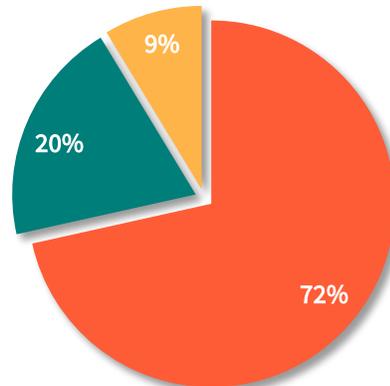
Most KSI crashes involving vulnerable road users occurred under dry road surface conditions. There was no distinct trend to indicate that road surface condition is a contributing factor between crash severities.



Weather Condition

Most KSI crashes involving vulnerable road users occurred during clear weather conditions. There was no distinct trend to indicate that weather conditions are a contributing factor between crash severities.

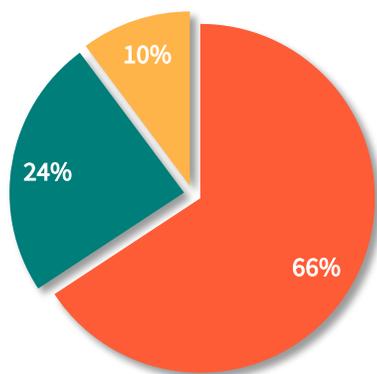
Total Vulnerable User KSI



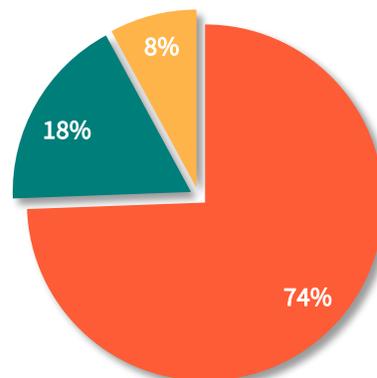
■ Clear ■ Cloudy ■ Inclement or Other Weather

Fatal

Serious Injury



■ Clear
■ Cloudy
■ Inclement or Other Weather

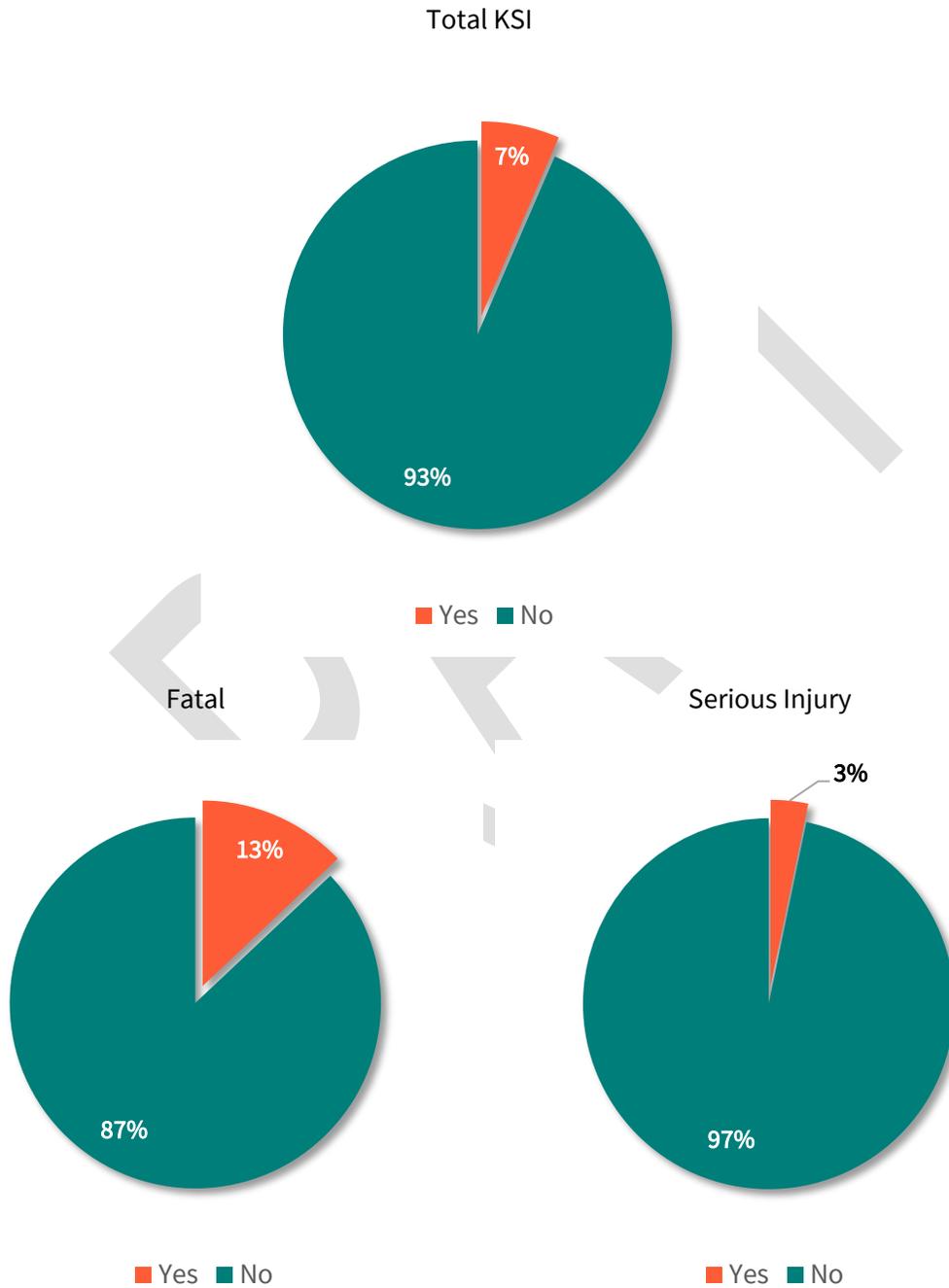


■ Clear
■ Cloudy
■ Inclement or Other Weather

Behavior

Confirmed Alcohol Use

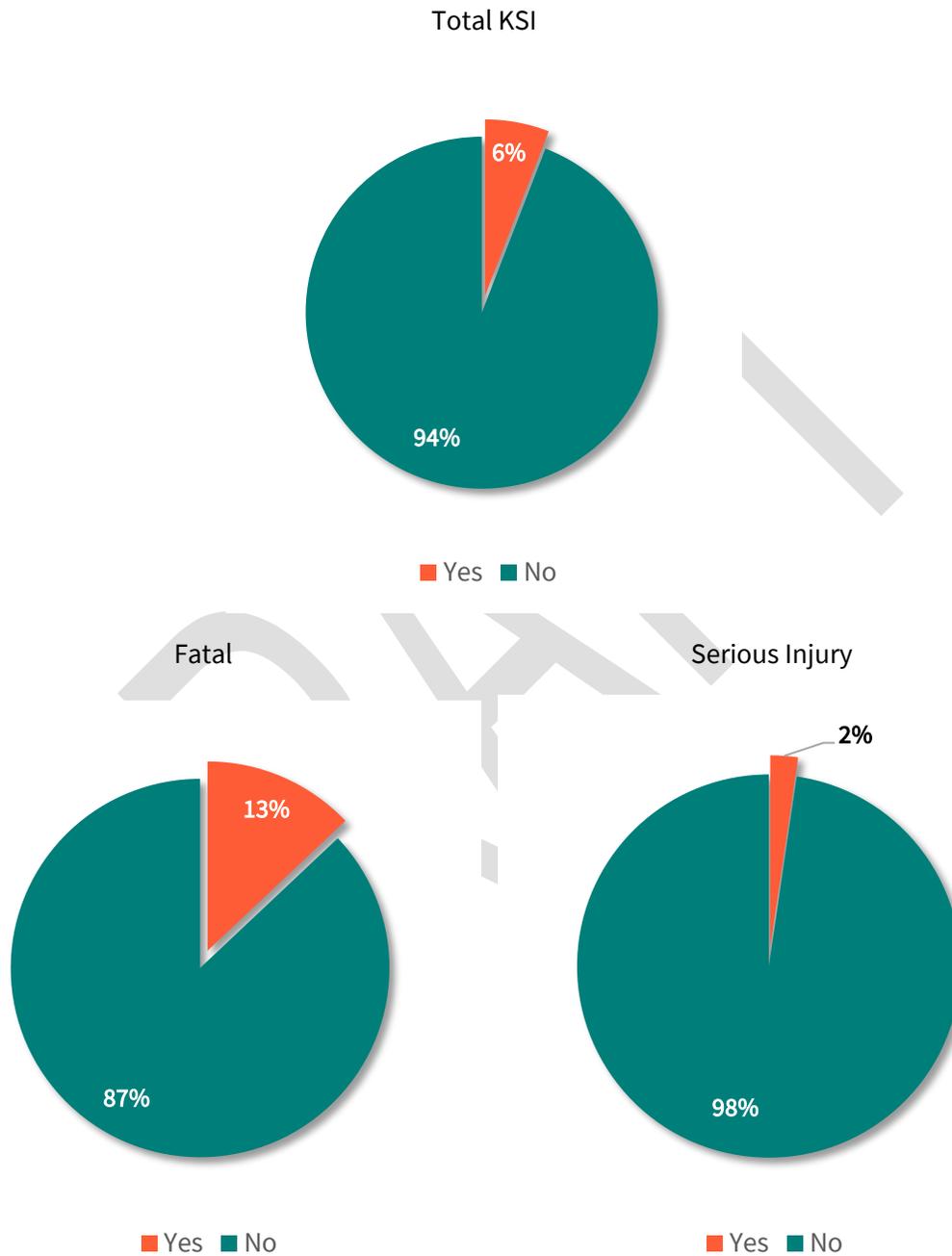
Similar to total KSI crashes involving all road users, confirmed alcohol use was a definitive indicator that a crash would result in a death.





Confirmed Drug Use

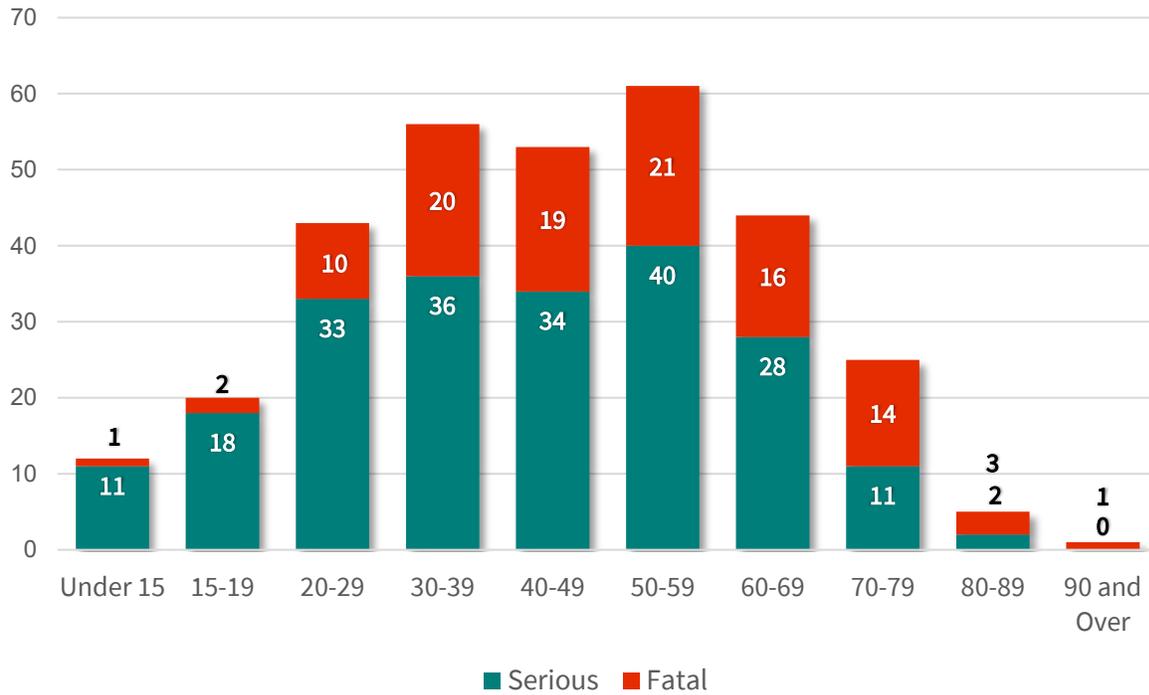
Similar to total KSI crashes involving all road users, confirmed drug use was a definitive indicator that a crash would result in a death.





Age of Involved Parties

A review of the age of involved parties was undertaken, showing that people between the age of 30 and 59 are more likely to be involved in a nonmotorized KSI crash, which is comparatively older than those involved in total KSI crashes of any mode. Two cases were excluded where the age of the involved party was unknown.





TO: Board Members

FROM: Rob Balmes, Director

**RE: Approval of Fiscal Years (FY) 2022/23 Commission for
Transportation Disadvantaged Grant Agreement**

Summary

The Transportation Disadvantaged Trust Fund is administered by the Florida Commission for Transportation Disadvantaged (CTD) per Florida Statutes (427.0159). The purpose of the CTD as it pertains to Metropolitan Planning Organizations (MPO/TPOs) is to ensure dedicated funding for carrying out responsibilities in support of the Local Coordinating Boards for Transportation Disadvantaged.

On an annual basis, the TPO enters into a grant agreement with the CTD to perform specific tasks and responsibilities as a condition of being reimbursed for a planning grant. In Fiscal Year (FY) 2022/2023 (July 1, 2022), the TPO will be eligible to be reimbursed for a total of \$27,551 in grant funding in support of the Transportation Disadvantaged Local Coordinating Board (TDLCB). This amount reflects a net increase of \$28 from FY 2021/2022.

Attachment(s)

- FY 2022/2023 Program Manual for CTD Planning Grant
- CTD Planning Grant Agreement
- CTD Grant Resolution

Action Requested

- Approval of the execution of the Florida Commission for the Transportation Disadvantaged Planning Grant Agreement.

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

Florida Commission for the



Transportation Disadvantaged

FISCAL YEAR 2022-23
PROGRAM MANUAL AND INSTRUCTIONS
FOR THE
PLANNING GRANT

Issued By:

FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED

605 Suwannee Street, Mail Station 49

Tallahassee, Florida 32399-0450

850-410-5700

<http://ctd.fdot.gov/>

INTRODUCTION

The Transportation Disadvantaged Trust Fund is administered by the Florida Commission for the Transportation Disadvantaged (Commission), pursuant to Section 427.0159, Florida Statutes. The purpose of the Transportation Disadvantaged Trust Fund is to provide a dedicated funding source for the operational and planning expenses of the Commission in carrying out its legislative responsibilities. The trust fund is appropriated by the Legislature annually from revenues collected from vehicle registrations and voluntary contributions. The Planning Grant Program was established to provide funding to designated official planning agencies to assist the Commission in their responsibilities at the local level and to provide support to the Local Coordinating Boards.

This manual contains information regarding the Transportation Disadvantaged Planning Grant Program administered by the Commission. It provides guidance to designated official planning agencies when implementing local transportation disadvantaged planning services under the Transportation Disadvantaged Program.

This manual is divided into two parts: Program Requirements and the Grant Recipient Information Instructions.

PART I PLANNING GRANT PROGRAM REQUIREMENTS

This part of the manual contains requirements that accompany the Planning Grant Program and the tasks that are required to be accomplished.

1. ELIGIBILITY INFORMATION

A. Eligible Recipients

An eligible recipient is any official body, agency or entity designated by the Commission to fulfill the functions associated with staffing the local coordinating board (LCB) and other necessary local designated planning agency functions. The Metropolitan Planning Organization (MPO) shall serve as the planning agency in areas covered by such organizations unless the Commission has designated a service area beyond the area for which an MPO has been created to serve. In designated service areas not covered by a MPO, agencies eligible for selection as the designated planning agency include county or city governments, regional planning councils, local planning organizations or other planning providers who are currently performing planning activities in designated service areas or capable of such.

To be eligible for this grant agreement, there must be an active LCB in the respective service area to assist in the successful completion of the tasks herein. The determination of whether a LCB is functioning will be based on supportive documentation in the Commission files.

B. Allowable Activities

This is a fixed-price agreement to complete tasks identified in the law, rule, this Program Manual and the grant agreement. It is not subject to adjustment due to the actual cost experience of the recipient in the performance of the grant agreement. The amount paid is based on the weighted value of the tasks and deliverables listed below that have been accomplished for the invoiced period. Prior to payment, the tasks performed and deliverables are subject to review and acceptance by the Commission. The criteria for acceptance of completed tasks and deliverables are based on the most recent regulations, guidelines or directives related to the particular task and deliverable. Specific required tasks are as follows:

TASK 1:

Weighted value = 17%

Jointly develop and annually update the Transportation Disadvantaged Service Plan (TDSP) with the community transportation coordinator (CTC) and the LCB.

Deliverable: Complete initial TDSP or annual updates. Must be approved by the LCB no later than June 30th of the current grant cycle.

TASK 2 A:

Weighted value = 15%

When necessary and in cooperation with the LCB, solicit and recommend a CTC. The selection will be accomplished, to the maximum extent feasible, through public competitive bidding or proposals in accordance with applicable laws and rules. Such recommendation shall be presented to the Commission by planning agency staff or their designee as needed.

Deliverable:

Planning agency's letter of recommendation and signed resolution.

OR

TASK 2 B:

Provide staff support to the LCB in conducting an annual evaluation of the CTC, including local developed standards as delineated in the adopted TDSP. Assist the Commission in joint reviews of the CTC.

Deliverable:

LCB and planning agency selected CTC evaluation worksheets pursuant to the most recent version of the Commission's CTC Evaluation Workbook.

TASK 3:

Weighted value = 40%

Organize and provide staff support and related resources for at least four (4) LCB meetings per year, holding one meeting during each quarter.

Provide staff support for committees of the LCB.

Provide program orientation and training for newly appointed LCB members.

Provide public notice of LCB meetings in accordance with the most recent LCB and Planning Agency Operating Guidelines.

LCB meetings will be held in accordance with the Commission's most recent LCB and Planning Agency Operating Guidelines and will include at least the following:

1. Agendas for LCB meetings. Agenda should include action items, informational items and an opportunity for public comment.
2. Official minutes of LCB meetings and committee meetings (regardless of a quorum). A copy will be submitted along with the quarterly report to the Commission. Minutes will at least be in the form of a brief summary of basic points, discussions, decisions, and recommendations. Records of all meetings shall be kept for at least five years.

3. A current full and active membership of voting and non-voting members to the LCB. Any time there is a change in the membership, provide the Commission with a current membership roster and mailing list of LCB members.
4. A report of the LCB membership's attendance at the LCB meeting held during this grant period. This would not include committee meetings.

Deliverable: LCB Meeting agendas; minutes; membership roster; attendance report; copy of public notice of meetings..

TASK 4:

Weighted value = 4%

Provide at least one public workshop annually by each LCB, and assist the Commission, as requested, in co-sponsoring public workshops. This public workshop must be held separately from the LCB meeting. It may, however, be held on the same day as the scheduled LCB meeting. It could be held immediately following or prior to the LCB meeting.

Deliverable: Public workshop agenda, minutes of related workshop, and copy of public notice of workshop. The agenda and minutes must be separate documents and cannot be included in the LCB meeting agenda and minutes, if held on the same day. Minutes may reflect "no comments received" if none were made.

TASK 5:

Weighted value = 4%

Develop and annually update by-laws for LCB approval.

Deliverable: Copy of LCB approved by-laws with date of update noted on cover page.

TASK 6:

Weighted value = 4%

Develop, annually update, and implement LCB grievance procedures in accordance with the Commission's most recent LCB and Planning Agency Operating Guidelines. Procedures shall include a step within the local complaint and/or grievance procedure that advises a dissatisfied person about the Commission's Ombudsman Program.

Deliverable: Copy of LCB approved Grievance Procedures with date of update noted on cover page.

TASK 7:

Weighted value = 4%

Review and comment on the Annual Operating Report (AOR) for submittal to the LCB, and forward comments/concerns to the Commission.

Deliverable: CTC Organization and Certification Page of the AOR, signed by CTC representative and LCB Chair.

TASK 8: **Weighted value = 4%**

Research and complete the Actual Expenditures Report (AER) for direct federal and local government transportation funds to the Commission no later than September 15th. Complete the AER, using the Commission approved form.

Deliverable: Completed AER in accordance with the most recent Commission's AER instructions.

TASK 9: **Weighted value = 4%**

Complete quarterly progress reports addressing planning accomplishments for the local transportation disadvantaged program as well as planning grant deliverables; including but not limited to, consultant contracts, special studies, and marketing efforts.

Deliverable: Complete Quarterly Progress Reports submitted with invoices. Quarterly Report must be signed by planning agency representative. Electronic signatures are acceptable.

TASK 10: **Weighted value = 4%**

Planning agency staff shall attend at least one Commission sponsored training, including but not limited to, the Commission's regional meetings or annual training workshop.

Deliverable: Documentation related to attendance at such event(s); including but not limited to sign in sheets.

2. GRANT FUNDING

Each year, the Commission will calculate each service area's allocation in accordance with Rule 41-2, FAC. Each service area's anticipated eligible allocation is subject to change based on appropriations by the Legislature.

LOCAL MATCH REQUIREMENT

There is no match required.

3. GRANT APPROVAL

All grants are subject to approval by the Commission or its designee. Once the completed Grant Recipient Information document has been received, a grant agreement will be forwarded to the recipient for execution. An authorizing resolution or documentation by the Grantee's governing body shall also be submitted along with the executed grant agreement.

4. INVOICING

Invoices for trust funds will not be honored until the grant agreement has been executed by both the Commission and the Grantee and is on file at the Commission office. Invoices related to this grant agreement shall be completed on the invoice form(s) provided by the Commission and submitted electronically to FLCTDInvoice@dot.state.fl.us unless otherwise notified by the Commission.

Grantee shall invoice on a quarterly basis. Invoices should be submitted after the last month of each quarter and shall include only the activities performed during that time. The Grantee shall provide sufficient detailed documentation to support the completion of task outlined above. Unless extended by the Commission, the final invoice and supporting documentation must be submitted to the Commission in acceptable format by August 15 for each grant year.

PART II PLANNING GRANT RECIPIENT INFORMATION DOCUMENTATION

GENERAL INSTRUCTIONS

Presented in this part are specific instructions on the completion of the grant recipient information document. Additional assistance may be obtained by contacting the Commission.

A complete Grant Recipient Information document shall be submitted to the assigned CTD project manager via email. The original signed documentation shall be mailed to the Commission for the Transportation Disadvantaged, 605 Suwannee Street, MS-49, Tallahassee, FL 32399.

