



TPO Board Meeting

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

April 28, 2020

4:00 PM

AGENDA

1. CALL TO ORDER AND ROLL CALL

2. PLEDGE OF ALLIGENCE

3. PROOF OF PUBLICATION

4. PRESENTATIONS

A. I-75 Forward Project Development and Environment (PD&E) Study Presentation

The FDOT I-75 Forward Team will provide an overview presentation of the I-75 PD&E Study, which includes all of Marion County and extends from the Florida's Turnpike to County Road 234 in Micanopy.

B. 2045 Long Range Transportation Plan (LRTP) Status Update

TPO staff will present an update on the 2045 LRTP, including completion of the recent goals and objectives document, needs plan process and public engagement.

5. ACTION ITEMS

A. Fiscal Years 2018/19 to 2019/20 Unified Planning Work Program (UPWP) Amendment

TPO staff will present an amendment to the current FY 2018/19 to 2019/20 UPWP. Action is requested.

B. Draft Fiscal Years 2020/21 to 2021/22 (UPWP)

TPO staff will present public and partner agency comments and a revised draft fiscal year (FY) 2020/21 to 2021/22 UPWP based on the 30-day public review process. Action is requested to adopt the UPWP.

C. Title VI Nondiscrimination Plan Update

TPO staff will present updates made to the TPO's Title VI Plan. Action is requested to adopt the updated Plan.

D. Public Involvement Resolution

TPO staff will present a resolution to endorse alternative public participation procedures during emergency situations. Action is requested.

6. CONSENT AGENDA

A. Minutes- March 14, 2020

7. COMMENTS BY FDOT

8. COMMENTS BY TPO STAFF

A. TPO Social Media Plan

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 26, 2020.



TO: TPO Board Members

FROM: Rob Balmes, Director

RE: I-75 Forward PD&E Presentation by Florida Department of Transportation (FDOT)

The Florida Department of Transportation (FDOT) is conducting two PD&E studies to evaluate transportation improvements and upgrades to I-75 in Sumter, Marion and Alachua Counties. Both studies will take place simultaneously. The outcomes for both studies may result in different recommendations to address transportation corridor issues for each specific area. The two PD&E study segments include:

- Southern Segment: Florida Turnpike (SR 91) to SR 200
- Northern Segment: SR 200 to CR 234

The FDOT and its consultant team will provide a kick-off overview presentation to the TPO Board. The PD&E studies are scheduled to be conducted from 2020 to 2023.

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



I-75 PD&E Studies

*Florida's Turnpike to S.R. 200 | S.R. 200 to C.R. 234
Sumter, Marion and Alachua Counties*

April 28, 2020



Financial Project Identification (FPID) No. 443623-1-21-1 | 443624-1-21-1
ETDM No. 14370 | 14385

Agenda

- Study Overview
- Purpose and Need
- Schedule and Next Steps

The environmental review, consultation, and other actions required by applicable federal environmental laws for this project are being, or have been, carried out by the Florida Department of Transportation (FDOT) pursuant to 23 U.S.C. §327 and a Memorandum of Understanding dated December 14, 2016 and executed by the Federal Highway Administration and FDOT.

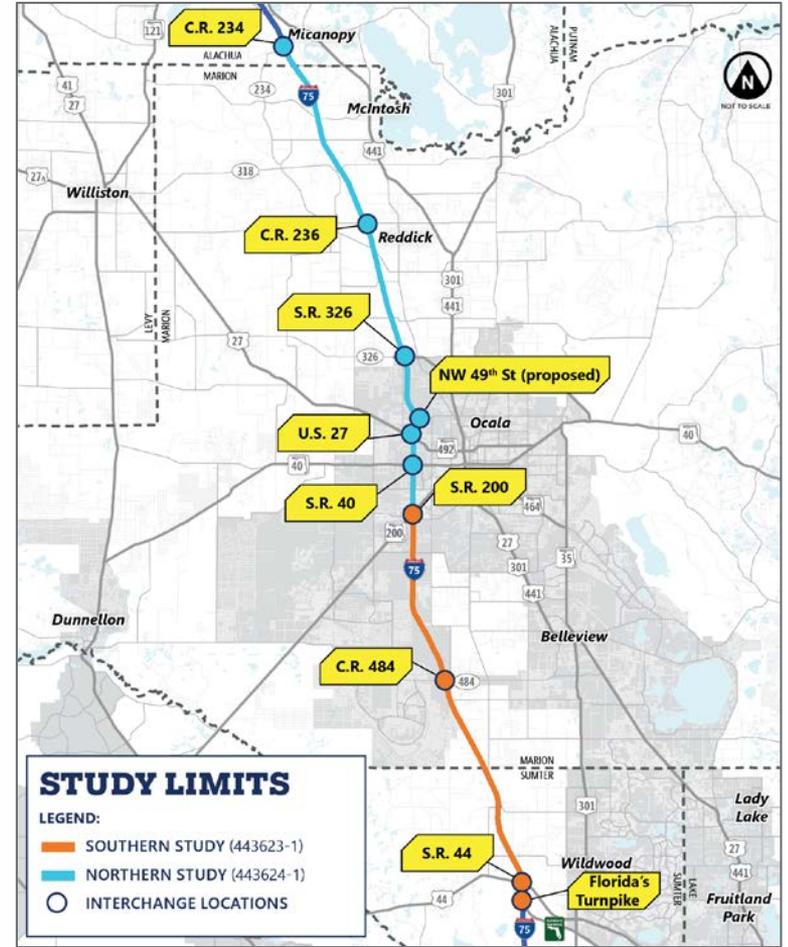
Study Overview

• Southern Study

- Florida's Turnpike to S.R. 200
- Approx. 22.5 miles
- 4 interchanges

• Northern Study

- S.R. 200 to C.R. 234
- Approx. 25.3 miles
- 6 interchanges



Study Overview

Engineering

- Purpose and Need
- Traffic
- Alternatives Analysis
- Structures
- Right-of-Way
- Safety
- Drainage
- Utilities
- Geotech
- Cost

Environmental

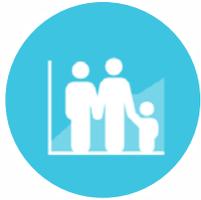
- Noise
- Social and Community
- Wetlands
- Wildlife and Habitat
- Parks and Recreational Facilities
- Water Quality
- Cultural Resources
- Land Uses
- Economics
- Contamination
- Construction

Public Involvement

- Public Meetings
- Agency and Elected Official Briefings
- Stakeholder/Small Group Meetings
- Websites
- Newsletters
- Social Media
- Direct Mail

Purpose and Need

- Evaluate corridor and interchange improvements to increase the capacity of I-75 within the study areas to accommodate:



Area Growth



Freight Activity

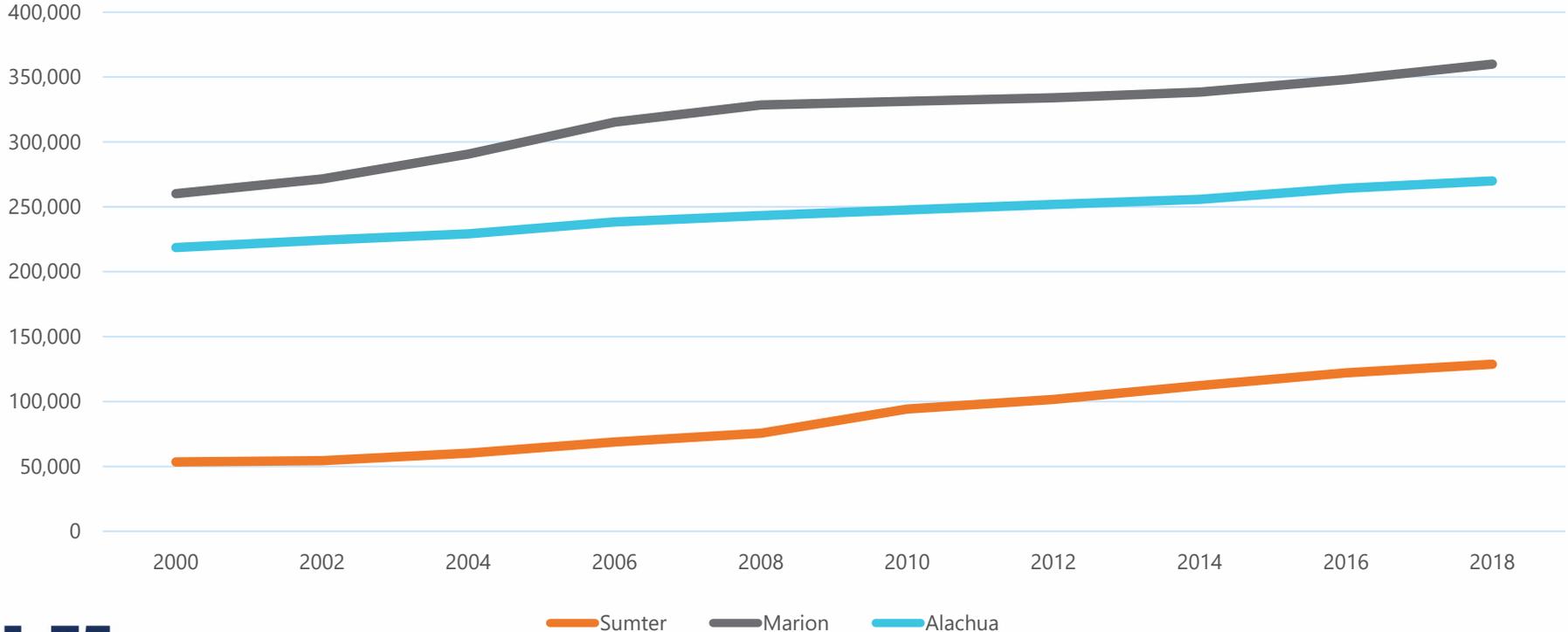


Traffic and Safety



**Hurricane
Evacuation**

Historic Area Growth

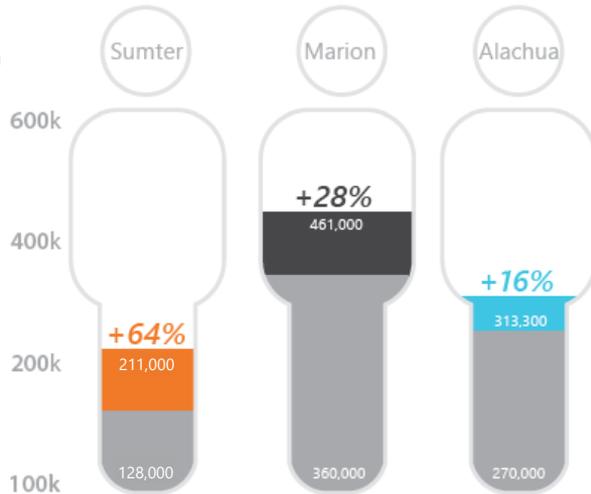


Projected Area Growth



Residential Population

30%
projected
population
increase from
2018 to 2045



Visitor Population

up to
15%
of traffic on
I-75 is visitor
traffic

118.8M
visitors to Florida

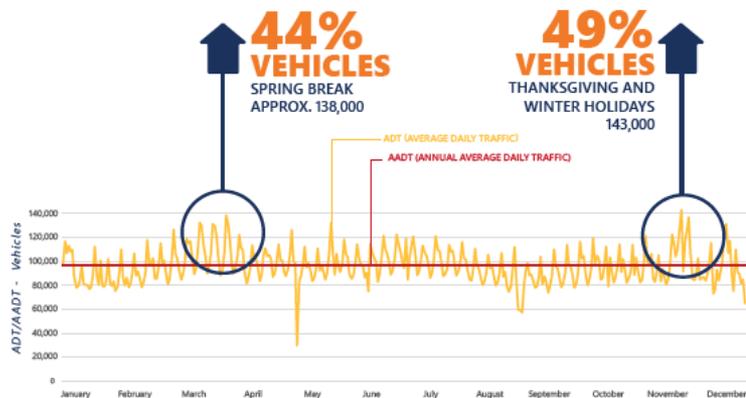
52% arrive
by car

35%
are domestic
travelers

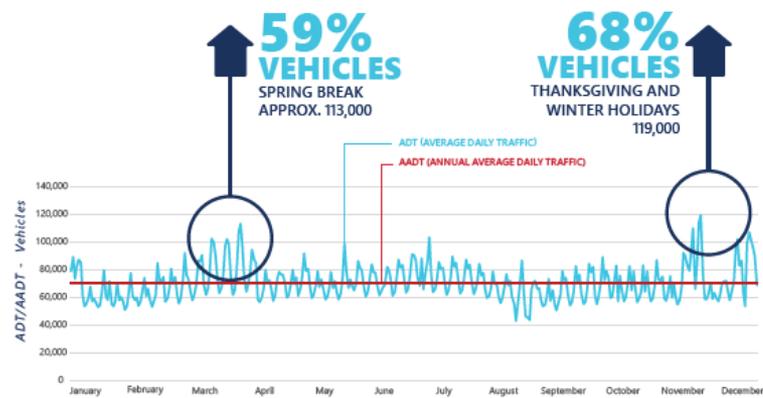
Traffic and Safety



Southern Study



Northern Study



Freight

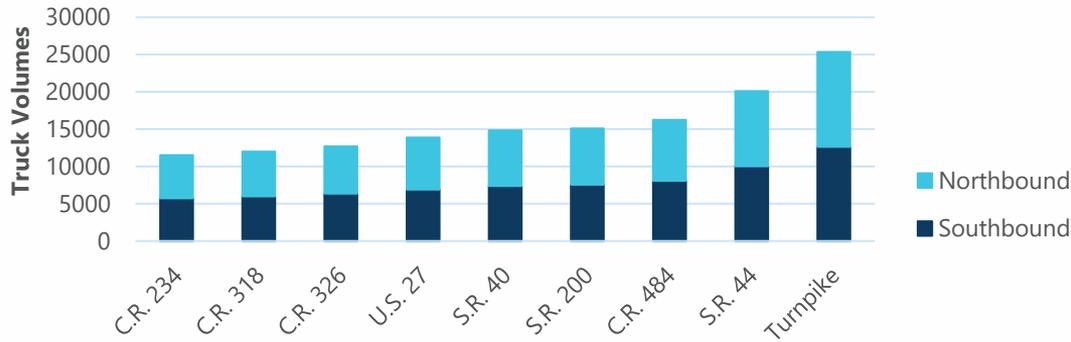


1 in 5 vehicles on I-75 is a truck

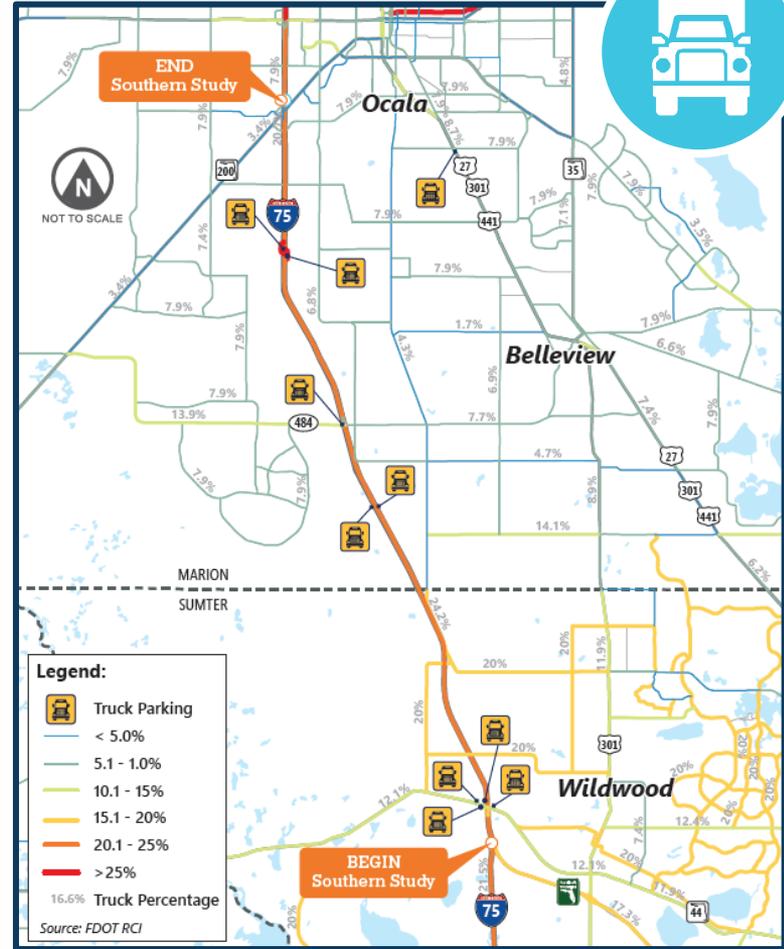


50,000 Kilotons
of freight is transported every year

Daily Truck Traffic in 2017



Primary Interchanges by Study Area



Freight

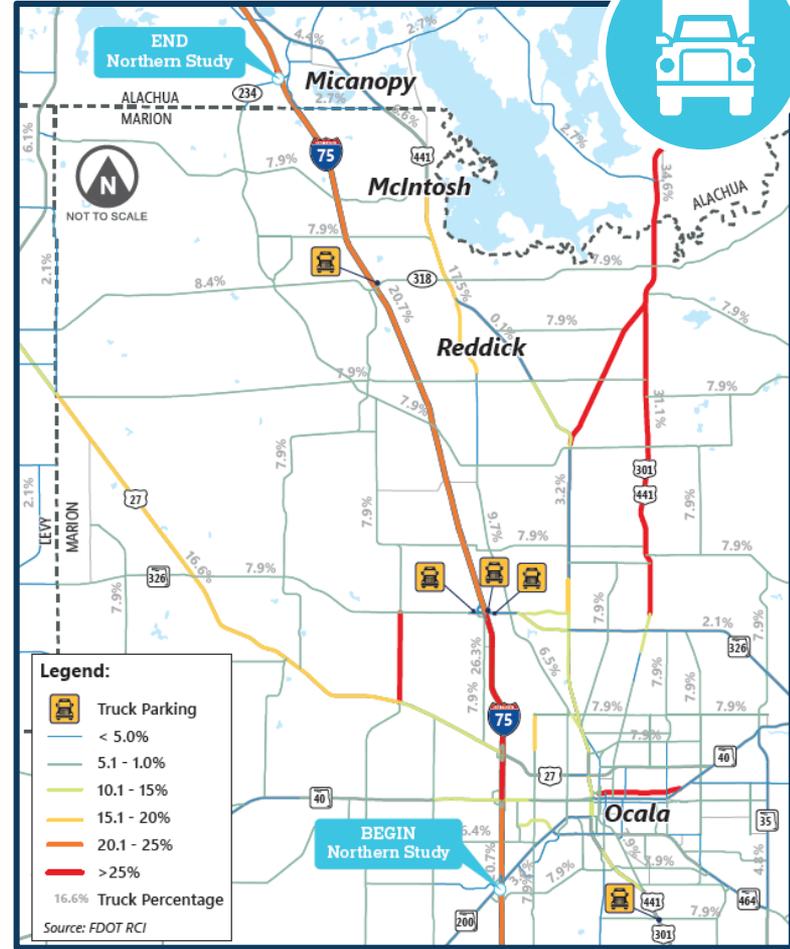


1 out of **9**
DAYS
ALL LANES
CLOSED



EVERY 16 HOURS
an incident **CLOSES**
at least **ONE LANE**

Percent of Truck-Related Crashes



Hurricane Evacuation

Alachua County



90k
people



14
hours

Marion County



167k
people



39
hours

Sumter County



55k
people



38.5
hours

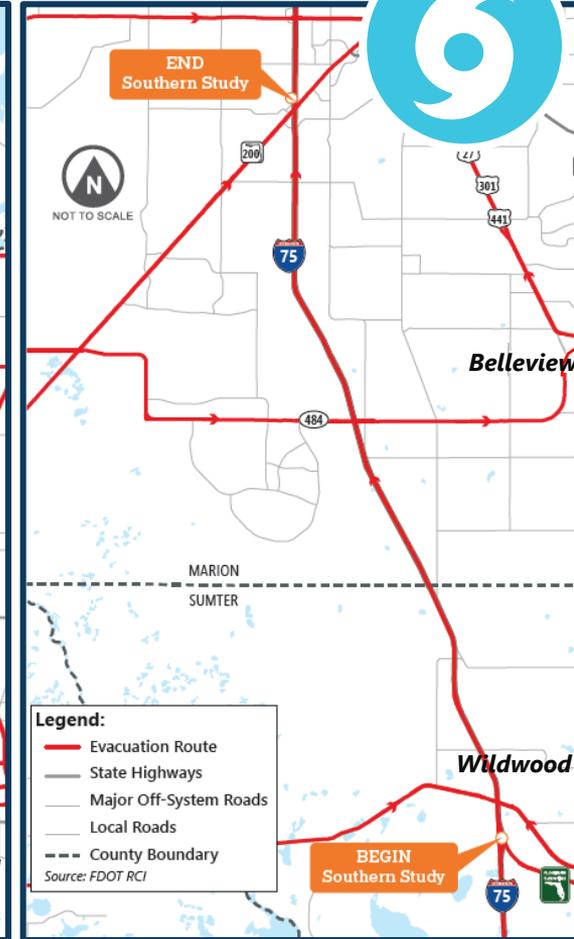
Tampa Bay Area



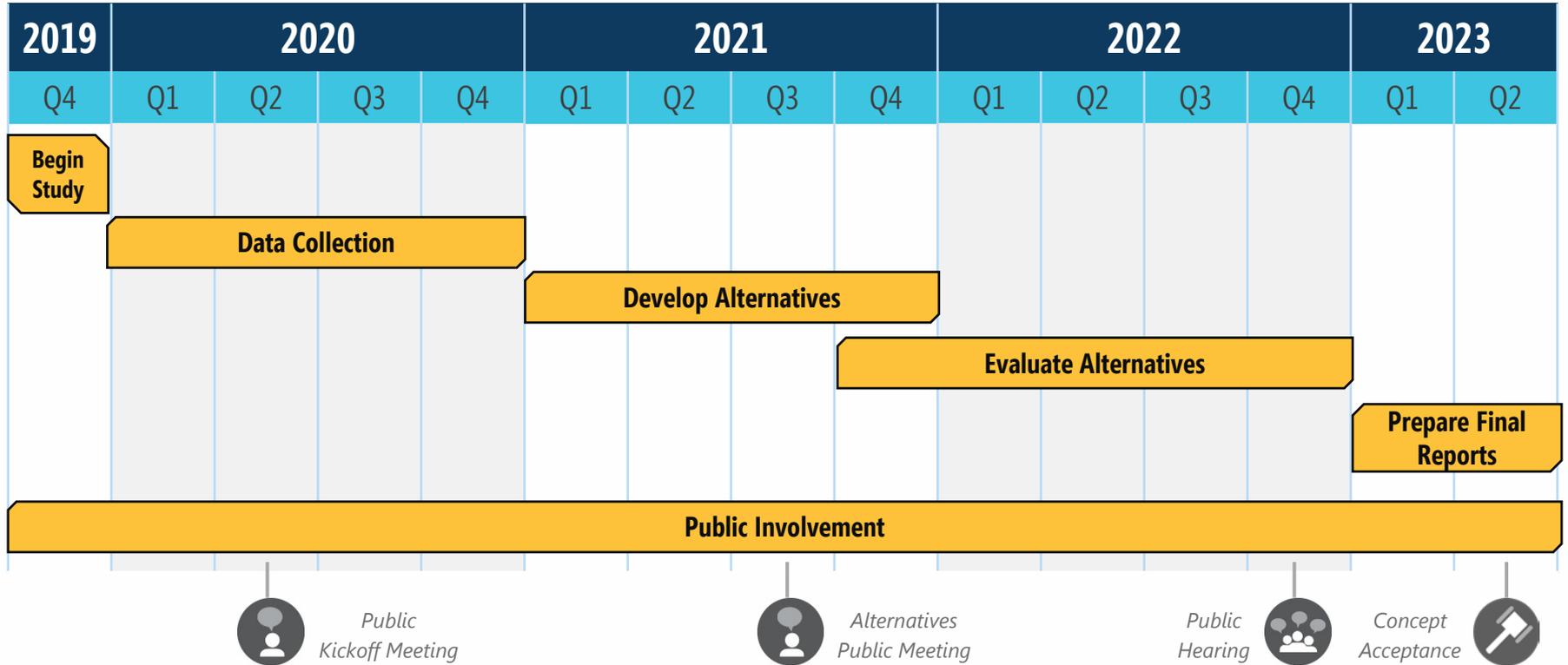
2M
people



56
hours



Schedule and Next Steps





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www.i75Forward.com





TO: TPO Board Members

FROM: Derrick Harris, TPO Assistant Director

RE: LRTP Update

As you all know, the TPO is currently working on an update to our Long-Range Transportation Plan (LRTP). At our board meeting earlier this year you all passed the Goals and Objectives for the plan, along with the associated weights to those Goals and Objectives. TPO staff coordinated those Goals and Objectives and their weights with our LRTP consultant. They have published a final document, known as the Goals and Objectives Technical Memo, that we have included in the packet for informational purposes.

Also, the TPO was anticipating having a great deal of public outreach where we would go out to various locations in the community and discuss any transportation needs the public has. However, with the global pandemic going on, obviously it wouldn't be wise to have public meetings. Therefore, we are planning on setting up virtual meetings and an interactive map. We will use these tools to replace what would have been in person public meetings. The virtual meetings will include short presentations, documents, and an overall explanation on how to submit comments and transportation needs to us directly. The interactive map will be a visual representation of the needs that have been demonstrated in other local plans, including our current LRTP. We hope to have these meetings take place around the last week or two in May.

If you have any further questions or concerns feel free to reach out to me directly at (352) 438-2632 or at derrick.harris@marioncountyfl.org.

2045 Long Range Transportation Plan

GOALS AND OBJECTIVES TECHNICAL MEMORANDUM

APRIL 2020



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I. INTRODUCTION

One of the first steps in the preparation of any plan is to establish a vision and/or goals and objectives that serve to guide the planning process. The late great Yogi Berra once said “If you don’t know where you are going, you’ll end up someplace else”. The most effective way to plan for anything is to first establish what it is the plan needs to address, whether it is population growth or worsening safety, etc. This is the purpose of outlining plan Goals and Objectives, which establish the “mission” of the plan and are subsequently used to guide the process.