For those planning agencies who are responsible for more than one service area that has not been designated as a multi-county service area, a separate Planning Grant Recipient Information document must be submitted for each service area. However, one original resolution will satisfy the requirement for each service area.

TIMETABLE

- JULY 1** Earliest date that grant agreements can be effective for these grant funds. Commission's fiscal year begins on July 1. Grant Agreements not executed prior to July 1 will begin on the date of execution.
- JUNE 30** All Grant Agreements will terminate on June 30th the following year.
- AUGUST 15** Deadline for final invoices.

TRANSPORTATION DISADVANTAGED PLANNING GRANT RECIPIENT INFORMATION INSTRUCTIONS

Except for the following notes, the grant information document is essentially self-explanatory. If questions arise, please contact the Commission.

PLANNING GRANT REIPIENT INFORMATION

LEGAL NAME: The full legal name of the grantee's organization, not an individual. Name must match Federal ID number and the information registered with MyFloridaMarketPlace.

FEDERAL EMPLOYER IDENTIFICATION NUMBER: The number used by all employers within the United States to identify their payroll and federal income tax. Name must match Federal ID number and the information registered with MyFloridaMarketPlace.

REGISTERED ADDRESS: This should be the grant recipient's mailing address as registered in MyFloridaMarketPlace, and will be the address on the grant agreement. This address should also be consistent with the address associated with your Federal Employer Identification (FEI) Number.

CONTACT PERSON, PHONE NUMBERS AND E-MAIL ADDRESS: Provide the name of the person who will be the point of contact, their phone number and email address.

PROJECT LOCATION: This is the service area [county(ies)] the Planning Agency is designated to serve. Planning Agencies that serve several different service areas shall complete a separate Grant Recipient Information document for each service area.

PROPOSED PROJECT START DATE: The start date shall be July 1st each fiscal cycle or date of grant agreement execution if later than July 1st.

BUDGET ALLOCATION: Using the Commission approved Planning Grant Allocations chart, complete the funding category as appropriate. **Once the line item is complete, right click on the space provided for the "Total Project Amount." Select "update field" from the drop down box. This will automatically calculate the total project amount.**

DRAFT

**Commission for the Transportation Disadvantaged
 Planning Grant Allocations
 FY 2022-2023**

County	Planning Funds
Alachua	\$25,615
Baker	\$20,580
Bay	\$23,763
Bradford	\$20,560
Brevard	\$32,468
Broward	\$60,819
Calhoun	\$20,278
Charlotte	\$23,887
Citrus	\$23,088
Clay	\$24,504
Collier	\$27,954
Columbia	\$21,468
DeSoto	\$20,763
Dixie	\$20,329
Duval	\$39,925
Escambia	\$26,636
Flagler	\$22,350
Franklin	\$20,227
Gadsden	\$20,940
Gilchrist	\$20,361
Glades	\$20,267
Gulf	\$20,294
Hamilton	\$20,280
Hardee	\$20,545
Hendry	\$20,849
Hernando	\$23,987
Highlands	\$22,176
Hillsborough	\$50,496
Holmes	\$20,388
Indian River	\$23,277
Jackson	\$20,974
Jefferson	\$20,277
Lafayette	\$20,157
Lake	\$27,465
Lee	\$35,886

County	Planning Funds
Leon	\$26,114
Levy	\$20,839
Liberty	\$20,152
Madison	\$20,367
Manatee	\$28,259
Marion	\$27,551
Martin	\$23,350
Miami-Dade	\$76,869
Monroe	\$21,557
Nassau	\$21,780
Okaloosa	\$24,339
Okeechobee	\$20,852
Orange	\$48,865
Osceola	\$27,624
Palm Beach	\$51,142
Pasco	\$31,330
Pinellas	\$40,395
Polk	\$34,817
Putnam	\$21,528
Santa Rosa	\$23,753
Sarasota	\$28,972
Seminole	\$29,791
St. Johns	\$25,348
St. Lucie	\$26,725
Sumter	\$22,709
Suwannee	\$20,908
Taylor	\$20,433
Union	\$20,298
Volusia	\$31,460
Wakulla	\$20,668
Walton	\$21,471
Washington	\$20,505
Total	\$1,784,599

4/14/2022



Transportation Disadvantaged Planning Grant Recipient Information

Legal Name	Ocala Marion TPO		
Federal Employer Identification Number	59-6000735		
Registered Address	2710 E. Silver Springs Blvd.		
City and State	Ocala, Florida	Zip Code	34470
Contact Person for this Grant	Robert Balmes	Phone Number Format 111-111-1111	352.438.2631
E-Mail Address [Required]	rob.balmes@marionfl.org		
Project Location [County(ies)]	Marion County	Proposed Project Start Date	July 1, 2022
Budget Allocation			
			Grant Amount Requested
			\$27,551.00
			Total Project Amount
			\$27,551.00

I, the authorized Grant Recipient Representative, hereby certify that the information herein is true and accurate and is submitted in accordance with the 2022-23 Program Manual and Instructions for the Planning Grant.

Signature of Grant Recipient Representative

4/19/2022

Date

Name: Robert Balmes

Title: TPO Director

**TRANSPORTATION DISADVANTAGED PLANNING GRANT
AUTHORIZING RESOLUTION**

A RESOLUTION of Marion County, hereinafter BOARD, hereby authorizes the filing and execution of a Transportation Disadvantaged Planning Grant Agreement with the Florida Commission for the Transportation Disadvantaged.

WHEREAS, this BOARD is eligible to receive a Transportation Disadvantaged Planning Grant and to undertake a transportation disadvantaged service project as authorized by Section 427.0159, Florida Statutes, and Rule 41-2, Florida Administrative Code.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD THAT:

1. The BOARD has the authority to enter into this grant agreement.
2. The BOARD authorizes Robert Balmes, TPO Director to execute the grant agreement, amendments, warranties, certifications and any other documents which may be required in connection with the agreement with the Florida Commission of the Transportation Disadvantaged on behalf of the BOARD.
3. The BOARD'S Registered Agent in Florida is Marion County.
The Registered Agent's address is: 2710 E. Silver Springs Blvd., Ocala, FL 34470.

DULY PASSED AND ADOPTED THIS 26th DAY OF April, 2022.

BOARD OF Ocala Marion Transportation Planning Organization

(Signature)

Ire Bethea, TPO Board Chair

ATTEST:

Signature_____



April 28, 2022

Kyle Mills
Area 4 Project Manager
Florida Commission for the Transportation Disadvantaged
605 Suwannee Street, MS 49
Tallahassee, FL 32399-0450

Dear Mr. Mills:

Please find enclosed the 2022-23 Transportation Disadvantaged Planning Grant Agreement and application form, along with a corresponding resolution from the TPO Board on June 26, 2022.

The TPO has greatly appreciated the opportunity to receive this grant and to help serve the transportation needs of the disadvantaged in Marion County. If there are any questions or concerns about the application materials, please do not hesitate to contact me or Liz Mitchell, Grants Coordinator/Fiscal Planner at any time.

Sincerely,

Rob Balmes, AICP CTP
Director
Ocala/Marion County TPO

cc: TPO Chair Ire Bethea, City of Ocala Council Member
Liz Mitchell, Grants Coordinator/Fiscal Planner

Cooperative and comprehensive planning for our transportation future.
Marion County • City of Belleview • City of Dunnellon • City of Ocala

2710 E. Silver Springs Blvd. • Ocala, Florida 34470
Telephone: (352) 438-2630 • www.ocalamariontpo.org



TO: Board Members

FROM: Rob Balmes, Director

RE: Travel Policy Resolution

Summary

The TPO maintains a Travel Policy to establish formal procedures for the reimbursement or payment of expenses incurred when staff and board members are on official TPO business. The most recent updates to the Travel Policy were approved by the Board on February 22, 2022.

As part of a review of the draft Fiscal Years 2023 to 2024 Unified Planning Work Program, the Florida Department of Transportation District 5 Liaison staff recommended the addition of a specific resolution to the TPO’s Travel Policy. A resolution will establish a more formal documentation of official updates by the TPO Board.

Based on this recommendation, a draft resolution was developed and included in the meeting packet.

Attachment(s)

- Revised Travel Policy with Resolution

Action Requested

Recommend approval of a formal resolution to the TPO Travel Policy.

Ocala Marion County Transportation Planning Organization



Travel Policy

Updated February 22, 2022

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

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

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

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

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

CERTIFICATE

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

By: _____
Ire Bethea Sr., Chair

Attest: _____
Rob Balmes, Director

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Section 1: General

1.1 Purpose

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

1.2 Scope and Applicability

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

1.3 Roles and Responsibility

1) Director

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

2) Travelers

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

1.4 Authorizations

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

1.5 Procurement Card Use

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

1.6 Missing Receipts

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

1.7 Letter of Agreement

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

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

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

Section 2: Travel Expense Requirements/Guidelines

2.1 General Principles

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

2.2 Registration Fees

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

2.3 Transportation

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

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

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

4) Rental Vehicle

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

2.4 Meals and Incidentals

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

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

2.5 Lodging

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

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

2.6 Miscellaneous Expenses

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

2.7 Nonrefundable Travel Expenses in Connection with Canceled Travel

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

2.8 Same Day Travel – Out of County

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

2.9 Intra-County Travel

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



TO: Board Members

FROM: Rob Balmes, Director

RE: Adoption of Fiscal Years (FY) 2022/23 to 2023/24 Unified Planning Work Program (UPWP)

Summary

The Draft Fiscal Years 2022/23 to 2023/24 Unified Planning Work Program (UPWP) covers the next two-year period from July 1, 2022 to June 30, 2024. Based upon a 30-day public and partner review process, the TPO received comments from the Federal Highway Administration (FHWA), Federal Transit Administration (FTA) and Florida Department of Transportation.

Attached to this memo are the comments received from partner agencies, accompanied by TPO responses. TPO staff will provide a summary of the resulting changes made to the draft document at the Board meeting.

Attachment(s)

- Partner Agency Comments and TPO Responses
- FY 22/23 to 23/24 Unified Planning Work Program (UPWP) document
- Staff Presentation

Action Requested

- Adoption of FY 2022/2023 to 2023/2024 Unified Planning Work Program (UPWP).

If you have any questions about the Draft UPWP or partner comments, please contact me at: 438-2631.



Federal Highway Administration
 Florida Division Office
 3500 Financial Plaza, Suite 400
 Tallahassee, Florida 32312
 (850) 553-2201
 www.fhwa.dot.gov/fldiv

Federal Transit Administration
 Region 4 Office
 230 Peachtree St, NW, Suite 1400
 Atlanta, Georgia 30303
 (404) 865-5600

Planning Comments

Document Name: <u>FY 22/23 23/24 Draft UPWP</u>		MPO: <u>5</u>	
Date of Document:	Date Received	Date Reviewed	District: <u>5</u>
Reviewed by: Jim Martin			

COMMENTS

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

Page #	Comment Type	Comment Description
1	Cov Critical	FAP number should be 0314-060-M TPO Responses <ul style="list-style-type: none"> TPO added FAP Number to final UPWP version cover.
2	29 Other	Table 3B includes \$15K for Consultant to work without identifying subject of the work. This will require a scope review before work may begin. A caveat to address this will be in the the FHWA Approval Letter. TPO added more details to Task 3 Consultant item related to Congestion Management.
3	27 & 28 Other	Table 3A and 3B includes \$125K and \$75k for Consultant to work on 2050 LRTP. This will require a scope review before work may begin. A caveat to address this will be in the the FHWA Approval Letter. TPO will continue practice of submitting all Scopes and Amended UPWPs for FHWA approval.
4	27 & 28 Edit	Table 3A and 3B are mis-identified as "Short-Range" Planning. This should be "Long-Range" Planning. Thank you. Error will be corrected.
5	30 & 31 Edit	Table 4A and 4B are mis-identified as "Long-Range" Planning. This should be "Short-Range" Planning. Thank you. Error will be corrected.
6	45 & 46 Select Type	Table 7A includes \$113.478(PL) and Table 7B has \$19,667 (PL) for consultant work. This will require a scope review before work may begin. A caveat to address this will be in the the FHWA Approval Letter. TPO will continue practice of submitting all Scopes and Amended UPWPs for FHWA approval.

7	Critical	All Agreements or Certifications including Debarment and Suspension, Contracts, Grants, and Cooperative Agreements, Title VI Nondiscrimination Policy Statement and Disadvantaged Business Enterprise (DBE) statements should be signed and dated, and included in the final copy of the document.
8	Critical	When submitting the final UPWP for approval, please include a copy of all the reviewing agencies' comments and how the MPO addressed each comment. This can be included as an appendix in the UPWP.
9	Other	FTA- If planning activities are proposed for funding under the FTA Section 5307 program or any other FTA program, please ensure they are listed and programmed in the UPWP (even if being undertaken by the transit agency and not the TPO).
10	Other	FTA- If funding is being carried over from the prior-year UPWP, carryover amounts and activities should be listed in the document. Please identify any incomplete work elements or activities financed with Federal planning assistance awarded in previous fiscal years as carryover activities.
11	Other	FTA- If any programmed 5305(d) funds are estimates, coordination with the State DOT may be required for UPWP modification or amendment after review of FTA apportionments.
12	Other	FTA- The metropolitan transportation planning process should provide for the establishment and use of a performance-based approach, with related activities noted in the UPWP accordingly. For transit, this includes Transit Asset Management (TAM) and Public Transportation Agency (cont.)
13	Other	Safety Plans (PTASP), which require integration into the TIP and LRTP to the maximum extent practicable – including target setting/revisiting, progress towards achieving targets, data sharing and coordination with State DOT's and transit providers.
14	Other	FTA- Integration of Planning Emphasis Areas is recommended, where possible and as applicable to the TPO. <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	Select Type	
16	Select Type	
17	Select Type	

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



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 statues 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 be 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](#)

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:

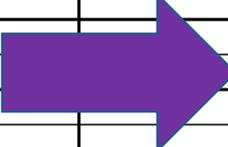
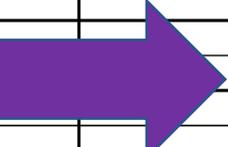
Task 1.1 Regional Activities		
Budget Detail for FY 23 (July 1, 2022 - June 30, 2023)		
Funding Source	FHWA (CPG)	Total
Contract Number	XX	
Source Level	Federal (81.93%)	
Consultant		
Transfer to: MetroPlan Orlando Annual Allocation for CFMPO Alliance*	\$ 5,000	\$ 5,000
TOTAL	\$ 5,000	\$ 5,000

 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.

Unified Planning Work Program

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



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: 0314-060-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)

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

Jared Perdue, 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.



Florida Department of Transportation

RON DESANTIS
GOVERNOR

605 Suwannee Street
Tallahassee, FL 32399-0450

KEVIN J. THIBAUT, P.E.
SECRETARY

Cost Analysis Certification

Ocala/Marion County TPO

Unified Planning Work Program - FY 2023-FY 2024

Select Status

Revision Number:

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:

MPO Liaison FDOT District 5

Title and District

Signature

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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.

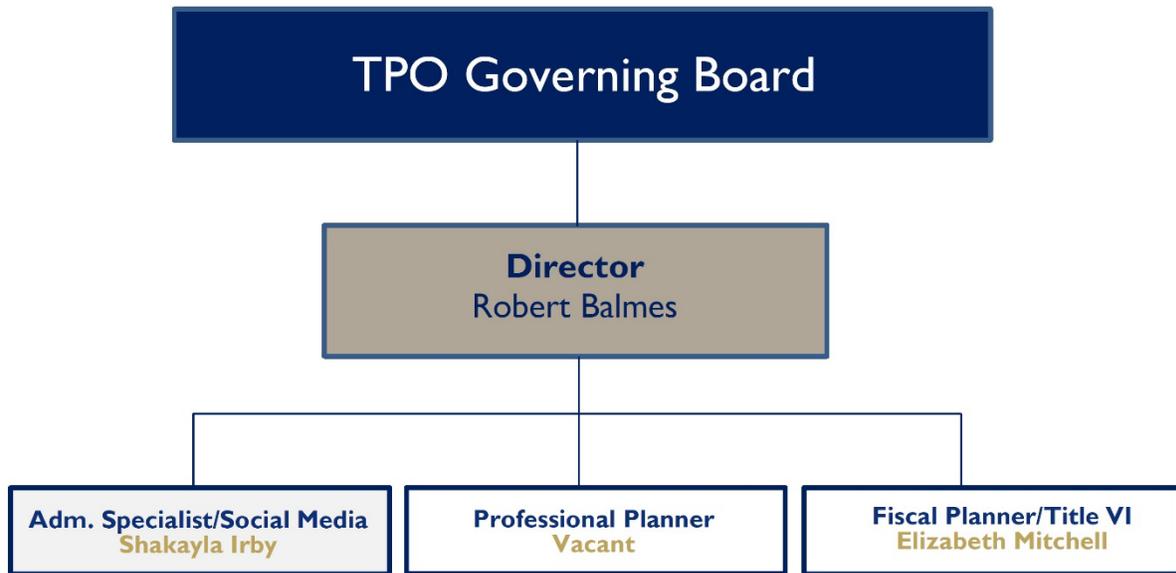
TPO PLANNING AREA

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 2010 Census designated and adjusted Urbanized Areas (UZA) and Urban Cluster areas of Marion County, which are all served by the TPO. This also includes portions of Lady Lake-the Villages and the Homosassa Springs-Beverly Hills-Citrus areas within the Ocala Metropolitan Statistical Area (MSA), Marion Oaks, Rainbow Lakes and Ocala Estates-Lake Bryant. The UPWP incorporates all federal, state, regional and local activities to be performed in the 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

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 Planning	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 Planning	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 Planning: 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)	\$723,984	\$669,715
FHWA PL-112	\$622,150	\$567,881
FTA 5305(d)	\$101,834	\$101,834
FTA 5305(d) Carryover (prior grants)	\$146,840	\$0
CTD (Transportation Disadvantaged)	\$27,551	\$27,551
Local Funding	\$2,000	\$2,000
Total:	\$900,375	\$699,266

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 renewals, purchases (ArcGIS, Pagefreezer, Microsoft Office, BIS/DCR, Kronos, Clockify, Adobe Pro, Adobe Cloud)	Software Licenses	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

Responsible Staff

Ocala Marion TPO

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	FHWA PL GXXX	FTA 5305(d) Carryover G2560	FTA 5305(d) Carryover GU198	FTA 5305(d) Carryover G2458	CTD	Local	Total
Budget Category	Contract						
A. Personnel							
Salaries and Benefits	\$ 272,319	\$ -	\$ -	\$ 8,099	\$ -	\$ -	\$ 280,418
Total:	\$ 272,319	\$ -	\$ -	\$ 8,099	\$ -	\$ -	\$ 280,418
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
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	\$ 6,684	\$ -	\$ -	\$ 728	\$ 100	\$ -	\$ 7,512
Total:	\$ 24,324	\$ -	\$ -	\$ 4,793	\$ 1,065	\$ -	\$ 30,182
E. Indirect Expenses							
Marion County Cost Allocation	\$ 22,971	\$ 3,207	\$ -	\$ 29,670	\$ 1,862	\$ -	\$ 57,710
TOTAL TASK BUDGET:	\$ 326,276	\$ 3,207	\$ -	\$ 51,711	\$ 4,002	\$ -	\$ 385,196

Notes: FHWA PL contract number to be finalized by June 30, 2022 (reflected as GXXX in Tables 1A, 1B to 11A, 11B). 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					
Budget Category	Funding Source Contract	FHWA PL GXXX	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	\$ 800	\$ -	\$ 11,600
Training and Education		\$ 4,800	\$ 275	\$ -	\$ 5,075
	Total:	\$ 15,600	\$ 1,075	\$ -	\$ 16,675
D. Direct Expenses					
Advertising		\$ 1,850	\$ 750	\$ -	\$ 2,600
Computer Equipment		\$ 5,500	\$ -	\$ -	\$ 5,500
Copier Rental		\$ 2,750	\$ 110	\$ -	\$ 2,860
Insurance		\$ 2,875	\$ -	\$ -	\$ 2,875
Office Supplies		\$ 4,200	\$ 50	\$ -	\$ 4,250
Postage		\$ 425	\$ 20	\$ -	\$ 445
Printing and Binding		\$ 1,400	\$ -	\$ -	\$ 1,400
Software Licenses		\$ 7,675	\$ 100	\$ -	\$ 7,775
	Total:	\$ 26,675	\$ 1,030	\$ -	\$ 27,705
E. Indirect Expenses					
Marion County Cost Allocation		\$ 55,848	\$ 1,862	\$ -	\$ 57,710
TOTAL TASK BUDGET:		\$ 395,323	\$ 3,967	\$ -	\$ 399,290

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 GXXX	FTA 5305(d) Carryover G2560	FTA 5305(d) Carryover GU198	FTA 5305(d) Carryover G2458	CTD	Local	Total
Budget Category							
A. Personnel							
Salaries and Benefits	\$ 23,030	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 23,030
Total:	\$ 23,030	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 23,030
B. Consultant							
Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
C. Travel							
Travel Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
D. Direct Expenses							
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL TASK BUDGET:	\$ 23,030	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 23,030

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

Task 2 Data Collection, Fiscal Year 2023/2024					
Budget Category	Funding Source Contract	FHWA PL GXXX	CTD	Local	Total
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	January 2024
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

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 Contract	FHWA PL GXXX	FTA 5305(d) Carryover G2560	FTA 5305(d) Carryover GU198	FTA 5305(d) Carryover G2458	CTD	Local	Total
Budget Category							
A. Personnel							
Salaries and Benefits	\$ 15,125	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,125
Total:	\$ 15,125	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,125
B. Consultant							
2050 LRTP Placeholder	\$ 125,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 125,000
Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total:	\$ 125,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 125,000
C. Travel							
Travel Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
D. Direct Expenses							
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL TASK BUDGET:	\$ 140,125	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 140,125

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

Task 3 Long-Range Planning, Fiscal Year 2023/2024					
Budget Category	Funding Source Contract	FHWA PL GXXX	CTD	Local	Total
A. Personnel					
Salaries and Benefits		\$ 16,100	\$ -	\$ -	\$ 16,100
	Total:	\$ 16,100	\$ -	\$ -	\$ 16,100
B. Consultant					
2050 LRTP Placeholder		\$ 75,000	\$ -	\$ -	\$ 75,000
Congestion Management Report		\$ 15,000	\$ -	\$ -	\$ 15,000
	Total:	\$ 90,000	\$ -	\$ -	\$ 90,000
C. Travel					
Travel Expenses		\$ -	\$ -	\$ -	\$ -
	Total:	\$ -	\$ -	\$ -	\$ -
D. Direct Expenses					
		\$ -	\$ -	\$ -	\$ -
	Total:	\$ -	\$ -	\$ -	\$ -
TOTAL TASK BUDGET:		\$ 106,100	\$ -	\$ -	\$ 106,100

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 GXXX	FTA 5305(d) Carryover G2560	FTA 5305(d) Carryover GU198	FTA 5305(d) Carryover G2458	CTD	Local	Total
Budget Category	Contract						
A. Personnel							
Salaries and Benefits	\$ 29,650	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 29,650
Total:	\$ 29,650	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 29,650
B. Consultant							
Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
C. Travel							
Travel Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
D. Direct Expenses							
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL TASK BUDGET:	\$ 29,650	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 29,650

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

Task 4 Short-Range Planning, Fiscal Year 2023/2024					
Budget Category	Funding Source Contract	FHWA PL GXXX	CTD	Local	Total
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	FHWA PL GXXX	FTA 5305(d) Carryover G2560	FTA 5305(d) Carryover GU198	FTA 5305(d) Carryover G2458	CTD	Local	Total
Budget Category	Contract						
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					
Budget Category	Funding Source Contract	FHWA PL GXXX	CTD	Local	Total
A. Personnel					
Salaries and Benefits		\$ 4,600	\$ 23,584	\$ -	\$ 28,184
	Total:	\$ 4,600	\$ 23,584	\$ -	\$ 28,184
B. Consultant					
Consultants		\$ -	\$ -	\$ -	\$ -
	Total:	\$ -	\$ -	\$ -	\$ -
C. Travel					
Travel Expenses		\$ -	\$ -	\$ -	\$ -
	Total:	\$ -	\$ -	\$ -	\$ -
D. Direct Expenses					
		\$ -	\$ -	\$ -	\$ -
	Total:	\$ -	\$ -	\$ -	\$ -
TOTAL TASK BUDGET:		\$ 4,600	\$ 23,584	\$ -	\$ 28,184

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 outreach materials and new document templates for public awareness involving specific studies or planning documents	Brochures, summary cards, pamphlets, document templates	Ongoing, As needed
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

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	FHWA PL GXXX	FTA 5305(d) Carryover G2560	FTA 5305(d) Carryover GU198	FTA 5305(d) Carryover G2458	CTD	Local	Total
Budget Category	Contract						
A. Personnel							
Salaries and Benefits	\$ 32,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 32,500
Total:	\$ 32,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 32,500
B. Consultant							
Public Outreach Task	\$ 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					
Budget Category	Funding Source Contract	FHWA PL GXXX	CTD	Local	Total
A. Personnel					
Salaries and Benefits		\$ 37,200	\$ -	\$ -	\$ 37,200
	Total:	\$ 37,200	\$ -	\$ -	\$ 37,200
B. Consultant					
Consultants		\$ -	\$ -	\$ -	\$ -
Website Maintenance and Hosting		\$ 4,040	\$ -	\$ -	\$ 4,040
	Total:	\$ 4,040	\$ -	\$ -	\$ 4,040
C. Travel					
Travel Expenses		\$ -	\$ -	\$ -	\$ -
	Total:	\$ -	\$ -	\$ -	\$ -
D. Direct Expenses					
		\$ -	\$ -	\$ -	\$ -
	Total:	\$ -	\$ -	\$ -	\$ -
TOTAL TASK BUDGET:		\$ 41,240	\$ -	\$ -	\$ 41,240

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 reporting tools, education/awareness and strategy implementation	Commitment to Zero safety implementation	Ongoing, as needed and identified
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

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 GXXX	FTA 5305(d) Carryover G2560	FTA 5305(d) Carryover GU198	FTA 5305(d) Carryover G2458	CTD	Local	Total
Budget Category							
A. Personnel							
Salaries and Benefits	\$ 16,100	\$ -	\$ -	\$ 3,400	\$ -	\$ -	\$ 19,500
Total:	\$ 16,100	\$ -	\$ -	\$ 3,400	\$ -	\$ -	\$ 19,500
B. Consultant							
Safety Action Plan	\$ 1,100	\$ -	\$ 59,807	\$ -	\$ -	\$ -	\$ 60,907
Consultants	\$ 132,963	\$ -	\$ -	\$ 28,715	\$ -	\$ -	\$ 161,678
Total:	\$ 134,063	\$ -	\$ 59,807	\$ 28,715	\$ -	\$ -	\$ 222,585
C. Travel							
Travel Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
D. Direct Expenses							
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL TASK BUDGET:	\$ 150,163	\$ -	\$ 59,807	\$ 32,115	\$ -	\$ -	\$ 242,085

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

Task 7 Special Projects, Fiscal Year 2023/2024					
Budget Category	Funding Source Contract	FHWA PL GXXX	CTD	Local	Total
A. Personnel					
Salaries and Benefits		\$ 17,500	\$ -	\$ -	\$ 17,500
	Total:	\$ 17,500	\$ -	\$ -	\$ 17,500
B. Consultant					
Consultants		\$ 40,252	\$ -	\$ -	\$ 40,252
	Total:	\$ 40,252	\$ -	\$ -	\$ 40,252
C. Travel					
Travel Expenses		\$ -	\$ -	\$ -	\$ -
	Total:	\$ -	\$ -	\$ -	\$ -
D. Direct Expenses					
		\$ -	\$ -	\$ -	\$ -
	Total:	\$ -	\$ -	\$ -	\$ -
TOTAL TASK BUDGET:		\$ 57,752	\$ -	\$ -	\$ 57,752

TASK 8: REGIONAL PLANNING

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 Completed

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

- The CFMPOA developed a regional priority project list in 2021 and 2022.
- The CFMPOA met quarterly.
- The CFMPOA met once a year with the Sun Coast Transportation Planning Alliance (SCTPA).

Required Activities

The Task 8 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)
Continued coordination with the Central Florida MPO Alliance with the development of a Regional Transportation Plan summary	CFMPOA Regional Metropolitan Transportation Plan Summary	Spring 2024
Continued coordination with the Central Florida MPO Alliance with the development of a Regional Priority Project List	CFMPOA Regional Priority Project List	July 2022 July 2023
Coordination and management of administrative functions of the Central Florida MPO Alliance	CFMPOA Meetings	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

Responsible Staff

Lake~Sumter MPO, MetroPlan Orlando, Ocala Marion TPO, Polk TPO, River to Sea TPO and Space Coast TPO

Budget Summary

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 Planning, Fiscal Year 2022/2023							
Funding Source Contract	FHWA PL GXXX	FTA 5305(d) Carryover G2560	FTA 5305(d) Carryover GU198	FTA 5305(d) Carryover G2458	CTD	Local	Total
Budget Category							
A. Personnel							
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
B. Consultant							
Transfer to MetroPlan Orlando Annual Allocation for CFMPO Alliance*	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000
Total:	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000
C. Travel							
Travel Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
D. Direct Expenses							
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL TASK BUDGET:	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000

*Orange formatting indicates outgoing funds

Table 8B: Task 8 Estimated Budget, FY 2023/24

Task 8 Regional Planning, Fiscal Year 2023/2024					
Budget Category	Funding Source Contract	FHWA PL GXXX	CTD	Local	Total
A. Personnel					
Salaries and Benefits		\$ -	\$ -	\$ -	\$ -
	Total:	\$ -	\$ -	\$ -	\$ -
B. Consultant					
Transfer to MetroPlan Orlando					
Annual Allocation for CFMPO Alliance*		\$ 5,000	\$ -	\$ -	\$ 5,000
	Total:	\$ 5,000	\$ -	\$ -	\$ 5,000
C. Travel					
Travel Expenses		\$ -	\$ -	\$ -	\$ -
	Total:	\$ -	\$ -	\$ -	\$ -
D. Direct Expenses					
		\$ -	\$ -	\$ -	\$ -
	Total:	\$ -	\$ -	\$ -	\$ -
TOTAL TASK BUDGET:		\$ 5,000	\$ -	\$ -	\$ 5,000

*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	FHWA PL GXXX	FTA 5305(d) Carryover G2560	FTA 5305(d) Carryover GU198	FTA 5305(d) Carryover G2458	CTD	Local	Total
Budget Category	Contract						
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					
Budget Category	Funding Source Contract	FHWA PL GXXX	CTD	Local	Total
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 GXXX	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	Local	#FTA 5307 SunTran	Total (minus soft match)
1. Administration	\$ 326,276	\$ 58,958	\$ 3,207	\$ 641	\$ -	\$ -	\$ 51,711	\$ 10,342	\$ 4,002	\$ -	\$ -	\$ 385,196
2. Data Collection	\$ 23,030	\$ 4,162	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 23,030
3. Long-Range Planning	\$ 140,125	\$ 25,321	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 140,125
4. Short-Range Planning	\$ 29,650	\$ 5,358	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 29,650
5. Public Transportation	\$ 4,350	\$ 786	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 23,549	\$ -	\$ 200,000	\$ 27,899
6. Public Involvement	\$ 45,390	\$ 8,202	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,390
7. Special Projects	\$ 150,163	\$ 27,134	\$ -	\$ -	\$ 59,807	\$ 11,961	\$ 32,115	\$ 6,423	\$ -	\$ -	\$ -	\$ 242,085
*8. Regional Planning	\$ 5,000	\$ 904	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000
9. Local Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ -	\$ 2,000
TOTAL BUDGET:	\$ 723,984	\$ 130,825	\$ 3,207	\$ 641	\$ 59,807	\$ 11,961	\$ 83,826	\$ 16,765	\$ 27,551	\$ 2,000	\$ 200,000	\$ 900,375

*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	\$ 326,276	\$ 54,918	\$ 69,942	\$ 4,002	\$ -	\$ 385,196	\$ -	\$ 1,500	\$ -
2. Data Collection	\$ 23,030	\$ -	\$ 4,162	\$ -	\$ -	\$ 23,030	\$ -	\$ -	\$ -
3. Long-Range Planning	\$ 140,125	\$ -	\$ 25,321	\$ -	\$ -	\$ 140,125	\$ -	\$ 125,000	\$ -
4. Short-Range Planning	\$ 29,650	\$ -	\$ 5,358	\$ -	\$ -	\$ 29,650	\$ -	\$ -	\$ -
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	\$ 150,163	\$ 91,922	\$ 45,519	\$ -	\$ -	\$ 242,085	\$ -	\$ 222,585	\$ -
*8. Regional Planning	\$ 5,000	\$ -	\$ 904	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ -	\$ -
9. Local Fund	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ 2,000	\$ -	\$ -	\$ -
TOTAL BUDGET:	\$ 723,984	\$ 146,840	\$ 160,192	\$ 27,551	\$ 2,000	\$ 900,375	\$ 5,000	\$ 361,975	\$ 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 GXXX	FDOT Soft Match (18.07%)	CTD	Local	#SunTran	Total (minus soft match)
1. Administration	\$ 395,323	\$ 71,435	\$ 3,967	\$ -	\$ -	\$ 399,290
2. Data Collection	\$ 26,500	\$ 4,789	\$ -	\$ -	\$ -	\$ 26,500
3. Long-Range Planning	\$ 106,100	\$ 19,172	\$ -	\$ -	\$ -	\$ 106,100
4. Short-Range Planning	\$ 33,200	\$ 5,999	\$ -	\$ -	\$ -	\$ 33,200
5. Public Transportation	\$ 4,600	\$ 831	\$ 23,584	\$ -	\$ -	\$ 28,184
6. Public Involvement	\$ 41,240	\$ 7,452	\$ -	\$ -	\$ -	\$ 41,240
7. Special Projects	\$ 57,752	\$ 10,436	\$ -	\$ -	\$ -	\$ 57,752
*8. Regional Planning	\$ 5,000	\$ 904	\$ -	\$ -	\$ -	\$ 5,000
9. Local Fund	\$ -	\$ -	\$ -	\$ 2,000	\$ -	\$ 2,000
TOTAL BUDGET:	\$ 669,715	\$ 121,018	\$ 27,551	\$ 2,000	\$ -	\$ 699,266

*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	\$ 3,967	\$ -	\$ 399,290	\$ -	\$ 1,500	\$ -
2. Data Collection	\$ 26,500	\$ 4,789	\$ -	\$ -	\$ 26,500	\$ -	\$ -	\$ -
3. Long-Range Planning	\$ 106,100	\$ 19,172	\$ -	\$ -	\$ 106,100	\$ -	\$ 90,000	\$ -
4. Short-Range Planning	\$ 33,200	\$ 5,999	\$ -	\$ -	\$ 33,200	\$ -	\$ -	\$ -
5. Public Transportation	\$ 4,600	\$ 831	\$ 23,556	\$ -	\$ 28,184	\$ -	\$ -	\$ -
6. Public Involvement	\$ 41,240	\$ 7,452	\$ -	\$ -	\$ 41,240	\$ -	\$ 4,040	\$ -
7. Special Projects	\$ 57,752	\$ 10,436	\$ -	\$ -	\$ 57,752	\$ -	\$ 40,252	\$ -
*8. Regional Planning	\$ 5,000	\$ 904	\$ -	\$ -	\$ 5,000	\$ 5,000		\$ -
9. Local Fund	\$ -	\$ -	\$ -	\$ 2,000	\$ 2,000	\$ -	\$ -	\$ -
TOTAL BUDGET:	\$ 669,715	\$ 121,018	\$ 27,551	\$ 2,000	\$ 699,266	\$ 5,000	\$ 135,792	\$ -

*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	\$ 393,074	\$ 11,499	\$ 23,549	\$ -	\$ 428,122
Subtotal:	\$ 393,074	\$ 11,499	\$ 23,549	\$ -	\$ 428,122
B. Consultant Services					
Consultants	\$ 148,453	\$ 88,522	\$ -	\$ -	\$ 236,975
2050 LRTP Placeholder	\$ 125,000	\$ -	\$ -	\$ -	\$ 125,000
MetroPlan Orlando (CFMPO Alliance)	\$ 5,000	\$ -	\$ -	\$ -	\$ 5,000
Subtotal:	\$ 273,453	\$ 88,522	\$ -	\$ -	\$ 366,975
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
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	\$ 6,684	\$ 728	\$ 100	\$ -	\$ 7,512
Subtotal:	\$ 24,324	\$ 4,793	\$ 1,065	\$ 2,000	\$ 32,182
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:	\$ 723,984	\$ 146,840	\$ 27,551	\$ 2,000	\$ 900,375
Expenditures:	\$ 723,984	\$ 146,840	\$ 27,551	\$ 2,000	\$ 900,375

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	\$ 430,800	\$ 23,584	\$ -	\$ 454,384
Subtotal:	\$ 430,800	\$ 23,584	\$ -	\$ 454,384
B. Consultant Services				
Consultants	\$ 60,792	\$ -	\$ -	\$ 60,792
2050 LRTP Placeholder	\$ 75,000	\$ -	\$ -	\$ 75,000
MetroPlan Orlando (CFMPO Alliance)	\$ 5,000	\$ -	\$ -	\$ 5,000
Subtotal:	\$ 135,792	\$ -	\$ -	\$ 140,792
C. Travel				
Travel and Training	\$ 15,600	\$ 1,075	\$ -	\$ 16,675
Subtotal:	\$ 15,600	\$ 1,075	\$ -	\$ 16,675
D. Direct Expenses				
Advertising	\$ 1,850	\$ 750	\$ -	\$ 2,600
Computer Equipment	\$ 5,500	\$ -	\$ -	\$ 5,500
Copier/Printer Rental	\$ 2,750	\$ 110	\$ -	\$ 2,860
Insurance	\$ 2,875	\$ -	\$ -	\$ 2,875
Office Supplies	\$ 4,200	\$ 50	\$ 300	\$ 4,550
Postage	\$ 425	\$ 20	\$ -	\$ 445
Printing and Binding	\$ 1,400	\$ -	\$ -	\$ 1,400
Professional Membership Dues	\$ -	\$ -	\$ 1,700	\$ 1,700
Software Licenses	\$ 7,675	\$ 100	\$ -	\$ 7,775
Subtotal:	\$ 26,675	\$ 1,030	\$ 2,000	\$ 29,705
E. Indirect Expenses				
Marion County Cost Allocation	\$ 55,848	\$ 1,862	\$ -	\$ 57,710
Subtotal:	\$ 55,848	\$ 1,862	\$ -	\$ 57,710
Budget Totals				
Revenues:	\$ 669,715	\$ 27,551	\$ 2,000	\$ 699,266
Expenditures:	\$ 669,715	\$ 27,551	\$ 2,000	\$ 699,266

APPENDIX A: UPWP STATEMENTS AND ASSURANCES

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

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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
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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: Ire Bethea Sr.
Title: TPO Chair

Date

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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: Ire Bethea Sr.
Title: TPO Chair

Date

FLORIDA DEPARTMENT OF TRANSPORTATION
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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
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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.

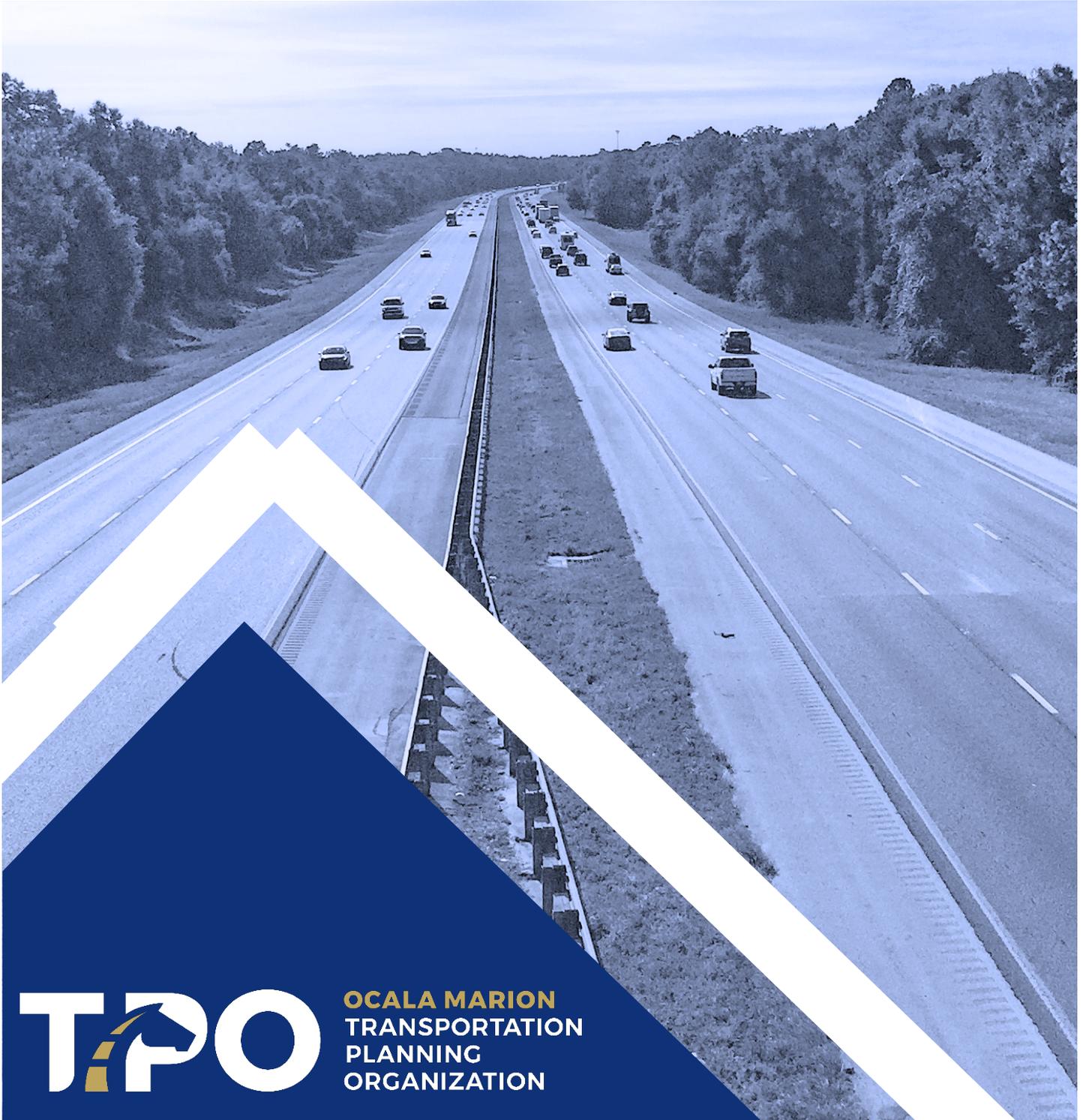
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05/18

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

APPENDIX B: GLOSSARY OF TERMS AND ACRONYMS

Glossary of Terms and Acronyms



OCALA MARION
TRANSPORTATION
PLANNING
ORGANIZATION

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.
FMTTP	Freight Mobility and Trade Plan	FDOT's Freight Mobility and Trade Plan (FMTTP) 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 FLMAs in the transportation planning and project programming process on infrastructure and connectivity needs related to access routes and other public roads and transportation services that connect to Federal lands. Through joint coordination, the State DOTs, MPOs, Tribal Governments, FLMAs, and local agencies should focus on integration of their transportation planning activities and develop cross-cutting State and MPO long range transportation plans, programs, and corridor studies, as well as the Office of Federal Lands

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

Planning and Environment Linkages (PEL)

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

Data in Transportation Planning

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

Florida Planning Emphasis Areas 2021

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

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

Safety

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

Equity

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

Resilience

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



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

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

Emerging Mobility

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

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

Contact Information:

Abra Horne, FDOT, Metropolitan Planning Administrator

850-414-4901

Abra.Horne@dot.state.fl.us



Florida Department of Transportation
District Five

District Planning Activities

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

Improve Safety

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

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



Florida Department of Transportation
District Five

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

Enhance Mobility

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

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



Florida Department of Transportation
District Five

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

Inspire Innovation

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

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



Florida Department of Transportation
District Five

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

Additional Planning Activities

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

APPENDIX D: PUBLIC NOTICES AND PARTNER AGENCY COMMENTS

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



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

Shakayla Irby
Administrative Specialist III/ Social Media Coordinator

Ocala Marion TPO

2710 E. Silver Springs Blvd.

Ocala, FL 34470

P: 352-438-2630 | D: 352-438-2631

ocalamariontpo.org

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PROOF OF PUBLICATION

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Ocala Marion Tpo
2710 E. SILVER SPRINGS BLVD.
OCALA FL 34470

STATE OF FLORIDA, COUNTY OF MARION

The Star Banner, a newspaper printed and published in the city of Ocala, and of general circulation in the County of Marion, State of Florida, and personal knowledge of the facts herein state and that the notice hereto annexed was Published in said newspapers in the issues dated or by publication on the newspaper's website, if authorized, on:

03/15/2022

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State of Wisconsin

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Rob Balmes
Ocala Marion TPO Director
rob.balmes@marionfl.org
352-438-2631
#6978876

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



Federal Highway Administration

Florida Division Office
 3500 Financial Plaza, Suite 400
 Tallahassee, Florida 32312
 (850) 553-2201
 www.fhwa.dot.gov/fldiv

Federal Transit Administration

Region 4 Office
 230 Peachtree St, NW, Suite 1400
 Atlanta, Georgia 30303
 (404) 865-5600

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		<p><u>TPO Responses</u></p> <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 be 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](#)

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:

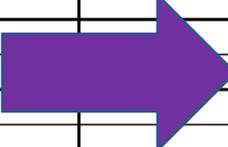
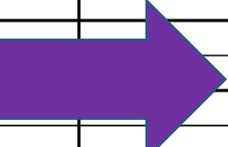
Task 1.1 Regional Activities		
Budget Detail for FY 23 (July 1, 2022 - June 30, 2023)		
Funding Source	FHWA (CPG)	Total
Contract Number	XX	
Source Level	Federal (81.93%)	
Consultant		
Transfer to: MetroPlan Orlando Annual Allocation for CFMPO Alliance*	\$ 5,000	\$ 5,000
TOTAL	\$ 5,000	\$ 5,000

 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 Beut
TPO Director

Approved as to form and legality

Mathew G. Minter
Mathew G. Minter, County Attorney

APPENDIX F: TPO TRAVEL POLICY

Ocala Marion County Transportation Planning Organization



Travel Policy

Updated February 22, 2022

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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.