The 2045 Long Range Transportation Plan (LRTP) for the Ocala Marion Transportation Planning Organization (TPO) includes Vision and Goals, Objectives, and Evaluation Criteria formulated to guide the Plan update process. The 2045 Vision reflects a desired future for Marion County that embraces the values of safety, accessibility, convenience, environmental protection, and system preservation. The Goals and Objectives represent the desired outcomes of the planning process, in a much more tangible way than the Vision, and actionable steps or targets for those outcomes, respectively.

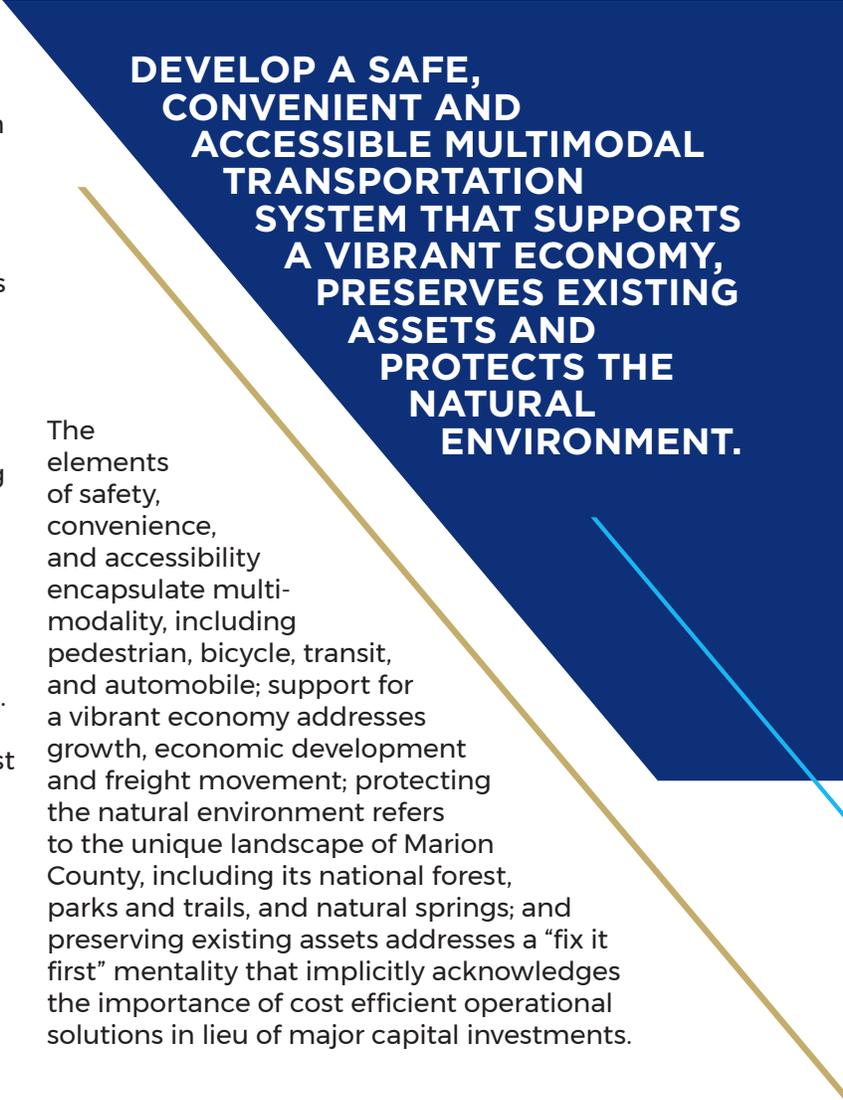
Current federal legislation dictating the long-range planning requirements for TPOs, the Fixing America’s Surface Transportation (FAST) Act signed into law in December 2015, includes a requirement to practice performance-based planning (PBP), which is a data-driven process that involves goal setting, target setting, and performance monitoring to track progress toward the targets. A review of the Planning Factors and National Goals as set forth by the U.S. Department of Transportation (USDOT) and Federal Highway Administration (FHWA) is a necessary preliminary step in the establishment of LRTP Goals and Objectives. The relationship of the LRTP Goals, Objectives, and Evaluation Criteria to the PBP requirements established by FHWA is also important. In addition, the Plan’s Goals, Objectives, and Evaluation Criteria used to prioritize investments must align with performance monitoring requirements.

Finally, the Florida Department of Transportation (FDOT) has established planning factors and goals, as laid out in the Florida Transportation Plan (FTP). Consistency with Statewide goals and requirements is critically important, as the LRTP represents a coordinated effort with FDOT, as well as local planning partners.

The following sections describe the Federal and State goals and planning factors, as well as a detailed description of the Goals, Objectives, and Evaluation Criteria developed to guide the Ocala Marion 2045 LRTP. **Appendix A** through **C** of this report also include a comparison of the LRTP Goals and Objectives to the National Goals, Florida Transportation Goals and Objectives, and the Florida Highway Safety Plan Program Areas and Strategies.

II. 2045 VISION

The 2045 LRTP Vision encapsulates the goals and objectives, singling out key elements that represent overarching guiding principles. There are nuances within each of the explicit Vision elements that are more fully fleshed out in the Goals and Objectives. 2045 Vision:



DEVELOP A SAFE, CONVENIENT AND ACCESSIBLE MULTIMODAL TRANSPORTATION SYSTEM THAT SUPPORTS A VIBRANT ECONOMY, PRESERVES EXISTING ASSETS AND PROTECTS THE NATURAL ENVIRONMENT.

The elements of safety, convenience, and accessibility encapsulate multi-modality, including pedestrian, bicycle, transit, and automobile; support for a vibrant economy addresses growth, economic development and freight movement; protecting the natural environment refers to the unique landscape of Marion County, including its national forest, parks and trails, and natural springs; and preserving existing assets addresses a “fix it first” mentality that implicitly acknowledges the importance of cost efficient operational solutions in lieu of major capital investments.