**Fiscal Years (FY)
22/2023 to 23/2024**

**Unified Planning
Work Program**



**TPO Board Meeting
April 26, 2022**

UPWP Schedule

- **30-Day Public Notice (March 15)**
- **Presentation to TPO Board (March 22)**
- **Presentations to TAC/CAC (April 12)**
- **Partner Agency Comments (April 15)**
- **TPO Board Adoption (April 26)**
- **Adopted UPWP to FDOT (by May 15)**

Partner Agency Comments

- Federal Highway Administration (FHWA)
- Federal Transit Administration (FTA)
- Florida Department of Transportation District 5

- **Federal Aid Program (FAP) Number**
 - ✓ Add revised number (0314-060-M)
- **Task 3 Consultant Work**
 - ✓ Clarify specific Task (Congestion Management) and corresponding budget

- **Consultant Work**
 - ✓ Continue coordination with FHWA on reviews of Scopes of Work and UPWP Task(s)
- **Corrections to Tables 3A, 3B and 4A, 4B**
 - ✓ Corrected headers

- **Agreements and Certifications**
 - ✓ TPO Chair Signatures
- **FTA Coordination with Tasks and SunTran**
 - ✓ Coordination, Performance Management, Carryover funding and Planning Emphasis Areas

- **Certification Form and Travel Resolution**
 - ✓ Form and Signed Resolution
- **Reference TPO Board Bylaws**
 - ✓ Dates added

- **CFMPO Alliance Interlocal Agreements**
 - ✓ Reference and dates added
- **Cost Allocation**
 - ✓ Reference as Indirect Rate to Host Agency

- **Task Responsibility by Agency**
 - ✓ Details added (e.g. TPO, SunTran, Consultant)
- **Professional Membership Dues**
 - ✓ Referenced Task 9

- **Single Source Audit**
 - ✓ TPO monitors threshold (\$750K federal expended)
- **Task 1 Administration Expenses**
 - ✓ Details added for software, licenses, equipment

- **Regional Task (Task 8)**
 - ✓ Uniform language and formatting for all MPO's in Central Florida to support the Central Florida MPO Alliance

- **Task 5 Public Transportation**
 - ✓ FTA and FDOT Transit Office emphasis on TPO funding and collaboration with SunTran and Marion Transit for planning projects
 - TDSP survey/updates, Equity, others TBD

Budget Changes

- **FTA 5305d Full Allocation**
 - Funding increase of \$16,221 in FY 23 and FY 24
- **Indirect – Cost Allocation to Marion County**
 - \$56,255 (effective Oct. 1, 2022)
 - Prorated to TPO budget (\$57,710)

Funding Source	Fiscal Year 2022/2023
*Consolidated Planning Grant (CPG)	\$723,984
FTA 5305(d) Carryover	\$146,840
CTD (Transportation Disadvantaged)	\$27,551
Local Funding	\$2,000
Total:	\$900,375

*FHWA PL-112 de-obligation, FY 22/23 (\$175,000) to be added;
\$16,221 increase for FTA 5305d portion of CPG

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	\$ 393,074	\$ 11,499	\$ 23,549	\$ -	\$ 428,122
Subtotal:	\$ 393,074	\$ 11,499	\$ 23,549	\$ -	\$ 428,122
B. Consultant Services					
Consultants	\$ 148,453	\$ 88,522	\$ -	\$ -	\$ 236,975
2050 LRTP Placeholder	\$ 125,000	\$ -	\$ -	\$ -	\$ 125,000
MetroPlan Orlando (CFMPO Alliance)	\$ 5,000	\$ -	\$ -	\$ -	\$ 5,000
Subtotal:	\$ 278,453	\$ 88,522	\$ -	\$ -	\$ 366,975
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
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	\$ 6,684	\$ 728	\$ 100	\$ -	\$ 7,512
Subtotal:	\$ 24,324	\$ 4,793	\$ 1,065	\$ 2,000	\$ 32,182
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:	\$ 723,984	\$ 146,840	\$ 27,551	\$ 2,000	\$ 900,375
Expenditures:	\$ 723,984	\$ 146,840	\$ 27,551	\$ 2,000	\$ 900,375

Funding Source	Fiscal Year 2023/2024
Consolidated Planning Grant (CPG)	\$669,715
CTD (Transportation Disadvantaged)	\$27,551
Local Funding	\$2,000
Total:	\$699,266

\$16,221 increase for FTA 5305d portion of CPG

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	\$ 430,800	\$ 23,584	\$ -	\$ 454,384
Subtotal:	\$ 430,800	\$ 23,584	\$ -	\$ 454,384
B. Consultant Services				
Consultants	\$ 60,792	\$ -	\$ -	\$ 60,792
2050 LRTP Placeholder	\$ 75,000	\$ -	\$ -	\$ 75,000
MetroPlan Orlando (CFMPO Alliance)	\$ 5,000	\$ -	\$ -	\$ 5,000
Subtotal:	\$ 140,792	\$ -	\$ -	\$ 140,792
C. Travel				
Travel and Training	\$ 15,600	\$ 1,075	\$ -	\$ 16,675
Subtotal:	\$ 15,600	\$ 1,075	\$ -	\$ 16,675
D. Direct Expenses				
Advertising	\$ 1,850	\$ 750	\$ -	\$ 2,600
Computer Equipment	\$ 5,500	\$ -	\$ -	\$ 5,500
Copier/Printer Rental	\$ 2,750	\$ 110	\$ -	\$ 2,860
Insurance	\$ 2,875	\$ -	\$ -	\$ 2,875
Office Supplies	\$ 4,200	\$ 50	\$ 300	\$ 4,550
Postage	\$ 425	\$ 20	\$ -	\$ 445
Printing and Binding	\$ 1,400	\$ -	\$ -	\$ 1,400
Professional Membership Dues	\$ -	\$ -	\$ 1,700	\$ 1,700
Software Licenses	\$ 7,675	\$ 100	\$ -	\$ 7,775
Subtotal:	\$ 26,675	\$ 1,030	\$ 2,000	\$ 29,705
E. Indirect Expenses				
Marion County Cost Allocation	\$ 55,848	\$ 1,862	\$ -	\$ 57,710
Subtotal:	\$ 55,848	\$ 1,862	\$ -	\$ 57,710
Budget Totals				
Revenues:	\$ 669,715	\$ 27,551	\$ 2,000	\$ 699,266
Expenditures:	\$ 669,715	\$ 27,551	\$ 2,000	\$ 699,266

Questions and Comments

Requesting Board Adoption



TO: Board Members

FROM: Rob Balmes, Director

RE: List of Priority Projects (LOPP) Guidance Document

Summary

In 2022, the TPO has been working with our General Planning Consultant Kimley-Horn and Associates to develop a revised List of Priority Projects (LOPP) process. At the meeting, Jim Wood of Kimley-Horn will present the set of draft task deliverables, which includes LOPP Policy and Procedures Guidance, LOPP Ranking Methodology and LOPP Project Lists.

Attachment(s)

- List of Priority Projects (LOPP) Guidance Document
- Presentation

Committee Recommendation(s)

- The Citizens Advisory Committee (CAC) and Technical Advisory Committee (TAC) approved the LOPP Guidance Document on April 12, 2022.

Action Requested

- Adoption of List of Priority Projects (LOPP) Guidance Document

If you have any questions about the Draft UPWP or partner comments, please contact me at: 438-2631.



List of Priority Projects (LOPP)

Policies and Procedures Guidance

DRAFT – April 13, 2022

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The annual List of Priority Projects (LOPP) process is one of the most significant activities undertaken by the Ocala Marion Transportation Planning Organization (TPO). The LOPP represents the highest priority unfunded transportation needs in the TPO's planning area. **A well-organized LOPP process is critical to obtaining federal and state funding.** This *LOPP Policy and Procedures Guide* is intended to provide the TPO and partner local governments with guidance to implement a successful process that is predictable and consistent from year-to-year.

Purpose of the LOPP

The LOPP serves as the bridge between the TPO's Long Range Transportation Plan (LRTP) and the annual selection of projects by FDOT for inclusion in the Five-Year Work Program which the TPO's Transportation Improvement Program (TIP) will align with.



STATUTORY REQUIREMENTS

Per Section 339.175(8), Florida Statutes, all Florida MPOs/TPOs are required to annually develop and submit a list of priority projects to FDOT. The prevailing principles to be considered by MPOs/TPOs when developing a list of project priorities are:

- Preserving existing transportation infrastructure
- Enhancing Florida's economic competitiveness
- Improving travel choices to ensure mobility

The LOPP must be based upon project selection criteria that, at a minimum, consider the following:

1. The approved MPO/TPO long-range transportation plan
2. The Strategic Intermodal System Plan [s. 339.64]
3. The priorities developed pursuant to the Transportation Regional Incentive Program (TRIP) [s. 339.2819(4)]
4. The results of the transportation management systems
5. The MPO's/TPO's public-involvement procedures

ALIGNMENT WITH OTHER PLANS

As noted above, it is critical for projects submitted within the LOPP to be aligned with the TPO's LRTP. Similarly, the projects that are being advanced should be consistent with the respective local government's Comprehensive Plan. A key concept for transportation projects being prioritized and programmed for funding is *planning consistency*.

It is important for projects to be described consistently as they proceed from the LRTP Cost Feasible Plan to the LOPP, the TIP, and ultimately into project development. This is a requirement for federally funded projects so changes to a project beyond certain thresholds will require amendments of the LRTP and TIP to ensure planning consistency is maintained.

LOPP Process

The LOPP process is continuous and dynamic, with the highest priority projects advancing each year as funding is programmed and the project phases move forward. The highest priority projects in the LOPP will typically remain at the top of a given list from year-to-year until they move forward to be programmed for funding in the FDOT Work Program and TIP. Reaffirming priorities annually provides greater predictability for local sponsors, improves coordination with FDOT, and improves prospects for project funding. Once a project has been fully funded through construction in the FDOT Work Program/TIP [and is completed], it will no longer remain on the LOPP. Projects will typically advance more quickly or be ranked higher on a list based on prioritization factors such as the amount of local funding available (*see LOPP Prioritization and Ranking section*).

SCHEDULE AND KEY MILESTONES

The success of each year’s LOPP in paving the way for project funding depends on a schedule that facilitates effective coordination, communication, and prioritization. It is critical for the approved annual LOPP with associated documentation for all priority projects to be ready for submission to FDOT by the annual deadline which is typically July 1. The annual Ocala Marion TPO LOPP process will follow the Typical LOPP Schedule in the table below. Specific deadlines and meeting dates (e.g., Call for Projects and Technical Assistance Meetings) will be communicated by the TPO to partner local governments during the Call for Projects period.

TYPICAL LOPP SCHEDULE	
Key LOPP Activity	General Milestone Dates
Call for Projects	November – January
Compilation of Initial Project Lists (unranked)	January - February
Technical Assistance Meetings with Project Sponsors	February
Project Ranking and Prioritization	March
Coordination with FDOT to Identify Project Information Application Needs	March - April
Presentation of Draft LOPP to TPO Board/Committees	April
Presentation of Revised Draft LOPP to TPO Board/Committees (as needed)	May
Finalization of FDOT Project Information Applications for Applicable Projects	May – June
Presentation of Final LOPP to TPO Board/Committees	June
Adoption of Final LOPP by TPO Board	June
Submission of the Final LOPP and Project Information Applications to FDOT	No later than June 30

AGENCY ROLES AND EXPECTATIONS

The LOPP is a collaborative process between the TPO, Marion County, the cities of Belleview, Dunnellon, Ocala, and the Florida Department of Transportation. The following represents the general roles of each agency in the development of each year's LOPP.

Ocala Marion TPO

The TPO serves as the facilitator of the LOPP process and is responsible for the following activities:

- Support jurisdictions in the identification of projects eligible for consideration in the LOPP
- Provide information and guidance related to available project funding sources and applicable processes
- Leads project scoring and ranking process in collaboration with project sponsors
- As-needed support for the development of FDOT Project Information Application
- Submission of each year's required LOPP documentation to FDOT

Local Jurisdictions

During each year's LOPP process, Marion County, Belleview, Dunnellon, and Ocala are expected to provide and/or participate in the following:

- Submit a prioritized list of projects that has been approved by its respective board as defined in this guidance
- Participate in TPO-led meetings related to initial list reviews, project prioritization, and FDOT Project Information Application (PIA) needs
- Preparation of complete and accurate PIA forms for submission to FDOT

Florida Department of Transportation

FDOT can provide valuable information to the TPO and project sponsors during the LOPP process. This includes providing cursory review of draft priority lists, confirming application requirements, and providing guidance and consultation on the organization of the various project lists.

SUBMISSION OF PROJECTS

The process for the annual LOPP begins with each jurisdiction submitting a list of its highest priority projects for consideration. By submitting this list early in the process, the TPO can lead an efficient approach to analyze projects and appropriately direct the efforts of local governments in the development of only the necessary applications and information. An FDOT Project Information Application (PIA) needs to be completed or on-file for all projects being submitted for funding consideration. Projects that are in the current version of the LOPP should still be included in lists submitted by project sponsors. This helps the TPO and FDOT to determine if a new PIA is required or if an existing application only needs updated information such as updated project schedule or estimated costs.



Organization of the LOPP

The LOPP includes the following lists by project category:

1. Top Priorities (combined list of highest priority projects from applicable categories below)
2. Strategic Intermodal System (SIS)
3. Non-SIS Capacity
4. Safety and Operations
5. Complete Streets
6. Trails
7. Bicycle/Pedestrian
8. Transit
9. Planning Studies

LOPP Prioritization and Ranking

The ranking methodology for the TPO's List of Priority Projects was developed to guide a clear and fair process to annually score and rank projects. This methodology was approved by the TPO Board on ##, 2022 as part of an overall update to LOPP policies and procedures. The ranking methodology is intended to:

- Support the goals of the TPO's 2045 Long Range Transportation Plan (LRTP)
- Provide a clear and transparent process that is easily implementable by TPO staff
- Provide a balance of quantitative criteria and flexibility to strategically prioritize projects
- Leverage accessible and readily available data from sources such as the LRTP, Congestion Management Process (CMP), and Safety Action Plan to facilitate project ranking
- Place increased emphasis on improving congestion, safety, freight mobility, and resiliency of the transportation network

RANKING ELEMENTS

Development of the LOPP will consist of two key components to comprehensively screen and rank projects:

1. Criteria Score
2. Strategic Refinement

Each of these components is described below.

Criteria Score

The criteria score is a quantitative component that evaluates projects based upon of specific criteria outlined and described below. There are a total of **100** points available for the quantitative score. Each of the criteria categories have been selected to advance the TPO's LRTP goals, federal Performance Measures (where applicable), and other local/TPO priorities.

Strategic Refinement

This component recognizes that when the Draft LOPP ranking is viewed in entirety, there may remain a desire to make refinements to the rank of an individual project or small number of projects based upon strategic needs. This refinement would be conducted only if necessary, to address factors not otherwise adequately captured in the development of the Draft LOPP. This step would be considered during Draft LOPP review by the CAC, TAC, and Board during their May meetings.

- The CAC and TAC will evaluate the Draft LOPP and determine if there are any strategic refinements to the priority order for an individual project or small number of projects. If so, any recommended adjustments will require committee vote to be formal recommendations that are transmitted to the Board.
- The Draft LOPP and any CAC/TAC recommended strategic refinements will be reviewed by the TPO Board. The Board will first consider the Draft LOPP for approval and then separately consider any recommended strategic refinements for approval.

The TPO will update the LOPP based upon the actions of the Board. The CAC, TAC and Board will review the Final LOPP for approval during their June meetings.

CRITERIA SCORE

The Criteria Score consists of twelve (12) criteria that are summarized in the Criteria Scoring Matrix (page 11). The criteria are described below.

Prior Year Rank

1. Prior Year Rank Measure

This scoring criteria recognizes the rank of a given project in the prior LOPP. Consideration of a project's prior ranking helps support program stability and predictability by acknowledging the TPO's previously approved position of projects. Prior year rank also emphasizes the primary goal of moving projects toward full implementation.

Projects receive points based upon their prior LOPP ranking according to the following:

- Prior Year LOPP ranking of 1-5 = 10 points
- Prior Year LOPP ranking of 6-10 = 8 points
- Prior Year LOPP ranking of 11-15 = 6 points
- Prior Year LOPP ranking of 16-20 = 4 points
- Prior Year LOPP ranking above 20 or not ranked = 0 points

Project Cycle

2. Project Phase Measure

This scoring criteria evaluates the status of projects in their development phase and allocates more points to projects that are further along in project development. Points are allocated based on a project's highest funded phase. The project development cycle includes the following phases:

- Planning or Feasibility Study [optional]
- Environmental Review/Project Development & Environment (PD&E)
- Design
- Right of Way [if additional right of way is needed]
- Construction

Each project will go through an environmental review phase to determine whether it will advance. This step ensures that each project is comprehensively evaluated for potential impacts to environmental, sociocultural, archaeological, and historical resources.

Note: Projects can only be scored by one phase at a time.

Projects receive points based upon the highest funded phase:

- Project is fully funded through all phases (Maintain in TIP and Work Program) = 10 points
- Project is fully funded through all phases except Construction (Requesting Construction Funding) = 8 points
- Project is fully funded through Design (Requesting ROW) = 6 points
- Project is fully funded through PD&E phase (Requesting Design Funding) = 4 points
- Project is fully funded through Planning/Feasibility phase (Requesting PD&E phase) = 2 points

Local Funding Commitment

3. Local Funding Commitment Measure

Projects receive points based upon the amount of local matching funding committed and available for the project:

- 50% Local Match Commitment = 10 points
- 25% Local Match Commitment = 7.5 points
- Less than 25% Local Match Commitment = 5 points
- No Local Match Commitment = 0 points

Regional Connectivity and Partnerships

Considers if a project is supported by a formal partnership between two or more agencies or record of ongoing coordination to complete a project. For example, whether the project is a Transportation Regional Incentive Program (TRIP) or is a project that has documented support of two or more jurisdictions.

4. Regional Connectivity and Partnership Measure

Projects receive points based on the following:

- Project represents a formal partnership between two or more agencies = 10 points
- Project has a demonstrated record of ongoing coordination between two or more agencies = 5 points
- Project does not represent a formal partnership and/or ongoing coordination between two or more agencies = 0 points

Safety

This scoring criteria identifies projects that include safety improvements or address a safety issue. Projects are scored based on the High Injury Network and crashes identified as part of the development of the TPO's *Commitment to Zero: An Action Plan for Safer Streets in Ocala Marion* document.

5. Safety Measure – Killed, Seriously Injured Crashes (KSI)

Points are allocated if KSI crashes have been documented within the project limits:

- Yes = 5 points
- No = 0 points

6. Safety Measure – High Injury Network

Points are allocated if the project limits are located on the High Injury Network:

- Yes = 5 points
- No = 0 points

Congestion Management

7. Congestion Management Measure

Identifies projects that improve capacity for vehicular traffic on congested corridors. Projects are scored based on the data within the most recent version of the TPO's *Congestion Management Plan and State of the System Report*, which identifies current and projected levels of congestion based on the volume-to-capacity (V/C) ratios.

Projects receive points based on the following:

- Project on Extremely Congested Corridor (V/C > 1.08) = 10 points
- Project on Congested Corridor (V/C > 1.00) = 7.5 points
- Project on Corridor Approaching Congestion = 5 points
- Project on Corridor that is Not Congested = 0 points

Multimodal

This scoring criteria evaluates projects that enhance multimodal options and connectivity.

8. Multimodal Measure – Alignment with 2045 LRTP Bicycle, Sidewalk and Trail Priorities

Points are assigned based upon whether the project is and/or connects to a specific Bicycle Facility, Sidewalk and/or Trail priority as listed in the 2045 LRTP's Multimodal Boxed Funds Projects list:

- Bicycle Facility, Sidewalk and/or Trail Project in 2045 LRTP and connects to an existing Non-Motorized Facility – 10 pts
- Bicycle Facility, Sidewalk and/or Trail Project in 2045 LRTP – 5 points
- Not a specific Bicycle Facility, Sidewalk and/or Trail Project facility – 0 points

Transportation Resilience

Identifies projects that improve the resiliency and reliability of the area's transportation system based upon the TPO's *Transportation Resilience Guidance (January 2022)* and the *Marion County Local Mitigation Strategy*.

9. Transportation Resilience Measure – Evacuation Routes

Points are allocated to projects that improve a designated evacuation route or improve a corridor that directly connects to a designated evacuation route:

- Project improves a designated evacuation route = 10 points
- Project improves a corridor directly connecting to a designated evacuation route = 5 points
- Project does not improve, or directly connect to, a designated evacuation route = 0 points

Economic Development and Logistics

Identifies projects that accommodate and promote economic growth by improving access to areas of high employment growth and through the efficient movement of freight, based upon data compiled in the 2045 LRTP.

10. Economic Development and Logistics Measure – Employment Growth

Points are allocated to projects that improve access to employment growth areas as defined in the 2045 LRTP:

- Project limits within or adjacent to High Employment Growth Area = 5 points
- Project limits within or adjacent to Medium-High Employment Growth Area = 4 points
- Project limits within or adjacent to Medium Employment Growth Area = 3 points
- Project limits within or adjacent to Medium-Low Employment Growth Area = 2 points
- Project limits within or adjacent to Low Employment Growth Area = 0 points

11. Economic Development and Logistics Measure – Freight

Points are allocated to projects that enhance efficient and reliable movement of freight and goods within Marion County, based upon the Freight Score assigned to the segment in the 2045 LRTP:

- Project limits include High Freight Score segment = 5 points
- Project limits include Medium Freight Score segment = 3.5 points
- Project limits include Low Freight Score segment = 2 points
- Project limits do not include a Freight Score segment = 0 points

Equity

Identifies projects that would serve Marion County's Equity Areas identified in the 2045 LRTP. Equity Areas were defined based the location of five disadvantaged populations by Census Block (People living in poverty; Minority population; People without a vehicle; Seniors; and Youth).

12. Equity Measure – Disadvantaged Populations

Points are allocated based on whether the project is adjacent to, or traverses the Equity Areas identified in the 2045 LRTP:

- Project is adjacent to, or traverses an Equity Area with three (3) Disadvantaged Populations = 10 points
- Project is adjacent to, or traverses an Equity Area with two (2) Disadvantaged Populations = 7.5 points
- Project is adjacent to, or traverses an Equity Area with one (1) Disadvantaged Population = 5 points
- Project is not adjacent to, or does not traverse an Equity Area = 0 points

CRITERIA SCORING MATRIX

Criteria Score Categories	Measure	Maximum Score	L RTP Goal(s)*	Performance Measure(s)**
Prior Year Rank	1. Projects will receive points based upon their prior year LOPP ranking.	10	4	-
Project Cycle	2. Points are allocated based on a project's highest funded phase.	10	4	-
Local Funding commitment	3. Points are allocated based on amount of local matching funding committed and available for the project.	10	4	-
Regional Connectivity and Partnerships	4. Points are allocated if the project represents a formal partnership or ongoing coordination between two or more agencies.	10	4	-
Safety	5. Points are allocated if fatal and serious injury (KSI) crashes have been documented within the project limits.	5	3	PM1
	6. Points are allocated if the project limits are located on the High Injury Network.	5		
Congestion Management	7. Points are allocated based on the level of congestion identified on the corridor where the project is located.	10	1, 2, 3	PM3
Multimodal	8. Points are allocated if the project is or connects to a specific Bicycle Facility, Sidewalk or Trail priority as listed in the 2045 LRTP's Multimodal Boxed Funds Projects list.	10	1, 3, 5	PM1/PM3
Transportation Resilience	9. Points are allocated to projects that improve a designated evacuation route or improve a corridor that directly connects to a designated evacuation route.	10	3, 5, 6	-
Economic Development and Logistics	10. Points are allocated to projects that improve access to employment growth areas.	5	2, 5	PM3
	11. Points are allocated to projects that enhance the efficient and reliable movement of freight and goods within Marion County.	5		
Equity	12. Points are allocated to projects based on their proximity to disadvantaged populations.	10	1	-
TOTAL MAXIMUM CRITERIA SCORE		100		

*LRTP Goals

1. Promote Travel Choices that are Multimodal and Accessible
2. Provide Efficient Transportation that Promotes Economic Development
3. Focus on Improving Safety and Security of the Transportation System
4. Ensure the Transportation System Meets the Needs of the Community
5. Protect Natural Resources and Create Quality Places
6. Optimization and Preserve Existing Infrastructure

**Performance Measures (if applicable)

- PM1 – Safety Measures - including traffic fatalities and serious injuries, pedestrian/bicycle fatalities and serious injuries; and transit incidents
- PM2 – Pavement and Bridge Condition Measures - including roadway, bridge, and transit capital asset condition and how well they are maintained
- PM3 – System Performance Measures - including highway congestion, travel reliability, freight movement reliability, and mobile source emissions

DRAFT

List of Priority Projects (LOPP) Process Update



Purpose of LOPP Process Update

Create New Policies and Procedures Guidance

For year-to-year predictability and consistency

Revise Ranking Methodology

To improve scoring process and expand criteria

Establish New Project List Categories

To move away from a single list

Process to Develop Guidance

February 16 – Task Group Meeting with Local Agencies

Identified key opportunities for improvement of LOPP Process

March 8 – CAC and TAC Meetings

Reviewed initial Policies and Procedures Guidance

March 29 – Task Group Meeting (Virtual) with Local Agencies

Reviewed draft Prioritization and Ranking Methodology

April 12 – CAC and TAC Meetings

Reviewed Draft Guidance and recommended Board approval

DRAFT Policies and Procedures Guidance

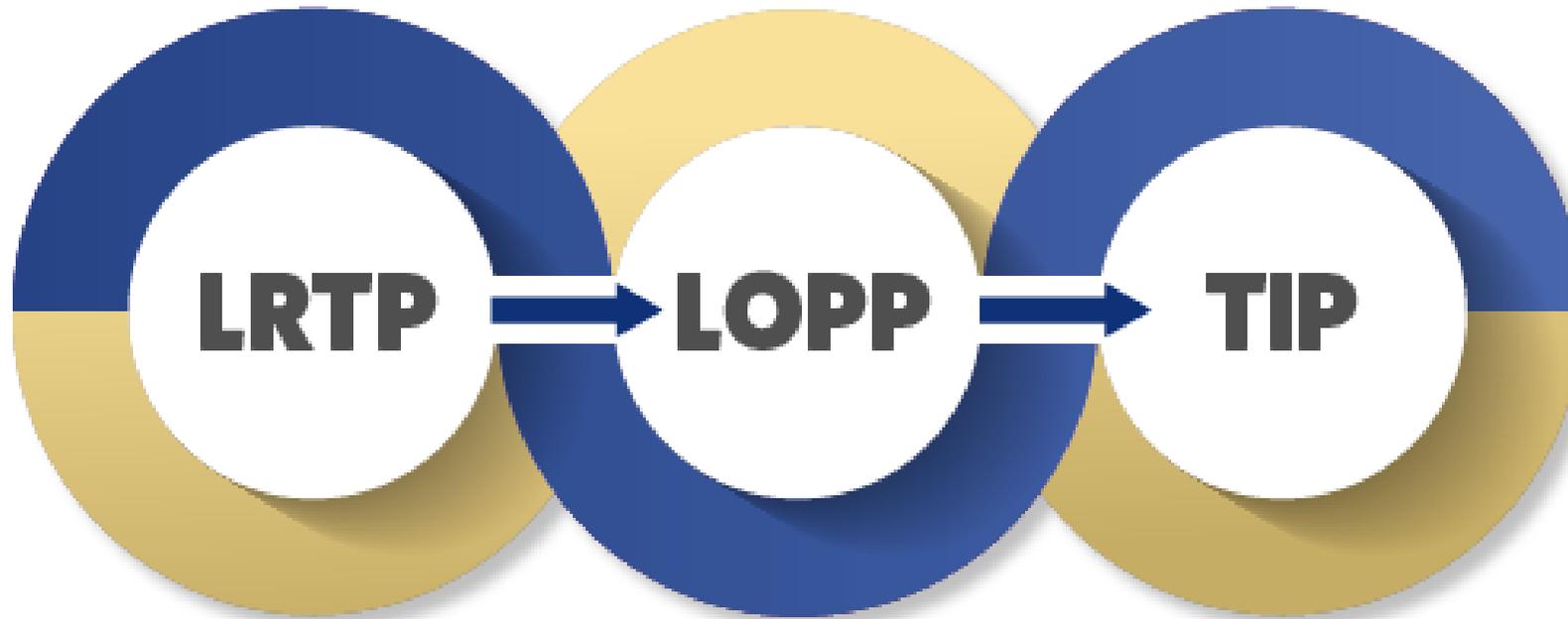
- Purpose of the LOPP – pages 2-3
- LOPP Process – pages 3-5
- Organization of the LOPP – Page 5
- LOPP Prioritization and Ranking – Pages 6-12



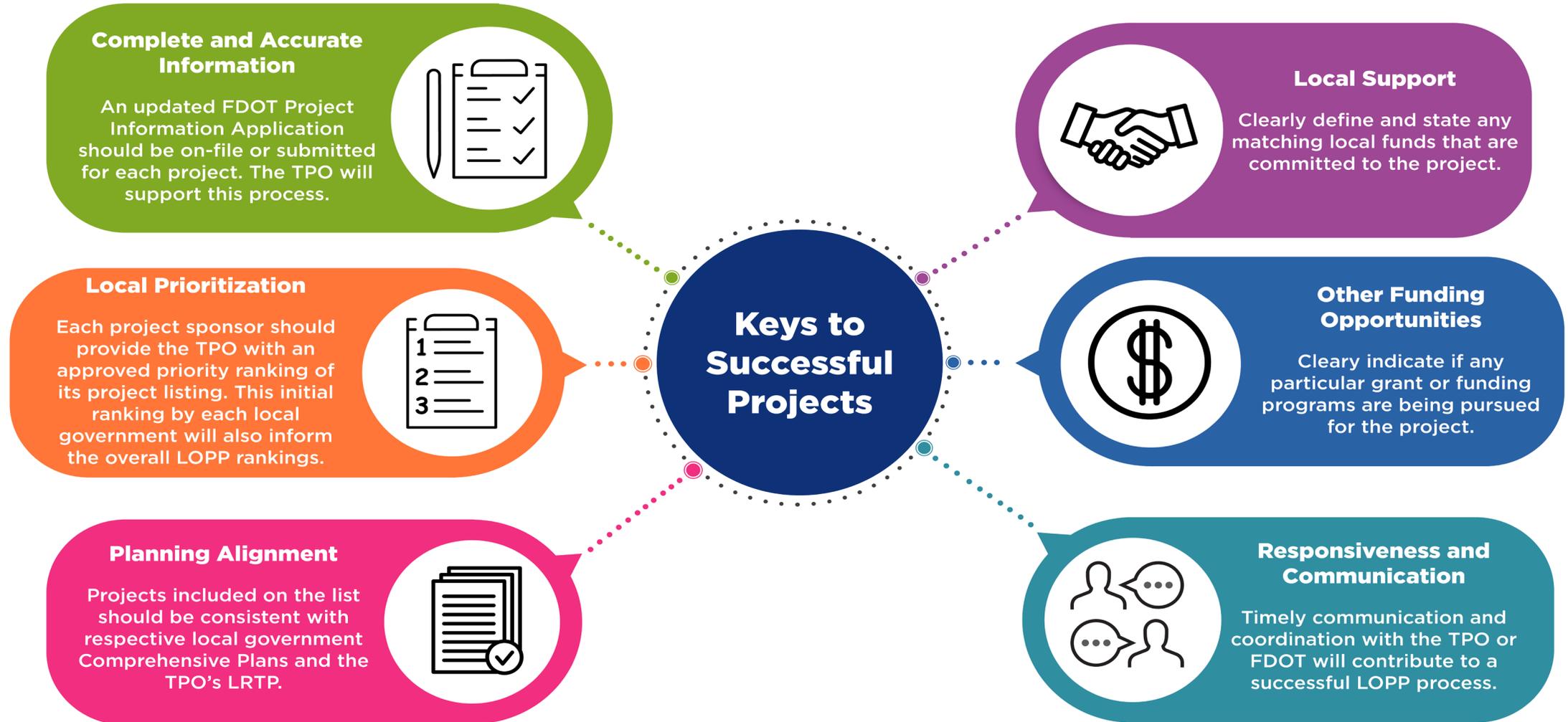
List of Priority Projects (LOPP)
Policies and Procedures Guidance

DRAFT – April 13, 2022

Purpose of The LOPP



LOPP Process - Keys to Successful Projects



Organization of the LOPP

1. Top Priorities (combined list of highest priority projects from applicable categories below)
2. Strategic Intermodal System (SIS)
3. Non-SIS Capacity
4. Safety and Operations
5. Complete Streets
6. Trails
7. Bicycle/Pedestrian
8. Transit
9. Planning Studies

Updated Ranking Methodology

Criteria Score (100 points)

- Prior Year Rank
- Project Cycle
- Local Funding Commitment
- Regional Connectivity and Partnerships
- Safety
- Congestion Management
- Multimodal
- Transportation Resilience
- Economic Development and Logistics
- Equity

Updated Ranking Methodology – Comparison

Evaluated 8 Projects – Compared 2021 Rank to New Method

Relative rank changed less than 1 point

- 5 Projects – No Change in Rank
- 1 project – One Spot Higher (+1)
- 1 project – Two Spots Higher (+2)
- 1 project – Two Spots Lower (-2)

Updated Ranking Methodology

Strategic Refinement

- Address factors not otherwise adequately captured in Criteria Score
- Considered during May meeting of CAC, TAC, and Board
- Intended for minor adjustments

Today

Seeking Approval of Draft...

- Policies and Procedures Guidance
 - LOPP List Categories
 - Proposed Prioritization and Ranking Methodology



List of Priority Projects (LOPP)
Policies and Procedures Guidance

DRAFT – April 13, 2022

Questions?



Florida Department of Transportation

RON DESANTIS
GOVERNOR

605 SUWANNEE STREET
TALLAHASSEE, FL 32399-0450

Ocala/Marion County Project Status Update as of March 31, 2022

The following is a brief status update on major FDOT road construction projects in Marion County as of the March cutoff. The next cutoff date is April 29, 2022. Information is also available on www.cflroads.com. For questions, please contact Anna Taylor at 386-943-5499 or via email at Anna.Taylor@dot.state.fl.us.

MARION COUNTY

Current Projects:

Dallas Pond Redesign on U.S. 301 Drainage Construction (FDOT Financial Information Number 411256-5)

- Contract: E57A3
- Contractor: Concept Construction & Demolition, LLC.
- Estimated Start: January 2022
- Estimated Completion: Spring 2022
- Update: Currently the contractor is addressing punch list items in hopes to wrap up the project and achieve final acceptance on Wednesday, March 30, 2022. If everything is complete to DOT's expectations, final acceptance will be given. If final acceptance is not given, then the contractor would come back next week to address any remaining issues. The purpose of this project is to re-design the existing pond that is currently out of compliance for water quality treatment. The project also includes the extension of the outfall, and acquisition of drainage easements for future maintenance of the complete drainage system.

441136-1 Mill and resurface U.S. 441 from County Road 25A in Ocala north 8.8 miles to the U.S. 441/301 split.

- Contractor: Anderson Columbia Inc.
- Estimated Start: October 2021
- Estimated Completion: Fall 2022
- Project Cost: \$15.4 million
- Update: Contractor is currently working on outside drainage work and first area of subsoil excavation. The milling and resurfacing operations continue from North of NW 35th street to the North limits of the project. Signalization work started with the installation of open trench conduit and directional bore. Lighting operations completed to date include the installation of light pole bases, conduit, pull-boxes and erection of poles. A depression appeared on the along the SB direction, just South of NW 117th street that is currently being evaluated by the Department.

439238-1 Resurface U.S. 441 from State Road 35 (SE Baseline Road) to State Road 200

- Contract: T5675
- Contractor: C.W. Roberts Contracting, Inc.
- Start: January 2021
- Estimated Completion: Summer 2022
- Cost: \$15.7 million
- Update: Daytime and nighttime lane closures for drainage, widening, milling, and paving operations continue at various locations throughout the project. A two-week look ahead indicates gravity wall work plan submittal as controlling item of work. CWR's schedule indicates median barrier work, including guardrail and MOT removal as predecessor. Concrete Barrier under C.S.X. bridge is complete and as per plan guardrail is complete but additional guardrail is needed due to plan error. After the additional guardrail is installed and paving in the same area is completed the MOT below CSX bridge will be removed. This work should take place this week or the following.



TO: Committee Members

FROM: Rob Balmes, Director

RE: Commitment to Zero Update

Summary

The Commitment to Zero Community Workshop was held on April 14, 2022 at the College of Central Florida Klein Center. Approximately 45 residents attended the workshop, including an opening welcome by Chair and Ocala City Council President Ire Bethea Sr., and Board Member Marion County Commissioner Michelle Stone. A short presentation was provided by the TPO and Consultant Team, Benesch, followed by an open house format.

The next steps in the project involve a Stakeholder Workshop scheduled for May 12 at the Marion County Growth Services Training Room. Over 40 representatives from public partner agencies and non-profit groups have been invited to participate. The workshop will also be open to the public. Additionally, a workshop has been scheduled for the Transportation Disadvantaged Local Coordinating Board (TDLCB) on June 16.

The TPO continues to solicit feedback through a survey and interactive comment map. This information be may be accessed via the project website:

<https://ocalamariontpo.org/safety-plan>

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



TO: Board Members

FROM: Rob Balmes, Director

RE: 2045 Long Range Transportation Plan (LRTP) Amendment

Summary

The adopted 2045 Long Range Transportation Plan (LRTP) may be amended during the five-year cycle in order to add, remove or modify a transportation project in the Cost Feasible and Needs Plan elements. An amendment is a formal revision that requires public review and comment. All changes to the LRTP must also demonstrate fiscal constraint (23 CFR 450.104).

The TPO conducted a call for 2045 LRTP Amendments on April 18, 2022 to local jurisdictions and Florida Department of Transportation (FDOT). Any proposed LRTP amendments are due to the TPO by May 20, 2022. The process involved an email notification to all four jurisdictions and FDOT.

A 2045 LRTP Amendment Public Hearing is tentatively planned to take place at the TPO Board meeting on June 28, 2022, pending the outcome of the state budget process. If necessary, the Amendment Public Hearing may be held in August or September. A proper 30-day notification will be made to the Board and public in advance of the hearing.

Attachment(s)

- Call for 2045 LRTP Project Amendments

TPO staff will further discuss this process at the Board meeting on April 26. If you have any questions, please contact me at: 438-2631.



2045 LONG-RANGE TRANSPORTATION PLAN CALL FOR PROJECT AMENDMENTS

The Ocala Marion Transportation Planning Organization (TPO) adopted the 2045 Long Range Transportation Plan (LRTP) on November 24, 2020. The 2045 LRTP is a dynamic document required to be maintained over a five-year period through November 2025. An amendment to the LRTP may be considered by the TPO Board when additional funding is identified for the TPO planning area (not already in the Cost Feasible Plan) or if new transportation needs are identified by local and state government partners.

Based upon the addition of projects programmed in the Florida Department of Transportation (FDOT) Tentative Work Program and recent inquiries by local governments, the TPO is conducting a Call for 2045 LRTP Project Amendments.

In an effort to make this process efficient, TPO staff is asking each of the five agencies submitting LRTP amendment requests to include the following (form on next page):

- Jurisdiction
- Contact Information
- Project Type
- Project Location (limits/termini)
- Project description (1 to 2 sentences)
- Cost estimate (in year of expenditure)
- Project Location Map

Please submit any amendment requests to TPO Director Rob Balmes (rob.balmes@marionfl.org) **using the attached form by May 20 2022**. Projects received after this date will be considered for a future 2045 LRTP amendment planned to take place in calendar year 2023.

The current 2045 LRTP may be access at the TPO's website:

<https://ocalamariontpo.org/plans-and-programs/long-range-transportation-plan-lrtp>

2045 Long-Range Transportation Plan Amendment Project Form
One entry for each project

Jurisdiction: |

E-mail: **Phone:**

Project Type (select one):

Roadway or Intersection Transit Boxed Funds (corridor study, multimodal, ITS)

Location:

From:

To:

Description:

YOE Cost Estimate:

Other Information:

--

Project Location Map (Attach)



TO: Board Members

FROM: Rob Balmes, Director

RE: Federal Highway Administration Program Accountability Results, 2045 Long Range Transportation Plan (LRTP)

Summary

The Federal Highway Administration (FHWA) Florida Division has been conducting Program Accountability Results (PAR) reviews of the TPO and two other non-Transportation Management Area (TMA) Metropolitan Planning Organizations (MPO) in Florida (Indian River, Lake~Sumter) regarding federal compliance with long range transportation plans (LRTP). The purpose of the PAR reviews is to assess LRTP compliance and fiscal constraint in order to meet federal requirements. The TPO was selected in 2021 to be part of the initial round statewide PAR reviews in both Fiscal Years (FY) 2021 (2040 LRTP) and 2022 (2045 LRTP).

Based upon a recent completion of the PAR for the three MPO's, the Ocala Marion TPO was recognized for full consistency with all fiscal constraint requirements. The TPO has met all requirements and is in compliance with U.S. Code of Federal Regulations. Attached to this memo is the summary results from FHWA's review.

Attachment(s)

- FY 22 Program Accountability Results (PAR) Review, April 2022

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

FY22 Program Accountability Results (PAR) Review

Florida Non-TMA MPOs

Fiscal Constraint of the Long-Range Transportation Plans

April 2022

PAR Overview

For Fiscal Year (FY) 2022, the Florida Division Planning staff conducted (3) Program Accountability Results (PAR) reviews on three of the State's non-Transportation Management Area (TMA) Metropolitan Planning Organizations (MPOs). The purpose of these reviews was to assess fiscal constraint of the Long-Range Transportation Plans (LRTPs) to determine their compliance with 23 CFR 450.324. This review was conducted as a risk response mitigation strategy to address the Division's 6th risk statement for FY21, namely that if MPOs do not include all regionally significant projects within an LRTP, then LRTPs will not be fiscally constrained, and projects may be advanced that do not come from the MPO planning process. This year's review effort continues the assessment of all nine non-TMA MPOs in Florida conducted over a three-year period. The non-TMA MPOs selected for review this FY were: Indian River; Lake-Sumter; and Ocala Marion. The review of these MPOs began in FY21 and is being repeated for FY22 in order to assess the new LRTPs that were just adopted for these MPOs.

To initiate the PARs, the Division utilized the fiscal constraint-related questions from the internally developed "2019 LRTP Checklist with 2018 Expectations Letter" to create the PAR LRTP Fiscal Constraint Checklist questions. The Planners reviewed the subject MPO's current LRTPs to answer each of the questions. The checklist questions will then be modified as needed and used to assess the remaining non-TMA MPOs.

All answers in the current review were documented and evaluated for trend analysis. This document summarizes the FY22 PAR reviews with respect to seventeen (17) Division specific planning questions on LRTP fiscal constraint. The responses provided below are kept with the PAR data in the Division files [..\LRTP Checklist Completions](#).