III. STATE GOALS AND REQUIREMENTS

Chapter 339.155 in the Florida Statutes requires that FDOT develop a Statewide Long-Range Transportation Plan that mimics the federal legislation pertaining to MPO/TPOs. This Statewide LRTP requires a minimum 20-year planning horizon, regular plan updates every 5 years, and coordination/reconciliation with local LRTPs. The FDOT Metropolitan Planning Organization (MPO) Program Management Handbook requires that MPOs and TPOs consider the goals and objectives in the FTP in metropolitan long-range plans. Section 175(6)(b) of the statute also requires that metropolitan plans also consider the following in the identification of improvement strategies, consistent with Planning Factors established in federal statute:

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
2. Increase the safety and security of the transportation system for motorized and non-motorized users;
3. Increase the accessibility and mobility options available to people and for freight;
4. Protect and enhance the environment, promote energy conservation, and improve quality of life;
5. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
6. Promote efficient system management and operation; and
7. Emphasize the preservation of the existing transportation system.

Florida Statewide Plans

The FTP is a Statewide plan developed by FDOT to fulfill Chapter 339.155. The FTP includes three separate documents. The first is the Vision Element, which examines growth and development trends and establishes a desired direction for a longer-term period of 50 years. The second piece of the FTP is the Policy Element, which is essentially a strategic plan that establishes goals and objectives and sets a policy framework for the State and for regional and local partners. The final document is the

Implementation Element, which is action oriented in terms of the short- and long-term investments and, as such, is a more fluid plan that is updated on a more regular basis. The goals of the FTP, as outlined in the Policy Element, address the core elements of both the State and Federal legislation guiding transportation planning. The FTP goals include:

- Safety and Security for Residents, Visitors, and Businesses
- Agile, Resilient, and Quality Infrastructure
- Efficient and Reliable Mobility for People and Freight
- More Transportation Choices for People and Freight
- Transportation Solutions that Support Florida's Global Economic Competitiveness
- Transportation Solutions that Support Quality Places to Live, Learn, Work, and Play
- Transportation Solutions that Support Florida's Environment and Conserve Energy

Other Statewide plans reviewed for consistency and effectively adopted by reference include the Florida 2017 Highway Safety Plan (HSP), Florida Strategic Highway Safety Plan (SHSP), updated in 2016, the Strategic Intermodal System (SIS) Policy Plan, updated in 2016, and the Freight Mobility and Trade Plan, updated in 2019. Objectives and strategies in those respective plans are listed below. **Appendices B and C** includes a fuller description of Florida Transportation Plan and the Florida Highway Safety Plan goals.



SIS PLAN OBJECTIVES

Interregional Connectivity

- Ensure the efficiency and reliability of multimodal transportation connectivity between Florida's economic regions and between Florida and other states and nations.

Intermodal Connectivity

- Ensure the efficiency and reliability of multimodal transportation connectivity between Florida's economic regions and between Florida and other states and nations.

Economic Development

- Provide transportation systems to support Florida as a global hub for trade, tourism, talent, innovation, business, and investment

HSP PROGRAM AREAS

- Aging Road Users
- Community Traffic Safety
- Comprehensive Traffic Enforcement & Education
- Distracted Driving
- Florida Law Enforcement Liaison
- Impaired Driving
- Motorcycle Safety
- Occupant Protection & Child Passenger Safety
- Paid Media
- Pedestrian Bicycle and Safety
- Public Traffic Safety Professionals Training
- Speed/Aggressive Driving
- Teen Driver Safety
- Traffic Records

SHSP STRATEGIES

Engineering

- Identify, develop and deploy engineering solutions that encourage safe driving behavior and reduce roadway fatalities and serious injuries
- Incorporate policies and practices into roadway design, construction, operation, and maintenance that make Florida's transportation system safer for all users
- Ensure infrastructure design allows for safe and efficient access for first responders

Enforcement

- Increase targeted enforcement activities in high-crash locations and at relevant times
- Increase enforcement of high-risk driving behaviors
- Coordinate with prosecutors and the courts to improve prosecution and adjudication of traffic safety-related cases

Education

- Educate all road users on sharing the road
- Develop and implement communication strategies for all road users and improve public awareness of highway safety.
- Increase training and educational opportunities for first responders and other traffic safety partners focused on reducing roadway-related fatalities and serious injuries.
- Increase motorists' understanding of engineering solutions and best practices, and vehicle technologies that can reduce the number and injury severity of crashes

FMTTP GOALS

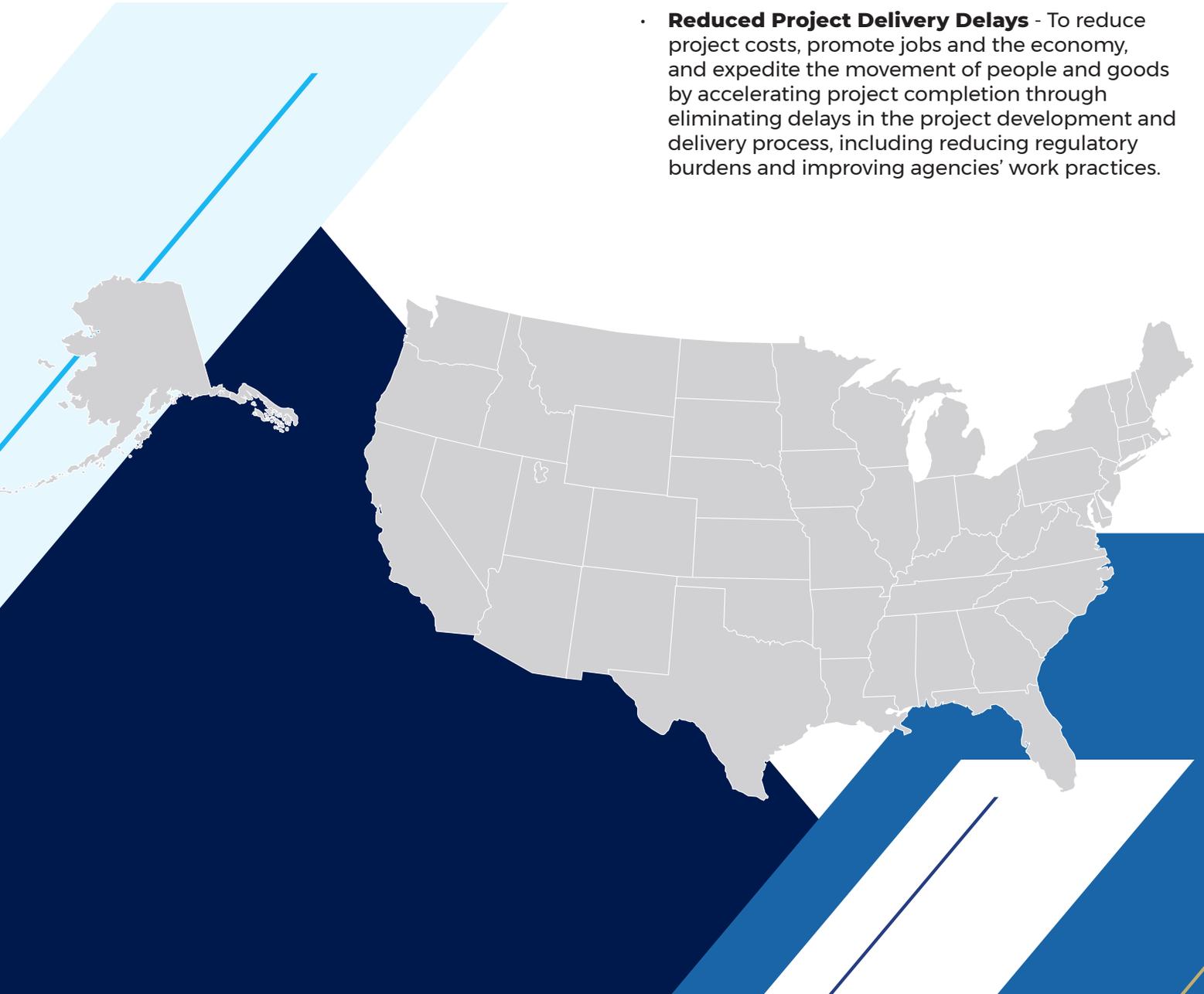
- Increasing the flow of domestic and international trade through the state's seaports and airports, including specific policies and investments that will recapture cargo currently shipped through seaports and airports located outside the state.
- Increasing the development of Intermodal Logistics Centers (ILCs) in the state, including specific strategies, policies, and investments that capitalize on the empty backhaul trucking and rail market in the state.
- Increasing the development of manufacturing industries in the state, including specific policies and investments in transportation facilities that will promote the successful development and expansion of manufacturing facilities.
- Increasing the implementation of compressed natural gas (CNG), liquefied natural gas (LNG), and propane energy policies that reduce transportation costs for businesses and residents located in the state.

IV. FEDERAL PLANNING REQUIREMENTS

One of the key provisions of the Fixing America's Surface Transportation Act (FAST Act), signed into law by President Obama in 2015, is the requirement that states and TPOs improve project decision making through a performance-based planning process. The FHWA's rule implementing the FAST Act includes seven goals to guide that process and the establishment of targets and measurement of progress toward those targets in 23 U.S.C. 150(b). FHWA also included a set of ten planning factors in the final rule, including two new planning factors since passage of the FAST Act. A comparison of the National Planning Factors to the Ocala Marion 2045 Goals and Objectives is included in **Appendix A**.

NATIONAL GOALS

- **Safety** - To achieve a significant reduction in traffic fatalities and serious injuries on all public roads.
- **Infrastructure Condition** - To maintain the highway infrastructure asset system in a state of good repair.
- **Congestion Reduction** - To achieve a significant reduction in congestion on the National Highway System.
- **System Reliability** - To improve the efficiency of the surface transportation system.
- **Freight Movement and Economic Vitality** - To improve the national freight network, strengthen the ability of rural communities to access national and international trade markets, and support regional economic development.
- **Environmental Sustainability** - To enhance the performance of the transportation system while protecting and enhancing the natural environment.
- **Reduced Project Delivery Delays** - To reduce project costs, promote jobs and the economy, and expedite the movement of people and goods by accelerating project completion through eliminating delays in the project development and delivery process, including reducing regulatory burdens and improving agencies' work practices.



NATIONAL PLANNING FACTORS

- Support the **economic vitality** of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
- Increase the **safety** of the transportation system for motorized and non-motorized users;
- Increase the **security** of the transportation system for motorized and non-motorized users;
- Increase the **accessibility and mobility** of people and freight;
- Protect and enhance the **environment**, promote energy conservation, improve the **quality of life**, and promote consistency between transportation improvements and State and local planned growth and economic development patterns;
- Enhance the **integration and connectivity** of the transportation system across and between modes for people and freight;
- Promote **efficient system management and operations**;
- Emphasize the **preservation** of the existing transportation system;
- **NEW:** Improve the **resiliency and reliability** of the transportation system, and reduce or mitigate storm water impacts of surface transportation; and
- **NEW:** Enhance travel and **tourism**.