PAR Questions and Observations

In partnership with FDOT and the MPOs, the FHWA Florida Division and Federal Transit Administration developed a set of strategies to provide clarification of some of the requirements to be addressed in the next cycle of LRTP updates. The regulations describe the basic requirements that need to be met for the LRTPs and metropolitan transportation planning process. However, federal stewardship observations noted misunderstanding of the regulations and the strategies were presented to help clarify some of those requirements. These strategies are referred to as the “Expectations Letter”. FHWA and FTA sent a Planning Expectations Letter to FDOT and the MPOs in 2008, 2012, and most recently in 2018 to focus attention on specific regulatory planning requirements and increase compliance. In 2019, the FHWA Division Planning Team updated our LRTP review checklist, to include the 2018 Expectations Letter clarifications to the standard regulatory requirements. Division Planners use this LRTP Checklist during TMA certification reviews to assess MPO compliance with LRTP regulatory requirements. The 2022 PAR checklist questions are the fiscal constraint-related questions from the 2019 LRTP Checklist. The fiscal constraint questions address topics such as the timeframe of the LRTP, whether all projects and funding for the planning timeframe are identified, and whether a cost estimate and funding source for each project phase is identified.

A. Areas of Compliance Found in the 2022 PAR Review

One of the MPOs reviewed (Ocala/Marion) was consistent with all fiscal constraint requirements. The other two MPOs reviewed were largely consistent in meeting the fiscal constraint requirements in that 59-75% of the seventeen questions were met. Examples of these requirements in which all MPOs were compliant include the following:

- PL1 - Does the LRTP have a planning horizon of at least 20 years as of the effective date? 23 CFR 450.324(a)
- PL3 - Are projects described in sufficient detail to develop a cost estimate? 23 CFR 450.324(f)(9)
- PL13 - Are the revenues and expenses in Year-Of-Expenditure dollars, reflecting inflationary rates? Were these rates developed cooperatively among the MPO, the State and the Public Transportation Operators? 23 CFR 450.324(f)(11)(iv)

B. Areas of Frequent Non-Compliance Found in the 2022 PAR Review

There were no fiscal constraint requirements missed by all three MPOs, however, there were three (24%) of the questions that two of the three MPOs were found to be noncompliant.

These frequently missed requirements are as follows:

- PL2 - Did the MPO show all the projects and project funding for the entire time period covered by the LRTP, from the adoption date to the horizon year? 23 CFR 450.324(a)
- PL10 - Are projects within the first ten years of the Plan notated or flagged to identify which projects are planned to be implemented with federal funds? 23 CFR 450.324(f)(11)(iii)
- PL11 - For projects beyond the first ten years of the Plan, are the projects clearly labeled as a combined Federal/State funding source? 23 CFR 450.324(f)(11)(iii)

PL2 above was missed because the Cost Feasible LRTP's did not include the non-capacity projects and the funding for those projects for the planning timeframe. PL10 above was missed because the LRTP does not identify which projects in the first ten years have federal funds. The third item, PL11, calling for the labelling of combined Federal/State funding sources for projects beyond the first ten years of the plan, was missed because the funding notations on the projects were not defined to address the use of Federal and State funds.

C. Areas of Occasional Non-Compliance Found in the 2022 PAR Review

There were four requirements missed by one of the three MPOs as follows:

- PL4 – For projects included in the cost feasible plan, is an estimate of the cost and source of funding for each phase of the project being funded shown? (including the Project Development and Environment (PD&E) phase) 23 CFR 450.324(f)(9)
- PL6 – A financial plan that demonstrates how the adopted transportation plan can be implemented. 23 CFR 450.324(f)(11)
- PL7 - Does the financial analysis/fiscal constraint documentation demonstrate a clear separation of costs for operations and maintenance activities from other grouped and/or regionally significant projects? 23 CFR 450.324(f)(11)(i)
- PL9 - The financial plan shall include recommendations on any additional financing strategies to fund projects and programs included in the metropolitan transportation plan. In the case of new funding sources, strategies for ensuring their availability shall be identified. The financial plan may include an assessment of the appropriateness of innovative finance techniques (for example, tolling, pricing, bonding, public private partnerships, or other strategies) as revenue sources for projects in the plan. 23 CFR 450.324(f)(11)(iii)
- PL12 – Does the financial plan take into account all projects and strategies proposed for funding with other federal funds, state, local and private sources? 23 CFR 450.324(f)(11)(iv)

The missed requirements identified above relate to not including the non-capacity projects and funding for those projects (including those from the first five years in the Cost Feasible LRTP; not having a clear financial plan that demonstrates fiscal constraint; not clearly demonstrating how the Operations and Maintenance (O&M) costs relate to the financial constraint analysis and funding; not including recommendations on additional financing strategies to fund projects and programs; recommendations.

D. Florida Division Recommendations Based on Compliance Observations

Based on the findings of this 2022 PAR Review, FHWA recommends the following areas for additional emphasis as LRTPs are being developed or amended. FHWA requests FDOT provide a status report of these recommendations before July 1, 2022:

Recommendation 1: The LRTPs need to have a financial plan that provides a clear comparison of all anticipated revenues to all project costs demonstrating that the plan,

which includes non-capacity projects, can be implemented. Lake-Sumter MPO needs to revise their LRTP financial plan documentation to clearly show the fiscal constraint determination. The FDOT Fiscal Constraint Technical Memorandum includes several examples the MPOs may find helpful. (23 CFR 450.324(a) and 23 CFR 450.324(f)(11))

Recommendation 2: The Indian River MPO needs to revise their LRTP financial plan documentation to clearly show how the first five years fits into the fiscal constraint determination with the inclusion of non-capacity projects. (23 CFR 450.324(a))

Recommendation 3: The Indian River MPO needs to revise their LRTP to identify the funding source for each project and phase. (23 CFR 450.324(f)(9))

Recommendation 4: The LRTPs need to be clear in how operations and maintenance costs are funded, and how these costs relate to the tables in the financial plan. The Lake-Sumter MPO needs to revise their LRTP financial plan documentation to clearly show the operations and maintenance costs within the fiscal constraint determination (LRTP Appendix E). Please see the FDOT Fiscal Constraint Technical Memorandum for examples.

Recommendation 5: The Lake-Sumter LRTP needs to be revised so that the financial plan includes recommendations on any additional financing strategies to fund projects and programs included in the LRTP. (23 CFR 450.324(f)(11)(iii))

Recommendation 6: The Indian River and Lake-Sumter MPOs need to revise their LRTP financial plans to clearly identify projects in the first ten years of the planning timeframe, and projects outside the first ten years that are anticipated to use a combination of state and federal funds. If an MPO or FDOT has not established which projects are anticipated to have federal funding, the MPO must coordinate with FDOT to make these determinations, and then revise their LRTPs to reflect the funding decisions. If funding notations are used, they must be clearly described so that the presence of federal funding can be determined. Please see the FDOT Fiscal Constraint Technical Memorandum for examples. (23 CFR 450.324(f)(11)(iii))

PAR Checklists

The focus of the targeted review this performance year was on the non-TMA MPO fiscal constraint of LRTPs. There were eighteen Division specific planning questions used to conduct the reviews. One of the questions was determined not to be mandatory and was therefore excluded from the compliance analysis. Use of the comment section by the Planning Team during the review process was emphasized and encouraged to help explain the specific reasons

for compliance and noncompliance. The quality control/quality assurance step relied heavily on the comment section to understand the reason for the determination, and in some situations, adjust responses for consistency. Any changes were also justified in the comment section to provide consistency in the review, and to explain reasons for compliance and noncompliance determinations. This effort ensures that the Team Leader reviews the checklists for recording errors, working with the appropriate Planner to revise and/or clarify the recorded entries as needed, prior to the responses being collated for this report.

The checklist was an effective tool for capturing key information and documenting results of the review. For FY23, we recommend no changes to this assessment strategy.

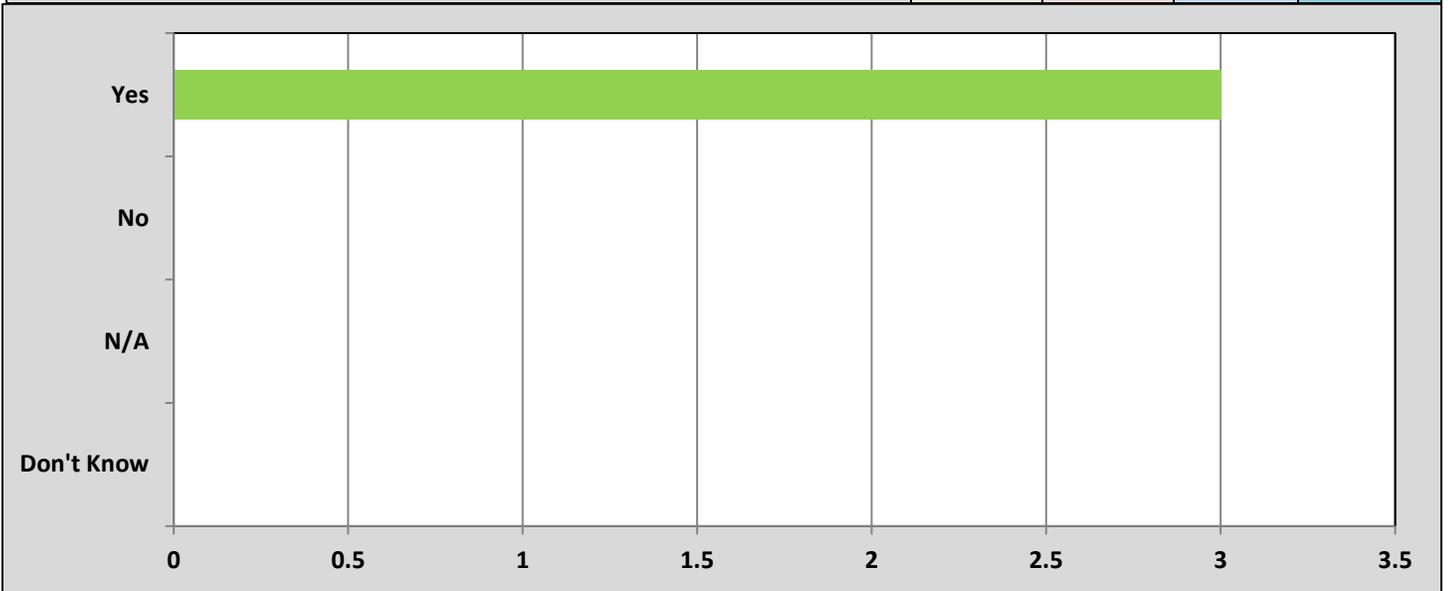
Conclusion

FY21 was the first year of a three-year effort to focus on the fiscal constraint of LRTPs for the nine non-TMA MPOs, however, the first three MPOs were reassessed for FY22 to complete the review on their newly adopted LRTPs. The review was based on LRTP fiscal constraint being a top risk area during the Florida Division's Program and Risk Assessment processes. The PAR reviews largely indicate that the three MPOs reviewed meet most of the fiscal constraint requirements. For the requirements in which we found noncompliance, six recommendations have been provided. The Planning Team will work with the FTA, FDOT Central office, District Liaisons and MPOs to implement these recommendations during LRTP updates and amendments. The Planning Team will also take advantage of other outreach opportunities to discuss these requirements and provide examples to MPOs of how these requirements can be implemented. FHWA will provide this report to FTA, FDOT and the MPOs to make them aware of common non-compliance areas and to encourage use of the recommendations provided herein.

PAR reviews are an effective tool to complete a quick and focused review of various program elements. Three additional non-TMA MPOs will be reviewed as part of this focus as part of the FY23 PARs, and the last of the three non-TMA MPOs will be reviewed as part of the FY24 PARs. Results from each of the reviews will be incorporated in the Division's subsequent Program and Risk Assessment processes and the annual Statewide Planning Finding.

PLANNING PAR QUESTIONS/RESPONSE

PL1. Does the LRTP have a planning horizon of at least 20 years as of the effective date? 23 CFR 450.324(a)	Yes	No	N/A	Don't Know
	3	0	0	0
	100%	0%	0%	0%



Examples of Remarks for 'Yes' Response to Question PL1:

- *It was adopted December 2020 and has 25 years identified. It was published in February 2021.*

Examples of Remarks for 'No' Response to Question PL1:

There is not a "No" response.

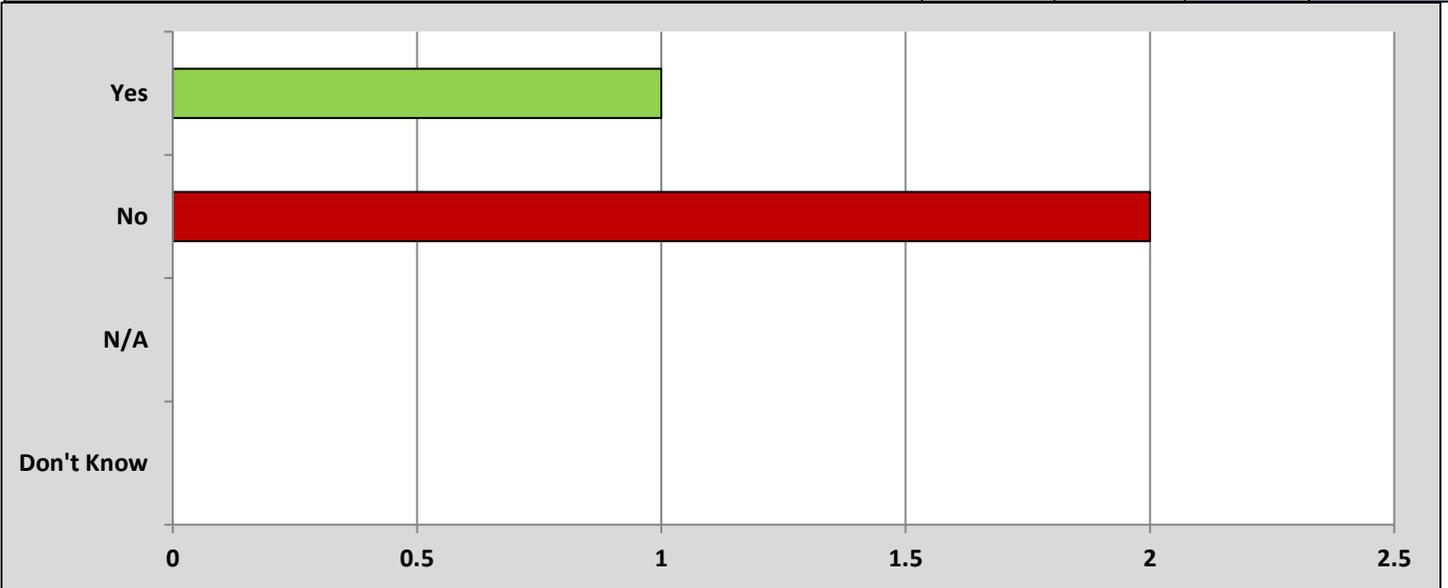
Examples of Remarks for 'N/A' Response to Question PL1:

There is not an "N/A" response for this question.

Examples of Remarks for 'Don't Know' Response to Question PL1:

There is not a "Don't Know" response for this question.

PL2. Did the MPO show all the projects and project funding for the entire time period covered by the LRTP, from the adoption date to the horizon year? 23 CFR 450.324(a)	Yes	No	N/A	Don't Know
	1	2	0	0
	33%	67%	0%	0%



Examples of Remarks for 'Yes' Response to Question PL2:

- No remarks provided.

Examples of Remarks for 'No' Response to Question PL2:

- *Only capacity is included. pedestrian projects only show for 2036-2045 in Chapter 4 (PDE not YOE). There does appear to be multimodal projects in the Cost Feasible Plan – only TIP capacity. There is discussion in Chapter 4 about the E+C network and projects in 21-25. But in the Appendix C and D for Capacity projects there are only projects listed from 2026-45. TIP capacity projects are in Appendix B (YOE)*
- *CFP -LRTP included only capacity projects but did on include projects or funding for non-capacity projects.*

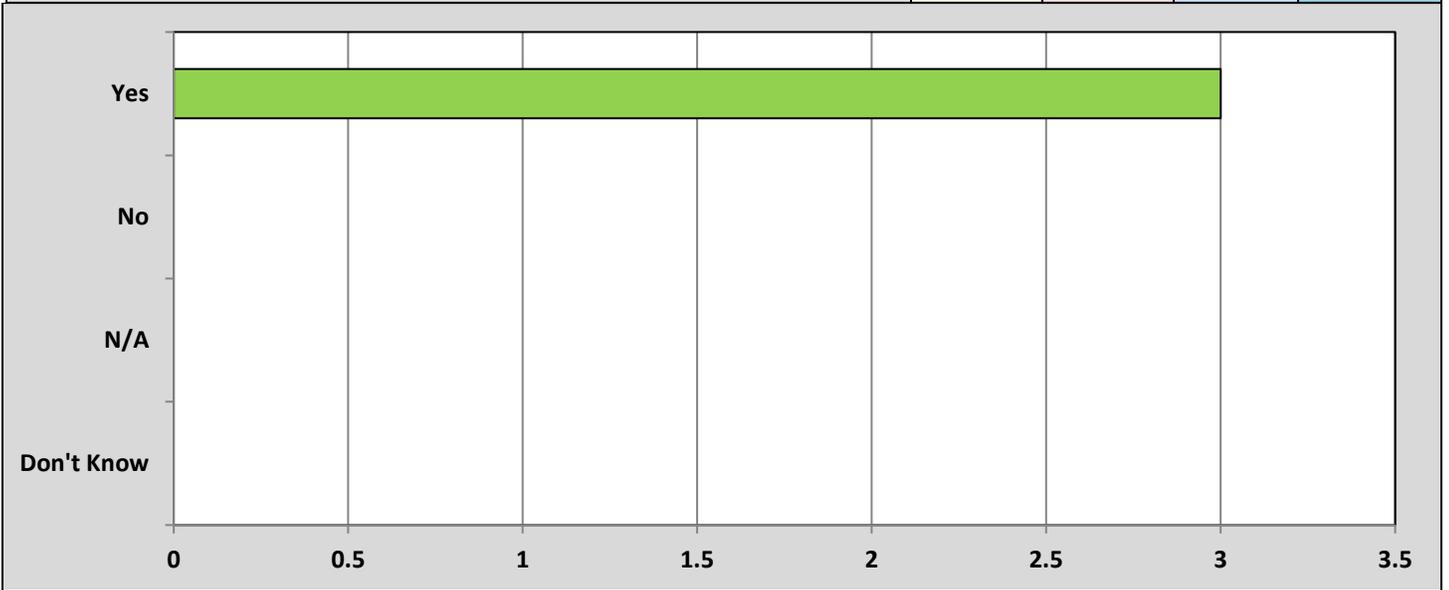
Examples of Remarks for 'N/A' Response to Question PL2:

There is not a "N/A" response for this question.

Examples of Remarks for 'Don't Know' Response to Question PL2:

There is not a "Don't Know" response for this question.

PL3. Are projects described in sufficient detail to develop a cost estimate? 23 CFR 450.324(f)(9)	Yes	No	N/A	Don't Know
	3	0	0	0
	100%	0%	0%	0%



Examples of Remarks for 'Yes' Response to Question PL3:

- No remarks provided.

Examples of Remarks for 'No' Response to Question PL3:

There is not a "No" response for this question.

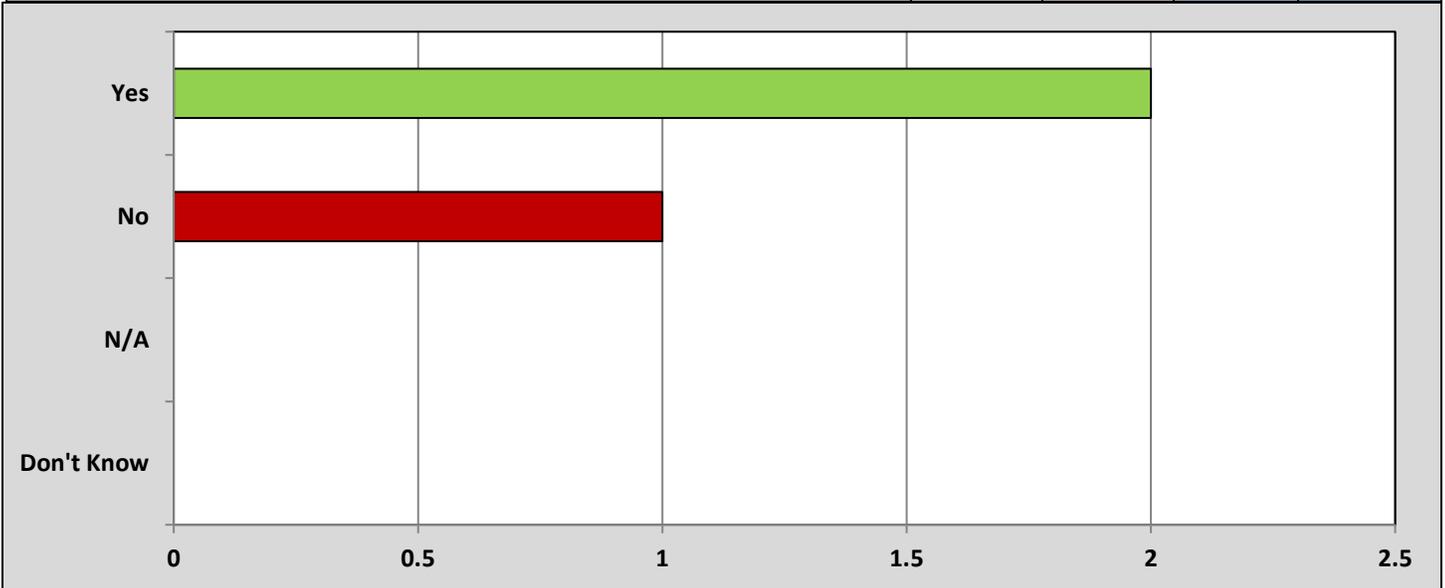
Examples of Remarks for 'N/A' Response to Question PL3:

There is not a "N/A" response for this question.

Examples of Remarks for 'Don't Know' Response to Question PL3:

There is not a "Don't Know" response for this question.

PL4. For projects included in the cost feasible plan, is an estimate of the cost and source of funding for each phase of the project being funded shown? (including the Project Development and Environment (PD&E) phase) 23 CFR 450.324(f)(9)	Yes	No	N/A	Don't Know
	2	1	0	0
	67%	33%	0%	0%



Examples of Remarks for 'Yes' Response to Question PL4:

- No remarks provided.

Examples of Remarks for 'No' Response to Question PL4:

- *Costs are identified, phasing, years for phases - but not the funding source.*

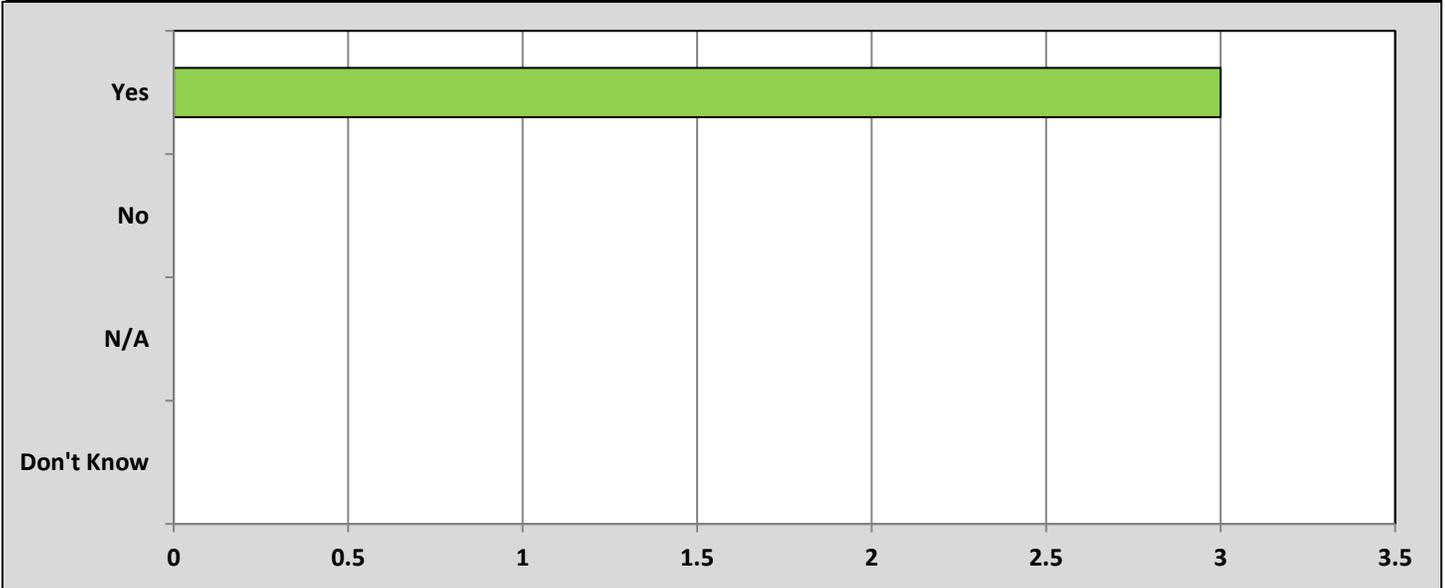
Examples of Remarks for 'N/A' Response to Question PL4:

There is not a "N/A" response for this question.

Examples of Remarks for 'Don't Know' Response to Question PL4:

There is not a "Don't Know" response for this question.

PL5. Do the project phases include Preliminary Engineering, ROW and Construction in the CFP if fully funded or in the Needs/Illustrative list (or other informational part of the LRTP) if not fully funded. 23 CFR 450.324(f)(9)	Yes	No	N/A	Don't Know
	3	0	0	0
	100%	0%	0%	0%



Examples of Remarks for 'Yes' Response to Question PL5:

- No remarks provided.

Examples of Remarks for 'No' Response to Question PL5:

There is not a "No" response for this question.

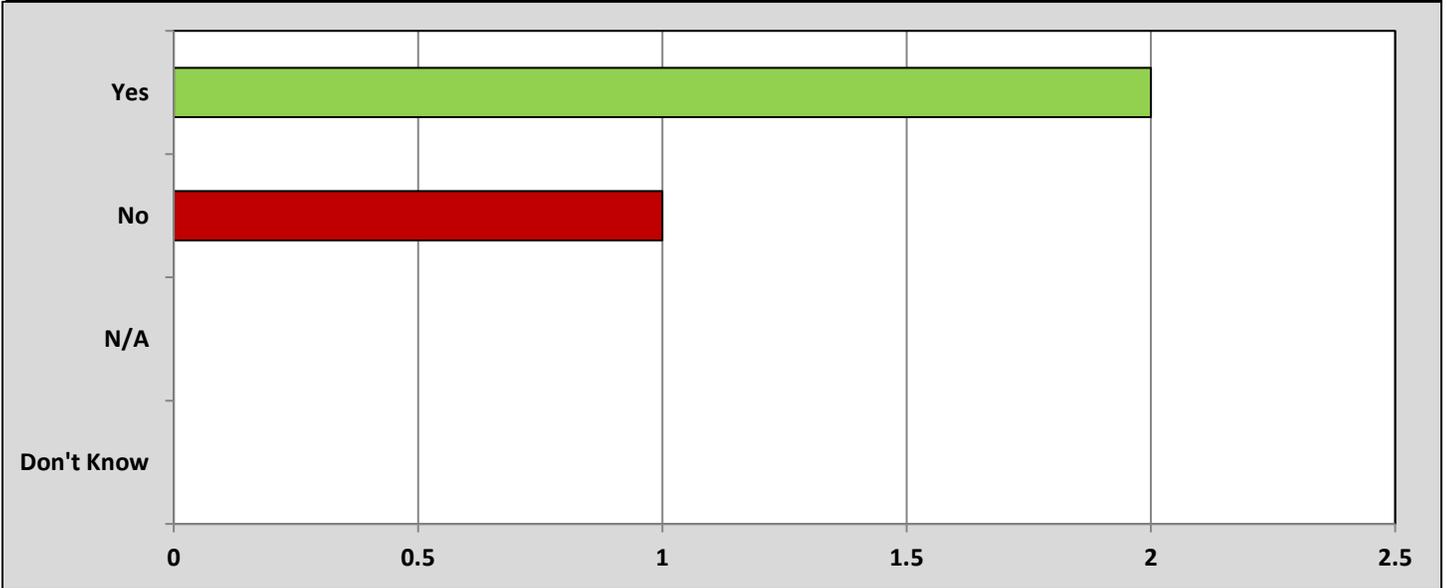
Examples of Remarks for 'N/A' Response to Question PL5:

There is not a "N/A" response for this question.

Examples of Remarks for 'Don't Know' Response to Question PL5:

There is not a "Don't Know" response for this question.

PL6. A financial plan that demonstrates how the adopted transportation plan can be implemented. 23 CFR 450.324(f)(11)	Yes	No	N/A	Don't Know
	2	1	0	0
	67%	33%	0%	0%



Examples of Remarks for ‘Yes’ Response to Question PL6:

- No remarks provided

Examples of Remarks for ‘No’ Response to Question PL6:

- *There is insufficient detail in Appendix E: Cost Feasible Plan/Financial Summary/Demonstration of Fiscal Constraint.*

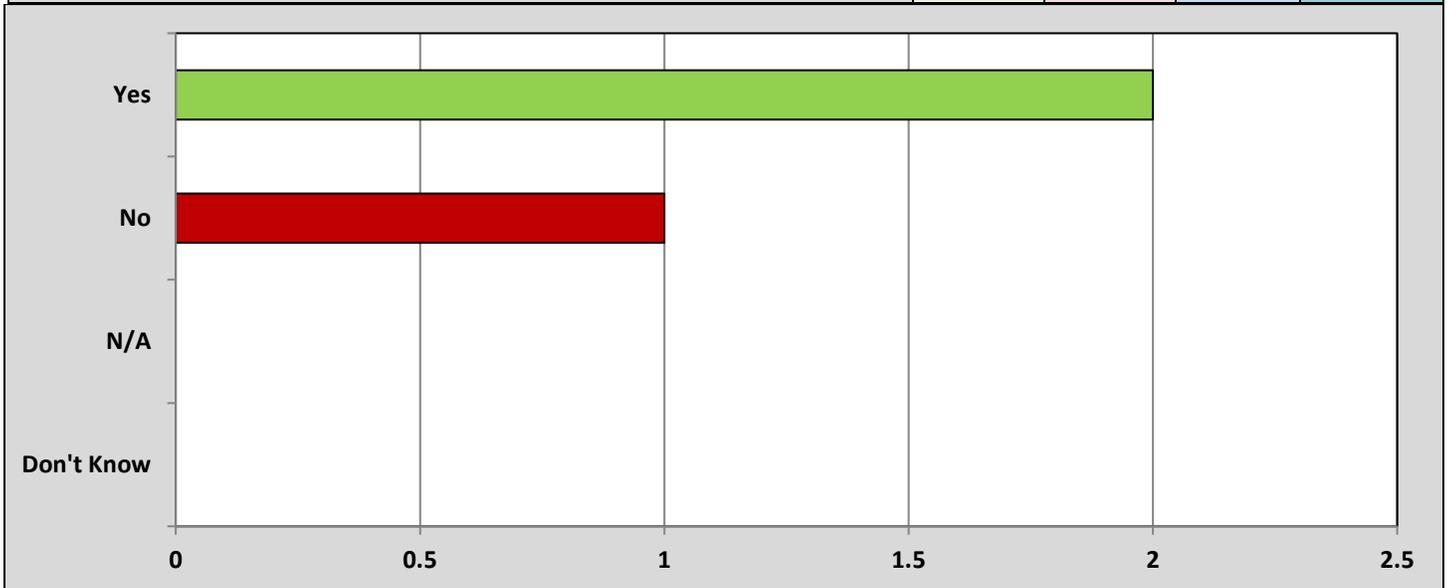
Examples of Remarks for ‘N/A’ Response to Question PL6:

There is not an “N/A” response for this question.

Examples of Remarks for ‘Don’t Know’ Response to Question PL6:

There is not a “Don’t Know” response for this question.

PL7. Does the financial analysis/fiscal constraint documentation demonstrate a clear separation of costs for operations and maintenance activities from other grouped and/or regionally significant projects? 23 CFR 450.324(f)(11)(i)	Yes	No	N/A	Don't Know
	2	1	0	0
	67%	33%	0%	0%



Examples of Remarks for ‘Yes’ Response to Question PL7:

- No remarks provided.

Examples of Remarks for ‘No’ Response to Question PL7:

- *The O&M Cost are identified on Table 4-2 but are not included in Appendix C: Cost Feasible Projects YOE, or in Appendix E: Coast Feasible Plan Financial Summary/Demonstration of Fiscal Constraint.*

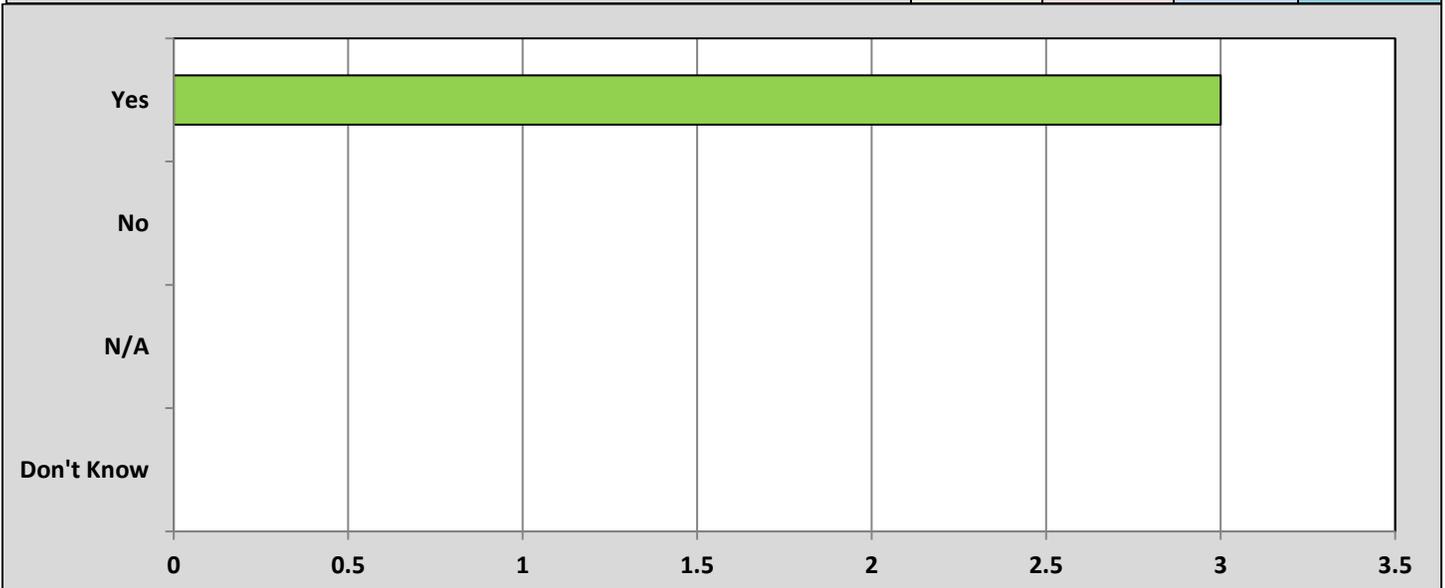
Examples of Remarks for ‘N/A’ Response to Question PL7:

There is not an “N/A” response for this question.

Examples of Remarks for ‘Don’t Know’ Response to Question PL7:

There is not a “Don’t Know” response for this question.

PL8. Were the estimates of available revenues developed cooperatively by the MPO, the State and Public Transportation Operators? Do the estimates include all reasonably expected resources from both public and private sources? 23 CFR 450.324(f)(11)(ii)	Yes	No	N/A	Don't Know
	3	0	0	0
	100%	0%	0%	0%



Examples of Remarks for ‘Yes’ Response to Question PL8:

- No remarks provided.

Examples of Remarks for ‘No’ Response to Question PL8:

There is not a “No” response for this question.

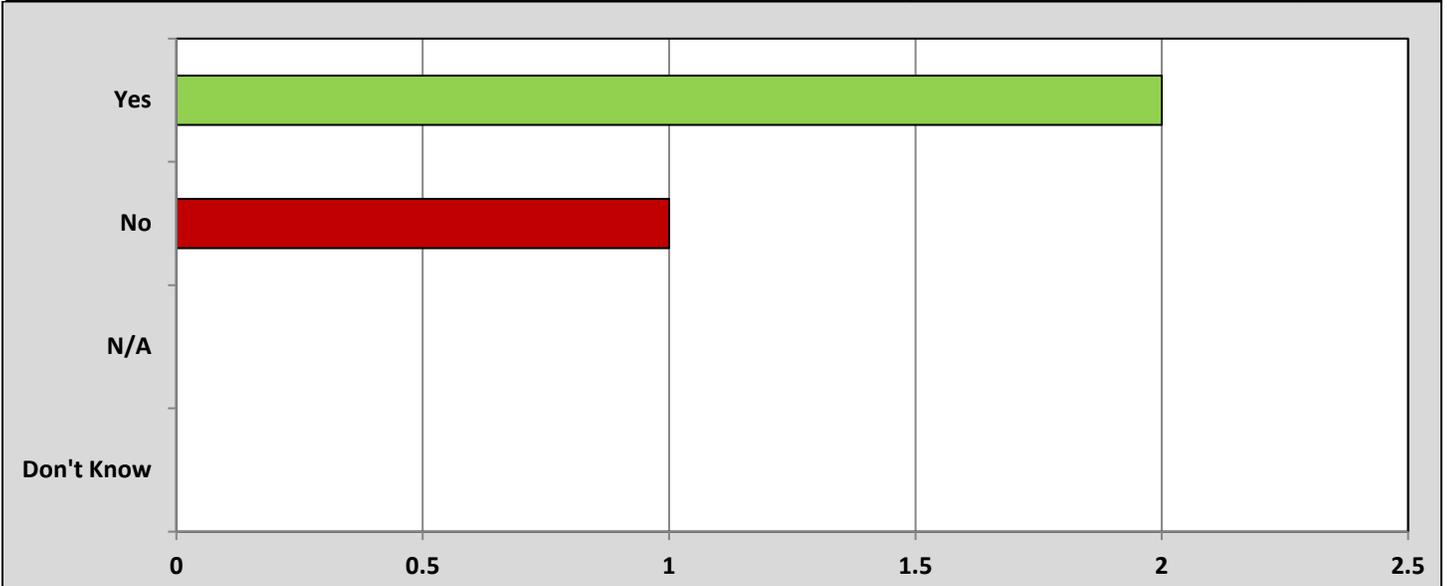
Examples of Remarks for ‘N/A’ Response to Question PL8:

There is not an “N/A” response for this question.

Examples of Remarks for ‘Don’t Know’ Response to Question PL8:

There is not a “Don’t Know” response for this question.

PL9. The financial plan shall include recommendations on any additional financing strategies to fund projects and programs included in the metropolitan transportation plan. In the case of new funding sources, strategies for ensuring their availability shall be identified. The financial plan may include an assessment of the appropriateness of innovative finance techniques (for example, tolling, pricing, bonding, public private partnerships, or other strategies) as revenue sources for projects in the plan. 23 CFR 450.324(f)(11)(iii)	Yes	No	N/A	Don't Know
	2	1	0	0
	67%	33%	0%	0%



Examples of Remarks for ‘Yes’ Response to Question PL9:

- No remarks provided.

Examples of Remarks for ‘No’ Response to Question PL9:

- *Chapter 4 includes the statement, "Potential new revenues were discussed during the development of the plan, however during the process it was decided to not include any alternative revenues." However, Appendix C does include a list of unfunded needs.*

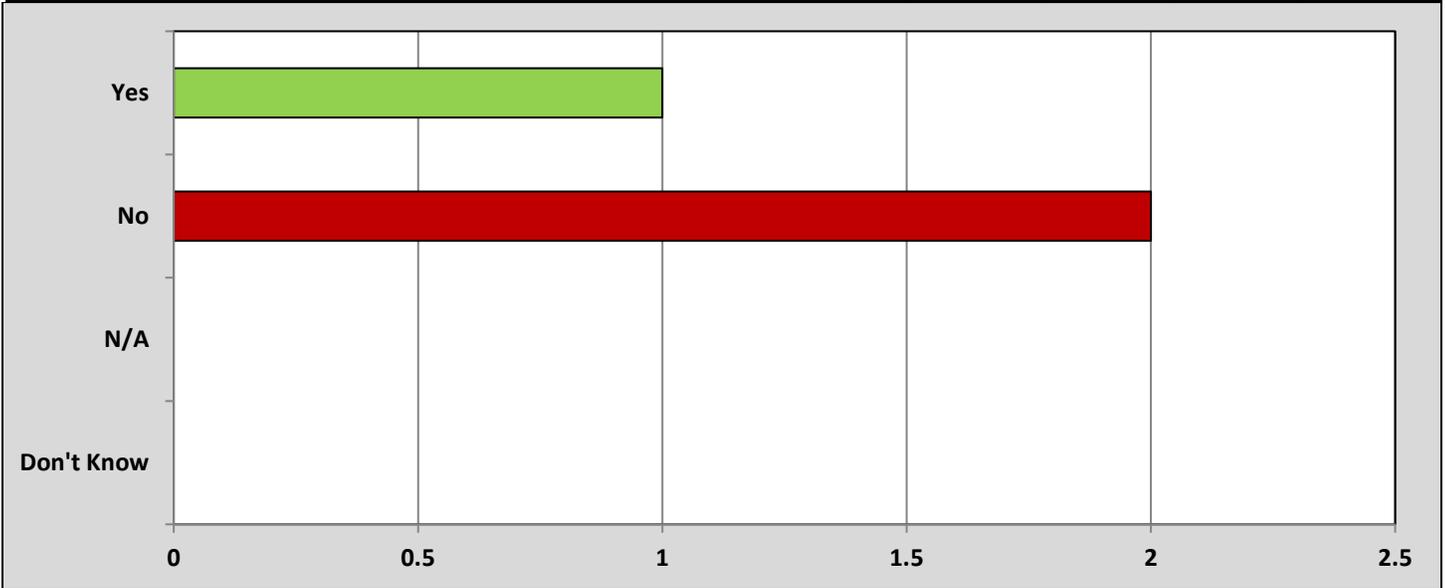
Examples of Remarks for ‘N/A’ Response to Question PL9:

There is not a “N/A” response for this question.

Examples of Remarks for ‘Don’t Know’ Response to Question PL9:

There is not a “Don’t Know” response for this question.

PL10. Are projects within the first ten years of the Plan notated or flagged to identify which projects are planned to be implemented with federal funds? 23 CFR 450.324(f)(11)(iii)	Yes	No	N/A	Don't Know
	1	2	0	0
	33%	67%	0%	0%



Examples of Remarks for ‘Yes’ Response to Question PL10:

- No comment provided.

Examples of Remarks for ‘No’ Response to Question PL10:

- *Federal funds vs state funds are still not identified.*
- *The implementation of the plan does not include the identification of federal funding on projects in Appendix C: Cost Feasible Projects YOE, or in Appendix E: Coast Feasible Plan Financial Summary/Demonstration of Fiscal Constraint.*

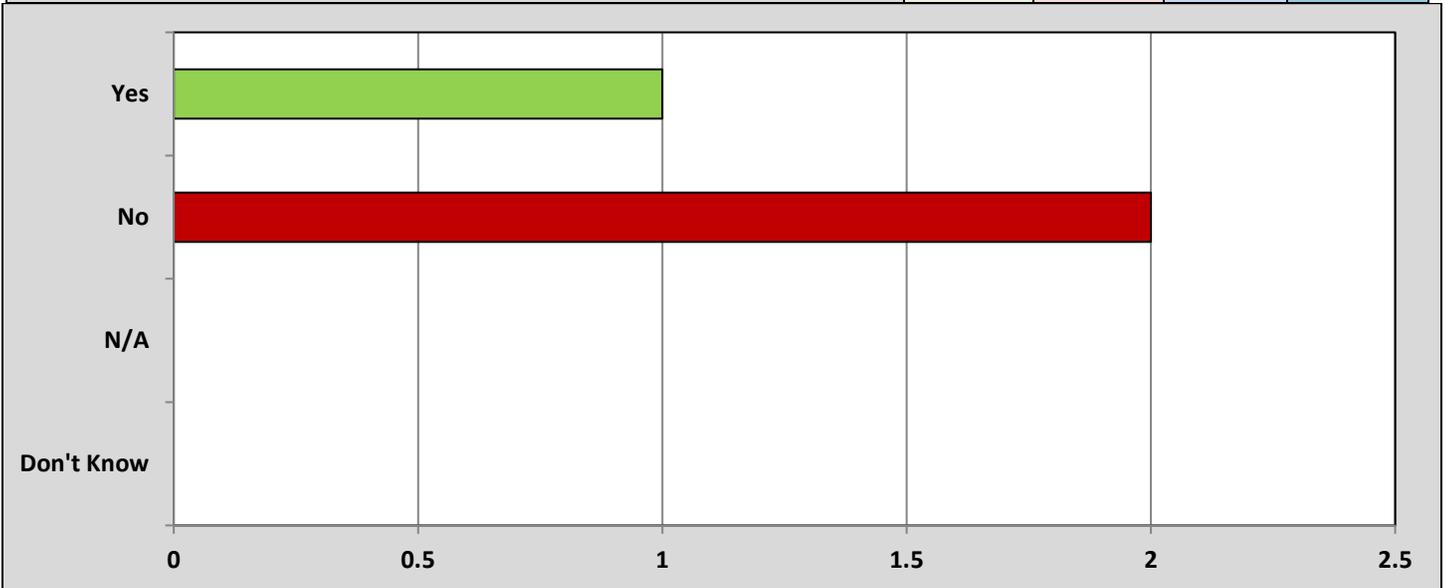
Examples of Remarks for ‘N/A’ Response to Question PL10:

There is not an “N/A” response for this question.