Performance Measures

The 2045 LRTP cycle is the first time TPOs are required to set performance targets based on consistent federal performance measures and monitor progress towards those measures. The requirement involves a successive process beginning with the establishment of National Goals by Congress, followed by USDOT establishing performance measures, culminating in states, TPOs, and public transit agencies setting targets and monitoring progress toward them. The target setting process is also successive, with states setting targets first, followed by metropolitan target setting within 180 days of state targets being set. There are three performance measure programs for which targets have been set by FDOT and TPOs, including:

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

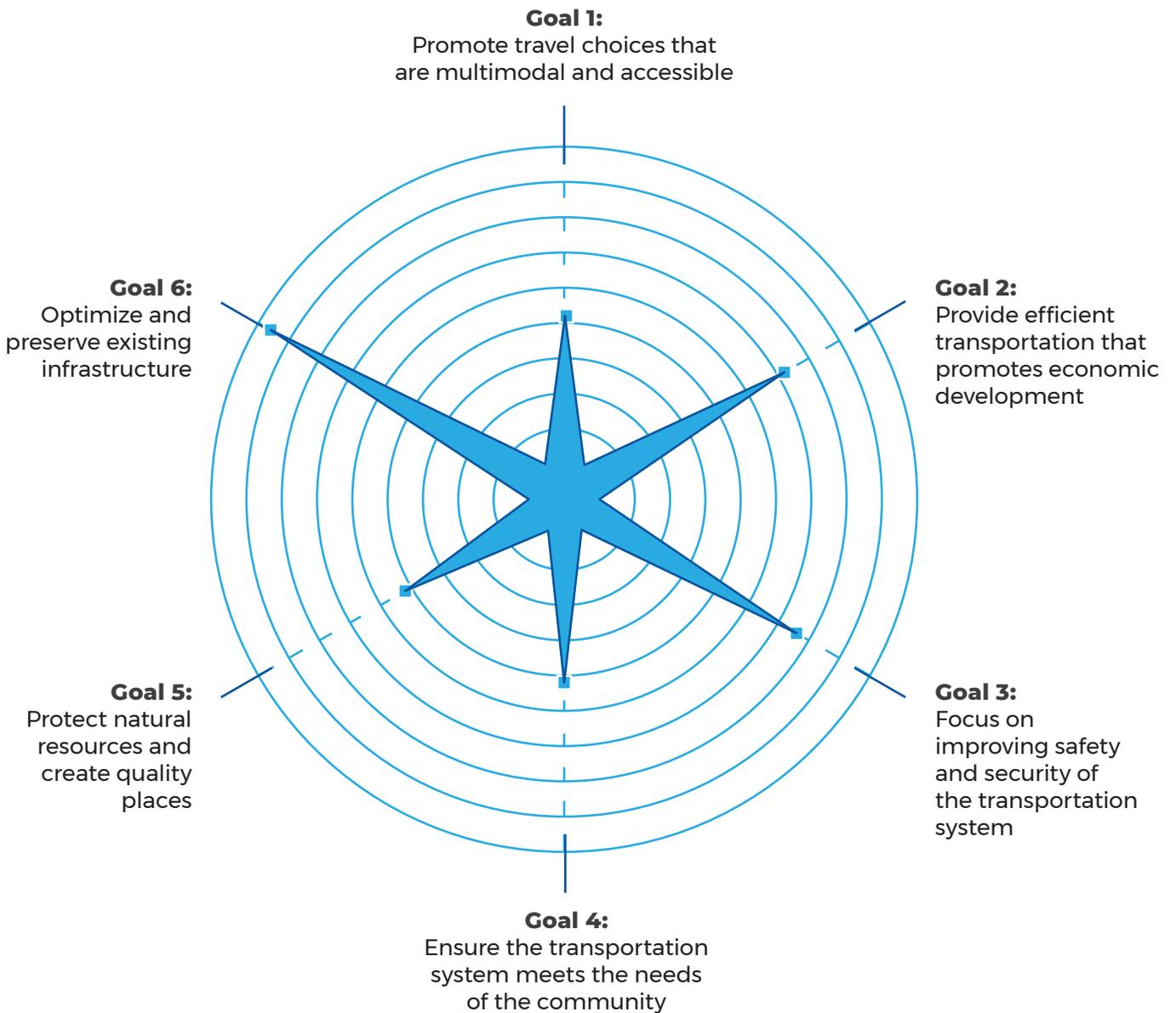
The Ocala Marion TPO Board has adopted its own targets for the PM1 and adopted PM 2/3 measures consistent with FDOT targets at their February 2018, 2019, 2020 and October 2018, February 2020 TPO Governing Board meetings, respectively.

The target setting and monitoring process, as mandated by the FAST Act, is an important part of performance-based planning, but it must also be complemented by a performance-oriented assessment and evaluation process in the prioritization of investments. There are two parts to evaluating performance from a planning standpoint. The first is to identify currently or historically under-performing facilities and the second is to forecast performance using the travel demand model and other tools to estimate the impacts of growing demand on the system.

Goal Metrics and Weights

The LRTP Objectives all have quantitative metrics associated with them, as outlined in **Table 1**, that are used to evaluate improvements for prioritization purposes, and to assess the system as a whole to identify additional needed improvements. The connection between the Goal Metrics and the Performance Measures used to set targets and monitor progress toward them is crucial to the effectiveness of planning based on specific goals and objectives.

An added nuance that aligns the quantitative evaluation process more closely to community needs and desires is the assignment of weights to the Goals. The weights reflect the relative importance of each individual goal, relative to the others. So, for instance, if the safety goal is the most important goal, it should be weighted more heavily than the other goals. Each goal's weight is included in Table 1 below, consistent with the TPO Board's assignment of weights to the goals. The weights are used in the evaluation of improvements used to prioritize them and develop the cost feasible plan. The goal weighting process is described in **Appendix D**.



Public Involvement Measures of Effectiveness

A FHWA requirement related to the public involvement process in LRTP includes monitoring of the effectiveness of the public involvement program. As described in detail in the 2045 LRTP Public Involvement Plan, goals, targets, and measures were developed to monitor the LRTP

public involvement program. These measures of effectiveness will be employed throughout the plan update process in an effort to continuously improve the program through the feedback generated by the measures. Every interaction with members of the public during the plan update process will include the opportunity to complete a comment card, which is displayed in **Figure 1** below. The Public Involvement Plan contains a more comprehensive description of the metrics and goals.

Figure 1. Public Involvement Questionnaire

OCALA MARION 2045

RACING TOWARD A CONNECTED FUTURE 

Thank you for attending our meeting or visiting our booth today! We appreciate and value your participation in this process and we are focused on providing quality information that is accessible to all who participate. We also are committed to making our interactions with the communities of Marion County accessible, in terms of where, when and how we hold these meetings. Please take a few moments to complete this survey to help us to continuously improve this process. Thank you!

For all questions, 1 is not good, 5 is great.

1. How would you rate the **TIME OF DAY** chosen to hold this meeting?

1 2 3 4 5

2. How would you rate the **LOCATION** chosen to hold this meeting?

1 2 3 4 5

3. How would you rate the clarity and usefulness of the **CONTENT** presented at this meeting?

1 2 3 4 5

4. How would you rate the **STYLE AND PRESENTATION** of materials presented at this meeting?

1 2 3 4 5

5. How would you rate the **ELECTRONIC MEDIA** developed for the project (Website, Metroquest, Facebook)?

1 2 3 4 5

Please tell us how you learned about the meeting you attended and any comments you have on the process or transportation issues in Marion County.

V. OCALA MARION TPO 2045 LRTP GOALS, OBJECTIVES, AND EVALUATION CRITERIA

Table 1. 2045 LRTP Goals, Weights, Objectives, and Evaluation Criteria

| GOALS | WEIGHTS | OBJECTIVES | EVALUATION CRITERIA |
|---|---------|---|--|
| Goal 1: Promote travel choices that are multimodal and accessible | 13% | 1.1 Increase transit ridership by providing more frequent and convenient service. | <ul style="list-style-type: none"> Does project include public transit frequency improvement? Does project fill sidewalk gap, bike lane gap, or develop a trail? Does project fill sidewalk gap, bike lane gap, trail, or include transit in EJ area? |
| | | 1.2 Increase bicycle and pedestrian travel by providing sidewalks, bike lanes, and multi-use trails throughout the county. | |
| | | 1.3 Provide safe and reasonable access to transportation services and facilities for use by the transportation disadvantaged (TD) population. | |
| | | 1.4 Provide desirable and user-friendly transportation options for all user groups regardless of socioeconomic status or physical ability. | |
| Goal 2: Provide efficient transportation that promotes economic development | 18% | 2.1 Improve access to and from areas identified for employment development and growth. | <ul style="list-style-type: none"> Is project is on a facility that traverses an employment growth area? Is project on a facility that accesses a freight intensive area? Is project on a congested facility? |
| | | 2.2 Foster greater economic competitiveness through enhanced, efficient movement of freight. | |
| | | 2.3 Address mobility needs and reduce the roadway congestion impacts of economic growth. | |
| Goal 3: Focus on improving safety and security of the transportation system | 19% | 3.1 Provide safe access to and from schools. | <ul style="list-style-type: none"> Is project on a facility in the vicinity of a school (1/2 mile)? Is project on a facility designated as an evacuation route? Is project on a facility with a history of fatal and/or severe crashes (last 5 yrs)? |
| | | 3.2 Increase the accessibility and mobility of people and freight within the region and to other areas. | |
| | | 3.3 Improve security by enhancing the evacuation route network for natural events and protecting access to military asset. | |
| | | 3.4 Reduce the number of fatal and severe injury crashes for all users | |



| GOALS | WEIGHTS | OBJECTIVES | EVALUATION CRITERIA |
|---|------------|---|---|
| <p>Goal 4: Ensure the transportation system meets the needs of the community</p> | <p>13%</p> | <p>4.1 Provide opportunities to engage citizens, particularly traditionally underserved populations, and other public and private groups and organizations.</p> <p>4.2 Support community education and involvement in transportation planning.</p> <p>4.3 Coordinate with local government to consider local land use plans when identifying future transportation projects.</p> <p>4.4 Collaborate with various agencies including FDOT, Marion County School District, Marion County and its municipalities, SunTran, and providers of freight and rail travel to create strategies for developing a multimodal transportation system.</p> <p>4.5 Improve the safety of the transportation system for all user groups regardless of socioeconomic status or physical ability.</p> | <ul style="list-style-type: none"> • Is project in one or more local plans? • Does project traverse EJ area? |
| <p>Goal 5: Protect natural resources and create quality places</p> | <p>13%</p> | <p>5.1 Limit impacts to existing natural resources, such as parks, preserves, and protected lands.</p> <p>5.2 Avoid or minimize negative impacts of projects and disruption to residential neighborhoods.</p> <p>5.3 Improve the resiliency of the transportation system through mitigation and adaptation strategies to deal with catastrophic events.</p> <p>5.4 Enhance access to tourist destinations, such as trails, parks and downtowns.</p> | <ul style="list-style-type: none"> • Does facility encroach on natural resource areas? • Does project improve facilities that traverse flood prone areas? • Does project improve a facility that provides access to a tourist destination? |
| <p>Goal 6: Optimize and preserve existing infrastructure</p> | <p>24%</p> | <p>6.1 Improve the performance of the transportation system through intersection modifications, access management strategies, Intelligent Transportation Systems (ITS) applications, and other emerging technologies.</p> <p>6.2 Emphasize the preservation of the existing transportation system and establish priorities to ensure optimal use.</p> <p>6.3 Maintain the transportation network by identifying and prioritizing infrastructure preservation and rehabilitation projects such as asset management and signal system upgrades.</p> <p>6.4 Plan for the future of Automated, Connected, Electric and Shared (ACES) vehicles and other emerging technologies into the transportation network</p> <p>6.5 Improve the reliability of the transportation system through operational and incident management strategies.</p> | <ul style="list-style-type: none"> • Does project include operational or ITS improvement? • Is project on facility due or overdue for resurfacing/ maintenance? • Does project includes operational or ITS imp. on high crash corridors? |

Appendix A: Ocala Marion TPO LRTP Goals vs National Goals

NATIONAL PLANNING FACTORS

| OCALA MARION GOALS | OCALA MARION OBJECTIVES | ECONOMIC VITALITY | SAFETY | SECURITY | ACCESSIBILITY & MOBILITY | ENVIRONMENT & QUALITY OF LIFE | INTEGRATION & CONNECTIVITY | EFFICIENT MANAGEMENT & OPERATION | SYSTEM PRESERVATION | RESILIENCY & RELIABILITY | TRAVEL & TOURISM |
|---|---|-------------------|--------|----------|--------------------------|-------------------------------|----------------------------|----------------------------------|---------------------|--------------------------|------------------|
| Goal 1: Promote travel choices that are multimodal and accessible | 1.1 Increase transit ridership by providing more frequent and convenient service. | | | | 1 | 2 | 1 | | | 1 | 2 |
| | 1.2 Increase bicycle and pedestrian travel by providing sidewalks, bike lanes, and multi-use trails throughout the county. | | 2 | | 1 | 1 | 1 | | | | 2 |
| | 1.3 Provide safe and reasonable access to transportation services and facilities for use by the transportation disadvantaged (TD) population. | | 2 | | 1 | 2 | 2 | | | | |
| | 1.4 Provide desirable and user-friendly transportation options for all user groups regardless of socioeconomic status or physical ability. | | | | 1 | 2 | 2 | | | | |
| Goal 2: Provide efficient transportation that promotes economic development | 2.1 Improve access to and from areas identified for employment development and growth. | 1 | | | 1 | | 2 | | | | 2 |
| | 2.2 Foster greater economic competitiveness through enhanced, efficient movement of freight. | 1 | | | 1 | | | 2 | | | |
| | 2.3 Address mobility needs and reduce the roadway congestion impacts of economic growth. | 1 | | | 1 | | | 2 | | | 1 |
| Goal 3: Focus on improving safety and security of the transportation system | 3.1 Provide safe access to and from schools. | | 1 | | 1 | | 2 | | | | |
| | 3.2 Increase the accessibility and mobility of people and freight within the region and to other areas. | 1 | | | 1 | | 1 | 2 | | | |
| | 3.3 Improve security by enhancing the evacuation route network for natural events and protecting access to military asset. | | | | | | | 2 | | | |
| | 3.4 Reduce the number of fatal and severe injury crashes for all users | | 1 | | | | | | | | |

1 = Directly addresses National Planning Factor
2 = Indirectly addresses National Planning Factor

NATIONAL PLANNING FACTORS

| OCALA MARION GOALS | OCALA MARION OBJECTIVES | ECONOMIC VITALITY | SAFETY | SECURITY | ACCESSIBILITY & MOBILITY | ENVIRONMENT & QUALITY OF LIFE | INTEGRATION & CONNECTIVITY | EFFICIENT MANAGEMENT & OPERATION | SYSTEM PRESERVATION | RESILIENCY & RELIABILITY | TRAVEL & TOURISM |
|---|--|-------------------|--------|----------|--------------------------|-------------------------------|----------------------------|----------------------------------|---------------------|--------------------------|------------------|
| Goal 4: Ensure the transportation system meets the needs of the community | 4.1 Provide opportunities to engage citizens, particularly traditionally underserved populations, and other public and private groups and organizations. | | | | 2 | 2 | | | | | |
| | 4.2 Support community education and involvement in transportation planning. | | | | 2 | 2 | | | | | |
| | 4.3 Coordinate with local government to consider local land use plans when identifying future transportation projects. | | | | | 2 | 2 | | | | |
| | 4.4 Collaborate with various agencies including FDOT, Marion County School District, Marion County and its municipalities, SunTran, and providers of freight and rail travel to create strategies for developing a multimodal transportation system. | 1 | | | 1 | | 1 | 2 | | 2 | |
| | 4.5 Improve the safety of the transportation system for all user groups regardless of socioeconomic status or physical ability. | | | 1 | | 2 | 2 | | | | |
| Goal 5: Protect natural resources and create quality places | 5.1 Limit impacts to existing natural resources, such as parks, preserves, and protected lands. | | | | | 1 | | | | 1 | 2 |
| | 5.2 Avoid or minimize negative impacts of projects and disruption to residential neighborhoods. | | | | | 1 | | | | | |
| | 5.3 Improve the resiliency of the transportation system through mitigation and adaptation strategies to deal with catastrophic events. | | | | | | 2 | | | 1 | 2 |
| | 5.4 Enhance access to tourist destinations, such as trails, parks and downtowns. | 2 | | | 1 | 2 | 2 | | | | 1 |

NATIONAL PLANNING FACTORS

| OCALA MARION GOALS | OCALA MARION OBJECTIVES | ECONOMIC VITALITY | SAFETY | SECURITY | ACCESSIBILITY & MOBILITY | ENVIRONMENT & QUALITY OF LIFE | INTEGRATION & CONNECTIVITY | EFFICIENT MANAGEMENT & OPERATION | SYSTEM PRESERVATION | RESILIENCY & RELIABILITY | TRAVEL & TOURISM | |
|---|--|-------------------|--------|----------|--------------------------|-------------------------------|----------------------------|----------------------------------|---------------------|--------------------------|------------------|--|
| Goal 6: Optimize and preserve existing infrastructure | 6.1 Improve the performance of the transportation system through intersection modifications, access management strategies, Intelligent Transportation Systems (ITS) applications, and other emerging technologies. | | | | 1 | | | 1 | 1 | 1 | | |
| | 6.2 Emphasize the preservation of the existing transportation system and establish priorities to ensure optimal use. | | | | 1 | | | 1 | 1 | 2 | | |
| | 6.3 Maintain the transportation network by identifying and prioritizing infrastructure preservation and rehabilitation projects such as asset management and signal system upgrades. | | | | 1 | | | 1 | 1 | 2 | | |
| | 6.4 Plan for the future of Automated, Connected, Electric and Shared (ACES) vehicles and other emerging technologies into the transportation network | 2 | 2 | | 2 | | | 2 | | | | |
| | 6.5 Improve the reliability of the transportation system through operational and incident management strategies. | | | | 1 | | | 1 | | | 1 | |

1 = Directly addresses National Planning Factor
 2 = Indirectly addresses National Planning Factor

Appendix B: Florida Transportation Plan Goals and Objectives

Goal 1: Safety and Security for Residents, Visitors, and Businesses

- **Objective 1:** Prevent transportation-related fatalities and injuries
- **Objective 2:** Reduce the number of crashes on the transportation system
- **Objective 3:** Prevent and mitigate transportation-related security risks
- **Objective 4:** Provide transportation infrastructure and services to help prepare for, respond to, and recover from emergencies

Goal 2: Agile, Resilient, and Quality Infrastructure

- **Objective 1:** Meet or exceed industry, state, national, or international standards for infrastructure quality, condition, and performance for all modes of transportation
- **Objective 2:** Optimize the functionality and efficiency of existing infrastructure and right-of-way
- **Objective 3:** Adapt transportation infrastructure and technologies to meet changing customer needs
- **Objective 4:** Increase the resiliency of infrastructure to risks, including extreme weather and other environmental conditions

Goal 3: Efficient and Reliable Mobility for People and Freight

- **Objective 1:** Reduce delays related to bottlenecks, gaps, and crashes and other incidents for all modes of Florida's transportation system
- **Objective 2:** Increase the reliability of all modes of Florida's transportation system
- **Objective 3:** Increase customer satisfaction with Florida's transportation system and regulatory processes for residents, visitors, and businesses
- **Objective 4:** Increase the efficiency of the supply chain for freight moving to, from, and through Florida
- **Objective 5:** Increase the efficiency and flexibility of transportation related regulatory processes

Goal 4: More Transportation Choices for People and Freight

- **Objective 1:** Increase the use of new mobility options and technologies such as shared, automated, and connected vehicles

- **Objective 2:** Increase the share of person trips using public transportation and other alternatives to single occupancy motor vehicles
- **Objective 3:** Increase the number of quality options for visitor travel to, from, and within Florida
- **Objective 4:** Increase the number of quality options for moving freight to, from, and within Florida
- **Objective 5:** Increase the efficiency and convenience of connecting between multiple modes of transportation

Goal 5: Transportation Solutions that Support Florida's Global Economic Competitiveness

- **Objective 1:** Provide transportation infrastructure and services to support job growth in transportation-dependent industries and clusters
- **Objective 2:** Increase transportation connectivity between Florida's economic centers and regions
- **Objective 3:** Increase transportation connectivity between Florida and global and national trading partners and visitor origin markets
- **Objective 4:** Increase the number of skilled workers in Florida's transportation-related industries

Goal 6: Transportation Solutions that Support Quality Places to Live, Learn, Work, and Play

- **Objective 1:** Plan and develop transportation systems that reflect regional and community values, visions, and needs
- **Objective 2:** Increase customer satisfaction with Florida's transportation system
- **Objective 3:** Provide convenient, efficient accessibility to the transportation system for Florida's residents and visitors
- **Objective 4:** Provide transportation solutions that contribute to improved public health

Goal 7: Transportation Solutions that Support Florida's Environment and Conserve Energy