Examples of Remarks for ‘Don’t Know’ Response to Question PL10:

There is not a “Don’t Know” response for this question.

PL11. For projects beyond the first ten years of the Plan, are the projects clearly labeled as a combined Federal/State funding source? 23 CFR 450.324(f)(11)(iii)	Yes	No	N/A	Don't Know
	1	2	0	0
	33%	67%	0%	0%



Examples of Remarks for ‘Yes’ Response to Question PL11:

- No remarks provided.

Examples of Remarks for ‘No’ Response to Question PL11:

- *In Appendix C, projects are identified with funding source - but it is not clear by those notations really what the funding source is. I do not see clear identification of Federal and state funds for projects.*
- *The implementation of the plan does not include the identification of federal funding on projects in Appendix C: Cost Feasible Projects YOE, or in Appendix E: Cost Feasible Plan Financial Summary/Demonstration of Fiscal Constrain. The Plans show a funding source labelled "OA", meaning other Arterial (non-SIS), or "Prod.Sup". The full explanation of what "OA" is has not been included. Prod.Sup. is defined in the Cost Feasible Plan as, "Product Support is provided at the FDOT District level and MPOs are directed to not exceed a given amount based on a percentage of Construction and ROW funding. Product Support includes non-capacity programs that are prioritized and programmed annually for inclusion in the FDOT Work Program."*

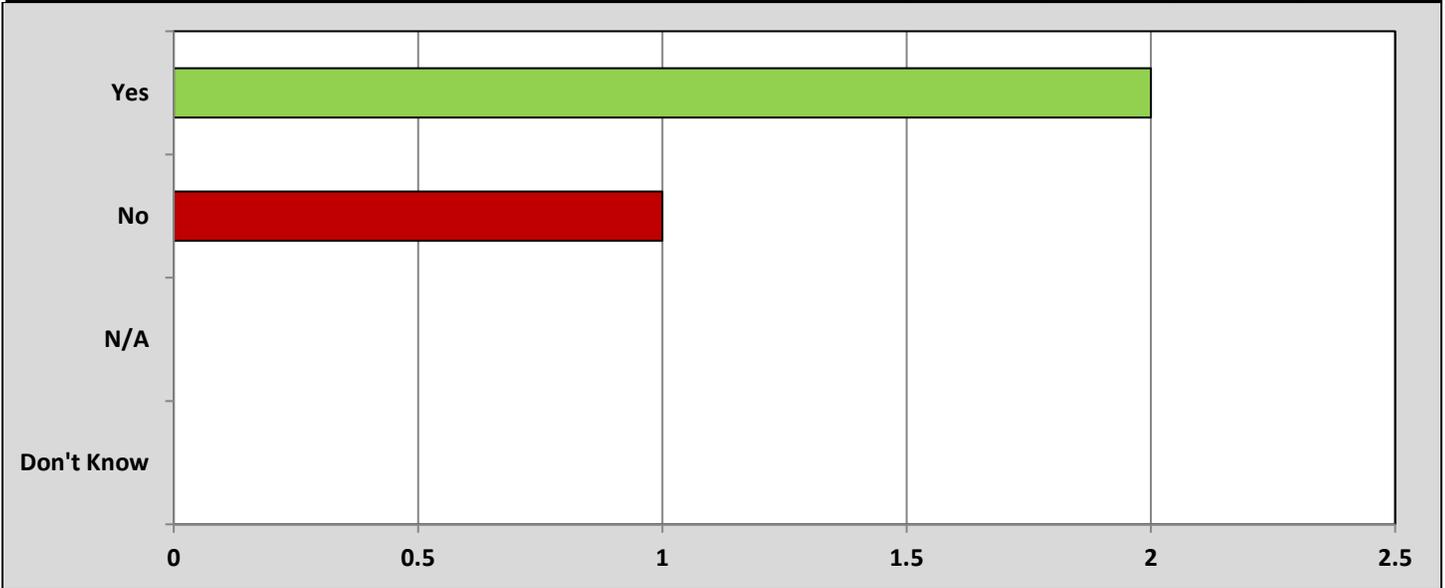
Examples of Remarks for ‘N/A’ Response to Question PL11:

There is not an “N/A” response for this question.

Examples of Remarks for ‘Don’t Know’ Response to Question PL11:

There is not a “Don’t Know” response for this question.

PL12. Does the financial plan take into account all projects and strategies proposed for funding with other federal funds, state, local and private sources? 23 CFR 450.324(f)(11)(iv)	Yes	No	N/A	Don't Know
	2	1	0	0
	67%	33%	0%	0%



Examples of Remarks for ‘Yes’ Response to Question PL12:

- No remarks provided.

Examples of Remarks for ‘No’ Response to Question PL12:

- *This Cost Feasible sections of this plan appear to only include capacity projects.*

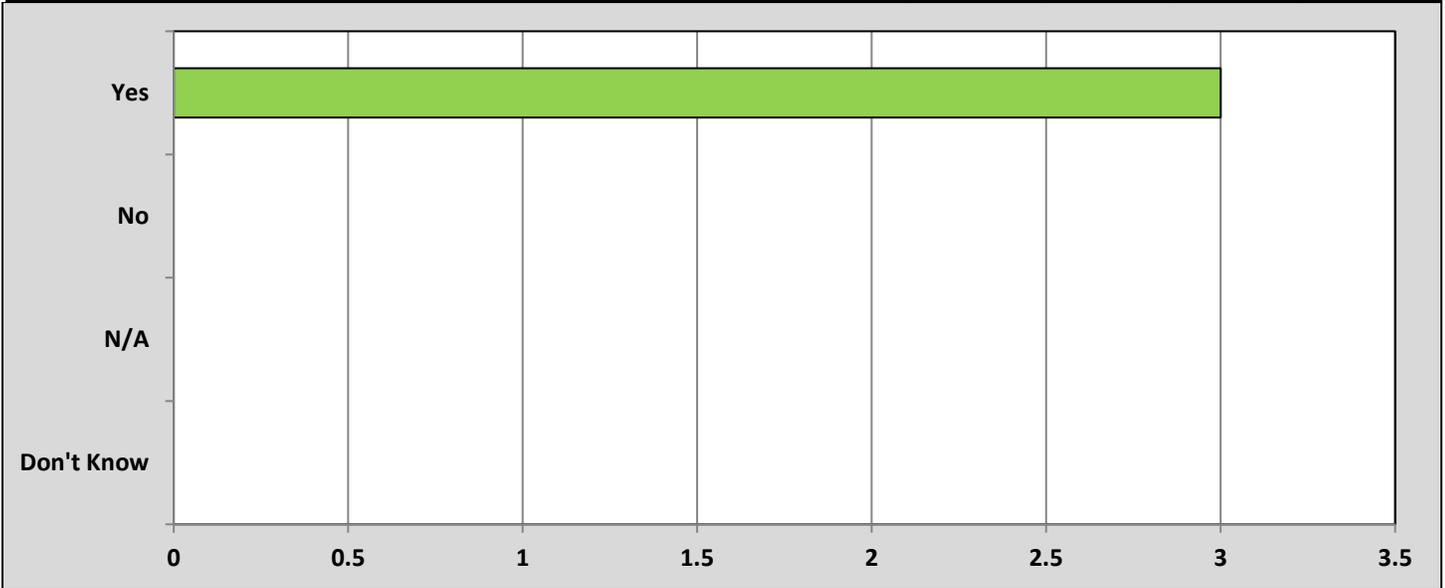
Examples of Remarks for ‘N/A’ Response to Question PL12:

There is not an “N/A” response for this question.

Examples of Remarks for ‘Don’t Know’ Response to Question PL12:

There is not a “Don’t Know” response for this question.

PL13. Are the revenues and expenses in Year-Of-Expenditure dollars, reflecting inflationary rates? Were these rates developed cooperatively among the MPO, the State and the Public Transportation Operators? 23 CFR 450.324(f)(11)(iv)	Yes	No	N/A	Don't Know
	3	0	0	0
	100%	0%	0%	0%



Examples of Remarks for ‘Yes’ Response to Question PL13:

- No remarks provided.

Examples of Remarks for ‘No’ Response to Question PL13:

There is not a “No” response for this question.

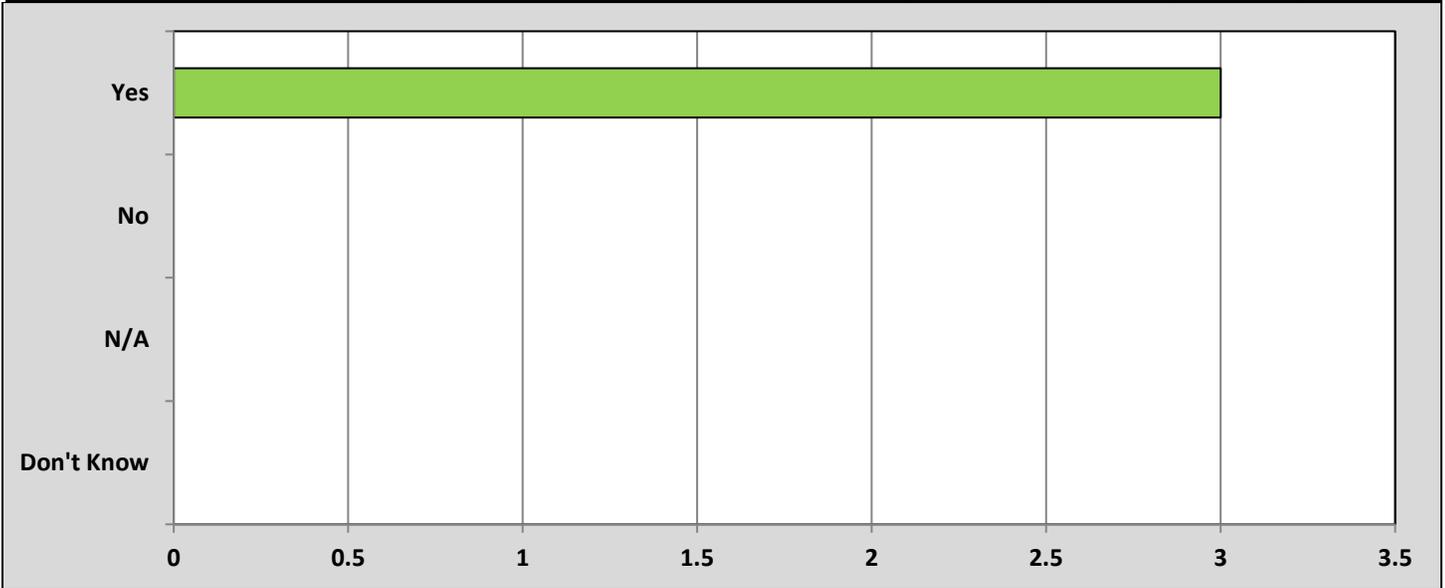
Examples of Remarks for ‘N/A’ Response to Question PL13:

There is not an “N/A” response for this question.

Examples of Remarks for ‘Don’t Know’ Response to Question PL13:

There is not a “Don’t Know” response for this question.

PL14. If the MPO uses cost ranges/bands beyond the first 10 years of the plan, are future funding sources reasonably expected to be available to support the projected cost ranges/band? 23 CFR 450.324(f)(11)(v)	Yes	No	N/A	Don't Know
	3	0	0	0
	100%	0%	0%	0%



Examples of Remarks for 'Yes' Response to Question PL14:

- No remarks provided.

Examples of Remarks for 'No' Response to Question PL14:

There is not a "No" response for this question.

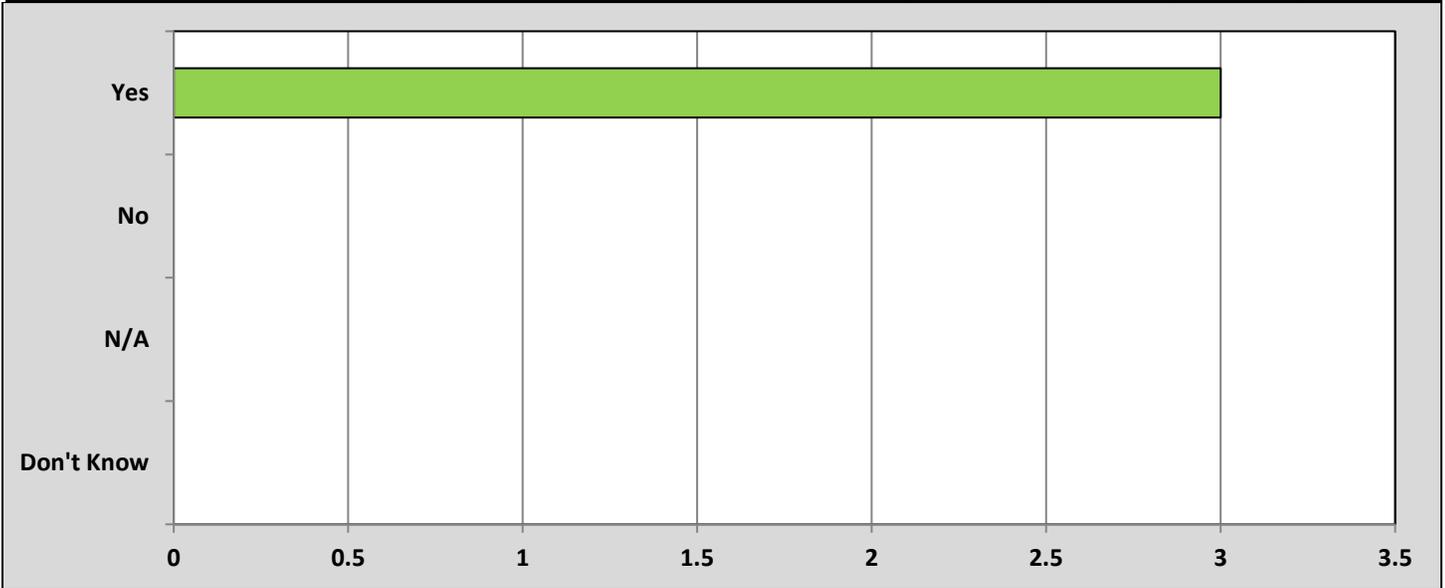
Examples of Remarks for 'N/A' Response to Question PL14:

There is not an "N/A" response for this question.

Examples of Remarks for 'Don't Know' Response to Question PL14:

There is not a "Don't Know" response for this question.

PL15. For illustrative purposes, the financial plan may include additional projects that would be included in the adopted transportation plan if additional resources beyond those identified in the financial plan were to become available. 23 CFR 450.324(f)(11)(vii)	Yes	No	N/A	Don't Know
	3	0	0	0
	100%	0%	0%	0%



Examples of Remarks for 'Yes' Response to Question PL15:

- No remarks provided.

Examples of Remarks for 'No' Response to Question PL15:

There is not a "No" response for this question.

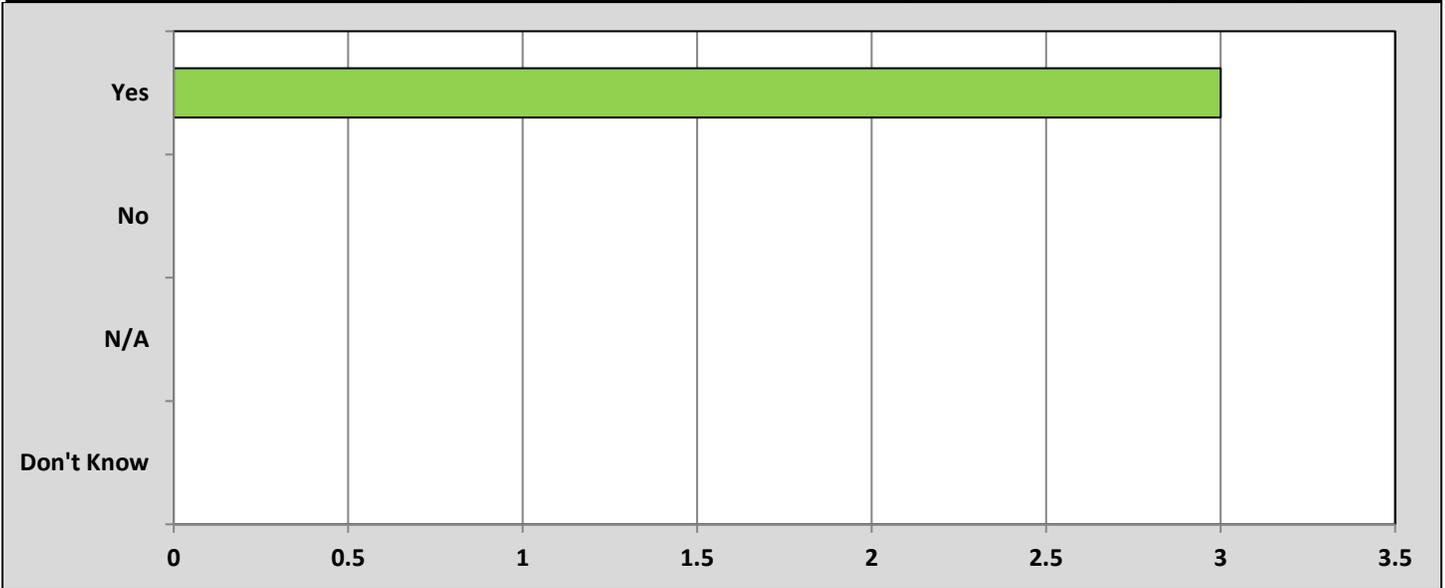
Examples of Remarks for 'N/A' Response to Question PL15:

There is not an "N/A" response for this question.

Examples of Remarks for 'Don't Know' Response to Question PL15:

There is not a "Don't know" response for this question.

PL16. Does the plan include pedestrian walkway and bicycle transportation facilities in accordance with 23 USC 217(g)? 23 CFR 450.324(f)(12)	Yes	No	N/A	Don't Know
	3	0	0	0
	100%	0%	0%	0%



Examples of Remarks for 'Yes' Response to Question PL16:

- No remarks provided.

Examples of Remarks for 'No' Response to Question PL16:

There is not a "No" response for this question.

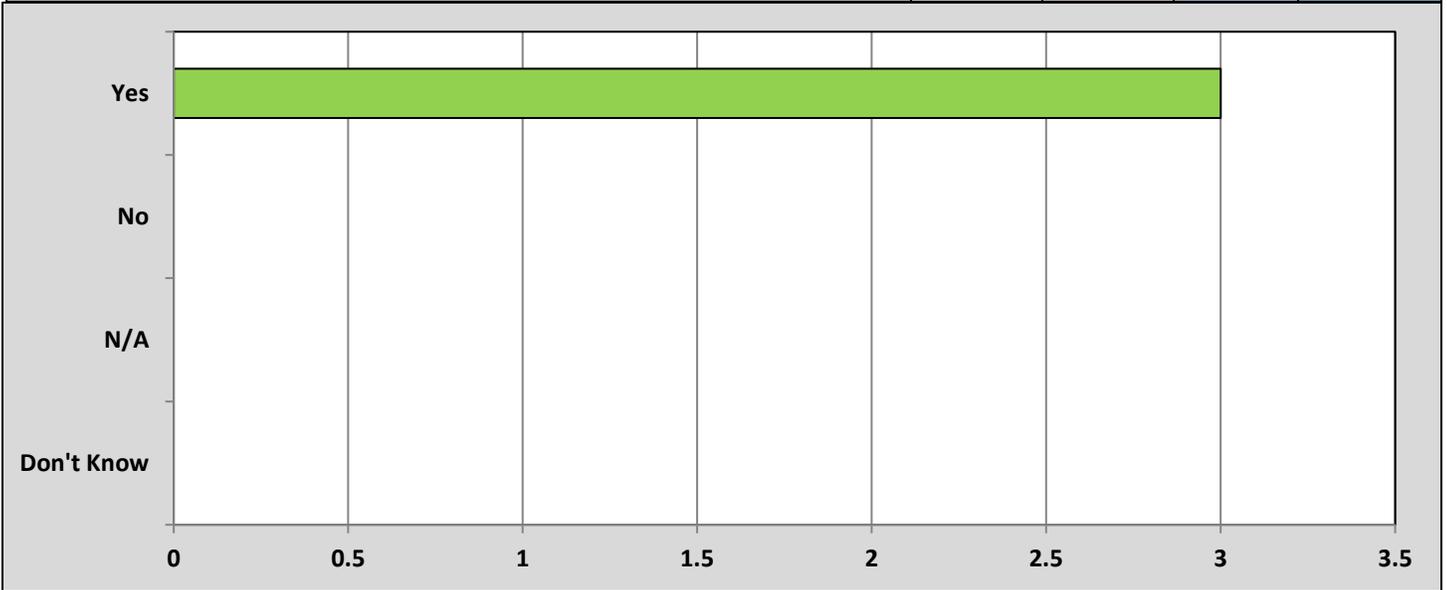
Examples of Remarks for 'N/A' Response to Question PL16:

There is not an "N/A" response for this question.

Examples of Remarks for 'Don't Know' Response to Question PL16:

There is not a "Don't Know" for this question.

PL17. If Boxed funds are utilized, are the individual projects utilizing the box listed? (or at a minimum, described in bulk in the LRTP i.e. PD&E for projects in Years 2016-2020). 23 CFR 450.326(h)	Yes	No	N/A	Don't Know
	3	0	0	0
	100%	0%	0%	0%



Examples of Remarks for 'Yes' Response to Question PL17:

- No remarks provided.

Examples of Remarks for 'No' Response to Question PL17:

There is not a "No" response for this question.

Examples of Remarks for 'N/A' Response to Question PL17:

There is not a "N/A" response for this question.

Examples of Remarks for 'Don't Know' Response to Question PL17:

There is not a "Don't Know" for this question.