- **Objective 1:** Plan and develop transportation systems and facilities in a manner that protects, and where feasible, restores the function and character of the natural environment and avoids or minimizes adverse environmental impacts
- **Objective 2:** Decrease transportation-related air quality pollutants and greenhouse gas emissions
- **Objective 3:** Increase the energy efficiency of transportation
- **Objective 4:** Increase the diversity of transportation-related energy sources, with emphasis on cleaner and more efficient fuel

Appendix C: Florida Highway Safety Plan Program Areas and Strategies

AGING ROAD USERS PROGRAM STRATEGIES

- Manage and evaluate aging road user safety, access, and mobility activities to maximize the effectiveness of programs and resources
- Provide the best available data to assist with decisions that improve aging road user safety, access, and mobility
- Provide information and resources regarding aging road user safety, access, and mobility
- Inform public officials about the importance and need to support national, State, regional, and local policy and program initiatives which promote and sustain aging road user safety, access, and mobility
- Promote and encourage practices that support and enhance aging in place (i.e., improve the environment to better accommodate the safety, access, and mobility of aging road users)
- Enhance aging road user safety and mobility through assessment, remediation, and rehabilitation
- Promote safe driving and mobility for aging road users through licensing and enforcement
- Promote the safe mobility of aging vulnerable road users (pedestrians, transit riders, bicyclists, and other non-motorized vehicles)
- Promote the value of prevention strategies and early recognition of at-risk drivers to aging road users and stakeholders
- Bridge the gap between driving retirement and mobility independence (i.e., alternative transportation mobility options, public transportation, and dementia friendly transportation)

COMMUNITY TRAFFIC SAFETY PROGRAM

- Increase public awareness and highway traffic safety programs
- Expand the network of concerned individuals to build recognition and awareness about traffic safety
- Support initiatives that enhance traffic laws and regulations related to safe driving

COMPREHENSIVE TRAFFIC ENFORCEMENT AND EDUCATION PROGRAM

- Increase public awareness of highway traffic safety programs
- Expand the network of concerned stakeholders to build recognition and awareness of traffic safety
- Support initiatives that enhance traffic safety laws and regulations related to safe driving
- Support and promote effective law enforcement efforts related to safe driving

DISTRACTED DRIVING PROGRAM

- Increase public awareness and outreach programs on distracted driving
- Encourage companies, state agencies, and local governments to adopt and enforce policies to reduce distracted driving in company and government vehicles
- Support legislative initiatives that enhance distracted driving-related traffic laws and regulations
- Support Graduated Driver's License (GDL) restrictions to reduce distracted driving behaviors in teen drivers
- Increase law enforcement officer understanding of Florida traffic crash reporting and distracted driving data collection
- Educate law enforcement, judges, and magistrates on the existing laws that can be applied to distracted driving
- Deploy high-visibility enforcement mobilizations on distracted driving subject to appropriate/future legislation

FLORIDA LAW ENFORCEMENT LIAISON PROGRAM

- No specific strategies

IMPAIRED DRIVING PROGRAM

- Improve DUI enforcement
- Improve prosecution and adjudication of impaired driving cases
- Improve the DUI administrative suspension process
- Improve prevention, public education, and training
- Improve the treatment system (i.e., DUI programs, treatment providers, and health care providers)
- Improve data collection and analysis

MOTORCYCLE SAFETY PROGRAM

- Collect and analyze data on motorcycle crashes, injuries, and fatalities to provide local and state agencies with the best available data to make appropriate and timely decisions that improve motorcycle safety in Florida
- Manage motorcycle safety activities in Florida as part of a comprehensive plan that includes centralized program planning, implementation, coordination, and evaluation to maximize the effectiveness of programs and reduce duplication of effort
- Promote personal protective gear and its value in reducing motorcyclist injury levels and increasing rider conspicuity
- Ensure persons operating a motorcycle on public roadways hold an endorsement specifically authorizing motorcycle operation
- Promote adequate rider training and preparation to new and experienced motorcycle riders by qualified instructors at State-approved training centers
- Reduce the number of alcohol, drug, and speed-related motorcycle crashes in Florida
- Support legislative initiatives that promote motorcycle safety-related traffic laws and regulations
- Ensure State and local motorcycle safety programs include law enforcement and emergency services components

- Incorporate motorcycle-friendly policies and practices into roadway design, traffic control, construction, operation, and maintenance
- Increase the visibility of motorcyclists by emphasizing rider conspicuity and motorist awareness of motorcycles
- Develop and implement communications strategies that target high-risk populations and improve public awareness of motorcycle crash problems and programs

OCCUPANT PROTECTION AND CHILD PASSENGER SAFETY PROGRAM

- Support the Occupant Protection Resource Center which provides stakeholders with occupant protection public information and education materials, information regarding child passenger safety inspection stations, and child passenger safety technician and instructor training
- Promote safety belt and child restraint use to high-risk groups through the Florida Occupant Protection Task Force
- Support the national Click It or Ticket mobilization through overtime enforcement efforts targeting safety belt and child restraint use during day and nighttime hours

PAID MEDIA PROGRAM

- Increase public awareness of highway traffic safety programs and enforcement
- Expand the network of concerned individuals to build recognition and awareness

PEDESTRIAN AND BICYCLE SAFETY PROGRAM

- Increase awareness and understanding of safety issues related to vulnerable road users
- Increase compliance with traffic laws and regulations related to pedestrian and bicycle safety through education and enforcement
- Develop and use a systemic approach to identify locations and behaviors prone to pedestrian and bicycle crashes and implement multidisciplinary countermeasures
- Promote, plan, and implement built environments (urban, suburban, and rural) which encourage safe bicycling and walking
- Support national, state, and local legislative initiatives and policies that promote bicycle and pedestrian safety

PUBLIC TRAFFIC SAFETY PROFESSIONALS TRAINING

- Increase traffic safety professionals' awareness of highway safety issues
- Improve traffic enforcement and detection skills
- Improve crash investigation and prosecution skills
- Improve detection, prosecution, and adjudication of impaired driving cases
- Increase understanding of the importance of accurate data collection and analysis

SPEED/AGGRESSIVE DRIVING PROGRAM

- Support and promote effective law enforcement efforts to reduce aggressive driving
- Support and promote effective law enforcement efforts to reduce speed-related crashes
- Increase training and education on the problems of speed/aggressive driving
- Identify and support initiatives that reduce instances of speeding and aggressive driving

TEEN DRIVER SAFETY PROGRAM

- Expand the network of concerned individuals to build recognition and awareness as it relates to teen driver safety and support for the Florida Teen Safe Driving Coalition
- Create a safe driving culture for teen drivers through outreach and education
- Support initiatives that enhance safe teen driving-related traffic laws and regulations related to safe teen driving

TRAFFIC RECORDS PROGRAM

- Develop and maintain complete, accurate, uniform, and timely traffic records data
- Provide the ability to link traffic records data together
- Facilitate access to traffic records data
- Promote the use of traffic records data



Appendix D: Goal Weighting Worksheet

The worksheet used to weight the goals was completed by the LRTP Steering Committee and Citizens and Technical advisory committees and

the results were provided to the TPO Board for their consideration in assigning final weights. It consists of a very simple pairwise comparison process in which one of two goals is picked as more important than the other in every possible combination of goals. The results of this process are then summarized and converted to percentage values, which become the goal weights.

OCALA MARION 2045

RACING TOWARD A CONNECTED FUTURE



Goal Weighting Exercise Instructions

1. Complete the matrix choosing more important goal of all 2-goal comparisons
2. Add number of times a goal was more important
3. Divide each goal "score" by 15 (number of combinations)
4. Results represent relative weight of each goal

B. Economic Development

C. Safety & Security

D. Community Needs

E. Quality & Natural Places

F. Optimize Existing System

| | | | | | | |
|--|--|--|--|--|--|-----------------------------|
| | | | | | | |
| | | | | | | A. Travel Choices |
| | | | | | | B. Economic Development |
| | | | | | | C. Safety & Security |
| | | | | | | D. Community Needs |
| | | | | | | E. Quality & Natural Places |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| # | A | B | C | D | E | F | Report number of times each goal is more important |
| % | A | B | C | D | E | F | Divide number above by 15 for each relative goal weight |



TO: TPO Board Members

FROM: Rob Balmes, Director

RE: Approval of Amendment to Fiscal Year 2018/19 to 2019/20 Unified Planning Work Program

The Unified Planning Work Program (UPWP) is a federally required two-year document that serves as the TPO’s working budget. The Fiscal Year (FY) 2018/19 to 2019/20 UPWP is authorized to June 30, 2020.

Based on an analysis of the current FY 2019/20 and remaining tasks to be completed through June 30, 2020, the TPO is proposing an amendment to move funds among tasks to ensure no negative balances. The changes in particular reflect an emphasis on completing tasks related to administrative and long-range planning. The following provides a summary of the funding changes proposed by task for Federal Highway Administration (FHWA) Planning (PL) funds in FY 19/20. There is no net change to the current PL balance. A summary of the changes to the tasks in FY is attached to this memo.

| | <u>Prior to Revision</u> | <u>After Revision</u> |
|---------------------------------|--------------------------|-----------------------|
| • Task 1 Administration: | \$340,909 | \$362,608 (+) |
| • Task 2 Data Collection: | \$36,120 | \$14,120 (-) |
| • Task 3 Long Range Planning: | \$89,079 | \$110,700 (+) |
| • Task 4 Short Range Planning: | \$47,005 | \$39,005 (-) |
| • Task 5 Public Transportation: | \$2,806 | \$1,106 (-) |
| • Task 6 Public Involvement: | \$48,320 | \$41,300 (-) |
| • Task 7 Special Projects: | \$6,066 | \$1,466 (-) |
| Total PL Balance FY 19/20 | \$570,305 | \$570,305 |

TPO staff requests the TPO Board to approve a UPWP amendment the FY 2018/19 to 2019/20 UPWP for funding of tasks in FY 2019/20.

TPO staff also proposes to include a new task to update the Disadvantaged Business Enterprise (DBE) Plan. Staff plans to update the DBE Plan by June to coincide with the Public Participation Plan update.

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

**Current UPWP FY 2019/20
Seven Task Tables**

| Task 1 | | | | | | | |
|--|--|-------------------|------------------------|--------------------|--------------------|-----------------|-------------------|
| Estimated Budget detail for FY 2019/20 | | | | | | | |
| Budget Category | Budget Category Description | FHWA (PL) | FY 2019/20 FTA 5305(d) | | | TD | Total: |
| | | | FTA 5305(D) Federal | FTA State Match | FTA Local Match | | |
| Personnel | | | | | | | |
| | Salaries & Benefits | \$ 237,755 | \$ - | \$ - | \$ - | \$ - | \$ 237,755 |
| | Total: | \$ 237,755 | \$ - | \$ - | \$ - | \$ - | \$ 237,755 |
| Consultant | | | | | | | |
| | Consultants | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| | Total: | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Travel | | | | | | | |
| | Travel Expenses | \$ 6,300 | \$ 2,720 | \$ 340 | \$ 340 | \$ 1,500 | \$ 11,200 |
| | Total: | \$ 6,300 | \$ 2,720 | \$ 340 | \$ 340 | \$ 1,500 | \$ 11,200 |
| Facility Expenses | | | | | | | |
| | Utilities | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| | Office Cubicle Construction Due To Office Relocation | \$ 26,746 | \$ 11,548 | \$ 1,443 | \$ 1,443 | \$ 1,274 | \$ 42,454 |
| | Marion County - Cost Allocation | \$ 32,190 | \$ 13,898 | \$ 1,737 | \$ 1,737 | \$ 1,533 | \$ 51,095 |
| | Total: | \$ 58,936 | \$ 25,446 | \$ 3,180 | \$ 3,180 | \$ 2,807 | \$ 93,549 |
| Office Expenses | | | | | | | |
| | Copier | \$ 1,890 | \$ 816 | \$ 102 | \$ 102 | \$ 90 | \$ 3,000 |
| | Advertising & New Logo | \$ 4,410 | \$ 1,904 | \$ 238 | \$ 238 | \$ 210 | \$ 7,000 |
| | Office Supplies | \$ 5,500 | \$ 2,500 | \$ 250 | \$ 250 | \$ 250 | \$ 8,750 |
| | Postage | \$ 315 | \$ 136 | \$ 17 | \$ 17 | \$ 15 | \$ 500 |
| | New Software due to office relocation | \$ 12,061 | \$ 5,207 | \$ 651 | \$ 651 | \$ 574 | \$ 19,145 |
| | Office Furniture due to office relocation | \$ 7,117 | \$ 2,955 | \$ 428 | \$ 428 | \$ 349 | \$ 11,277 |
| | Promotional Activities (Education & Safety) | \$ 640 | \$ 267 | \$ 38 | \$ 38 | \$ 32 | \$ 1,015 |
| | Communication Services - Outside (Cell Phone) | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| | Machinery & Equipment (<\$5,000) | \$ 5,985 | \$ 2,584 | \$ 323 | \$ 323 | \$ 285 | \$ 9,500 |
| | Machinery & Equipment (>\$5,000) | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| | Total: | \$ 37,918 | \$ 16,369 | \$ 2,047 | \$ 2,047 | \$ 1,805 | \$ 60,187 |
| TOTAL BUDGET | | \$ 340,909 | \$ 44,535 | \$ 5,567 | \$ 5,567 | \$ 6,112 | \$ 402,691 |

| Task 2 | | | | | | | |
|--|-----------------------------|------------------|------------------------|-----------------|-----------------|-------------|------------------|
| Estimated Budget Detail for FY 2019/20 | | | | | | | |
| Budget Category | Budget Category Description | FHWA (PL) | FY 2019/20 FTA 5305(d) | | | TD | Total: |
| | | | FTA 5305(D) Federal | FTA State Match | FTA Local Match | | |
| Personnel | | | | | | | |
| | Salaries & Benefits | \$ 36,120 | \$ - | \$ - | \$ - | \$ - | \$ 36,120 |
| | Total: | \$ 36,120 | \$ - | \$ - | \$ - | \$ - | \$ 36,120 |
| Consultant | | | | | | | |
| | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| | Total: | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| TOTAL BUDGET | | \$ 36,120 | \$ - | \$ - | \$ - | \$ - | \$ 36,120 |

| Task 3 | | | | | | | |
|--|--------------------------------|------------------|------------------------|-----------------|-----------------|-------------|-------------------|
| Estimated Budget Detail for FY 2019/20 | | | | | | | |
| Budget Category | Budget Category Description | FHWA (PL) | FY 2019/20 FTA 5305(d) | | | TD | Total: |
| | | | FTA 5305(D) Federal | FTA State Match | FTA Local Match | | |
| Personnel | | | | | | | |
| | Salaries & Benefits | \$ 39,017 | \$ - | \$ - | \$ - | \$ - | \$ 39,017 |
| | Total: | \$ 39,017 | \$ - | \$ - | \$ - | \$ - | \$ 39,017 |
| Consultant | | | | | | | |
| | Long-Range Transportation Plan | \$ 45,062 | \$ - | \$ - | \$ - | \$ - | \$ 45,062 |
| | Central Florida MPO Alliance | \$ 5,000 | \$ - | \$ - | \$ - | \$ - | \$ 5,000 |
| | Congestion Management Plan | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 76,707 |
| | Total: | \$ 50,062 | \$ - | \$ - | \$ - | \$ - | \$ 126,769 |
| TOTAL BUDGET | | \$ 89,079 | \$ - | \$ - | \$ - | \$ - | \$ 165,786 |

| Task 4 | | | | | | | |
|--|-----------------------------|------------------|------------------------|-----------------|-----------------|-------------|------------------|
| Estimated Budget Detail for FY 2019/20 | | | | | | | |
| Budget Category | Budget Category Description | FHWA (PL) | FY 2019/20 FTA 5305(d) | | | TD | Total: |
| | | | FTA 5305(D) Federal | FTA State Match | FTA Local Match | | |
| Personnel | | | | | | | |
| | Salaries & Benefits | \$ 37,405 | \$ - | \$ - | \$ - | \$ - | \$ 37,405 |
| | Total: | \$ 37,405 | \$ - | \$ - | \$ - | \$ - | \$ 37,405 |
| Consultant | | | | | | | |
| | DTS - Interactive TIP | \$ 9,600 | \$ - | \$ - | \$ - | \$ - | \$ 9,600 |
| | Total: | \$ 9,600 | \$ - | \$ - | \$ - | \$ - | \$ 9,600 |
| TOTAL BUDGET | | \$ 47,005 | \$ - | \$ - | \$ - | \$ - | \$ 47,005 |

| Task 5 | | | | | | | |
|--|-----------------------------|-----------------|------------------------|-----------------|-----------------|------------------|------------------|
| Estimated Budget Detail for FY 2019/20 | | | | | | | |
| Budget Category | Budget Category Description | FHWA (PL) | FY 2019/20 FTA 5305(d) | | | TD | Total: |
| | | | FTA 5305(D) Federal | FTA State Match | FTA Local Match | | |
| Personnel | | | | | | | |
| | Salaries & Benefits | \$ 2,806 | \$ - | \$ - | \$ - | \$ 20,709 | \$ 23,515 |
| | Total: | \$ 2,806 | \$ - | \$ - | \$ - | \$ 20,709 | \$ 23,515 |
| TOTAL BUDGET | | \$ 2,806 | \$ - | \$ - | \$ - | \$ 20,709 | \$ 23,515 |

| Task 6 | | | | | | | |
|--|-----------------------------|------------------|------------------------|-----------------|-----------------|-------------|------------------|
| Estimated Budget Detail for FY 2019/20 | | | | | | | |
| Budget Category | Budget Category Description | FHWA (PL) | FY 2019/20 FTA 5305(d) | | | TD | Total: |
| | | | FTA 5305(D) Federal | FTA State Match | FTA Local Match | | |
| Personnel | | | | | | | |
| | Salaries & Benefits | \$ 41,320 | \$ - | \$ - | \$ - | \$ - | \$ 41,320 |
| | Total: | \$ 41,320 | \$ - | \$ - | \$ - | \$ - | \$ 41,320 |
| Consultant | | | | | | | |
| | New Website | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 20,876 |
| | Graphics and Infographics | \$ 7,000 | \$ - | \$ - | \$ - | \$ - | \$ 7,000 |
| | Total: | \$ 7,000 | \$ - | \$ - | \$ - | \$ - | \$ 27,876 |
| TOTAL BUDGET | | \$ 48,320 | \$ - | \$ - | \$ - | \$ - | \$ 69,196 |

| Task 7 | | | | | | | |
|--|---|-----------------|------------------------|-----------------|-----------------|-------------|------------------|
| Estimated Budget Detail for FY 2019/20 | | | | | | | |
| Budget Category | Budget Category Description | FHWA (PL) | FY 2019/20 FTA 5305(d) | | | TD | Total: |
| | | | FTA 5305(D) Federal | FTA State Match | FTA Local Match | | |
| Personnel | | | | | | | |
| | Salaries & Benefits | \$ 6,066 | \$ - | \$ - | \$ - | \$ - | \$ 6,066 |
| | Total: | \$ 6,066 | \$ - | \$ - | \$ - | \$ - | \$ 6,066 |
| Consultant | | | | | | | |
| | Economic Benefits of Cycling & Trails Study | \$ - | \$ 37,406 | \$ 4,676 | \$ 4,676 | \$ - | \$ 46,758 |
| | Total: | \$ - | \$ 37,406 | \$ 4,676 | \$ 4,676 | \$ - | \$ 46,758 |
| TOTAL BUDGET | | \$ 6,066 | \$ 37,406 | \$ 4,676 | \$ 4,676 | \$ - | \$ 52,824 |

Current UPWP FY 2019/20 Funding Sources and Agency Participation

| TABLE VII | | | | | | | | | | | | | | |
|----------------------------|---------------|---------------------|------------|-------|---------------------------|------------------------|-----------|-----------|-----------|------------|-----------|-----------|------------|------------|
| FY 2019/20 FUNDING SOURCES | | | | | | | | | | | | | | |
| TASK | ELEMENT | Planning Funds (PL) | | | | FTA Section 5305(d) | | | TD | Total | | | | Task Total |
| | | FHWA | FDOT | Local | *Deobligation FY 17/18 | FY 2019/20 FTA 5305(d) | | | | State | Federal | State | Local | |
| | | | | | | FTA | FDOT | Local | | | | | | |
| 1.0 | Admin | \$ 340,909 | \$ 75,189 | \$ - | \$ 70,989 | \$ 44,536 | \$ 5,567 | \$ 5,567 | \$ 6,112 | \$ 385,445 | \$ 11,679 | \$ 5,567 | \$ 402,691 | |
| 2.0 | Data/Safety | \$ 36,120 | \$ 7,966 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 36,120 | \$ - | \$ - | \$ 36,120 | |
| 3.0 | LRP | \$ 89,079 | \$ 19,647 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 89,079 | \$ - | \$ - | \$ 89,079 | |
| 4.0 | SRP | \$ 47,005 | \$ 10,367 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 47,005 | \$ - | \$ - | \$ 47,005 | |
| 5.0 | Public Trans. | \$ 2,806 | \$ 619 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 20,709 | \$ 2,806 | \$ 20,709 | \$ - | \$ 23,515 | |
| 6.0 | Public Inv. | \$ 48,320 | \$ 10,657 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 48,320 | \$ - | \$ - | \$ 48,320 | |
| 7.0 | Special Proj. | \$ 6,066 | \$ 1,338 | \$ - | \$ - | \$ 37,406 | \$ 4,676 | \$ 4,676 | \$ - | \$ 43,472 | \$ 4,676 | \$ 4,676 | \$ 52,824 | |
| TOTAL: | | \$ 570,305 | \$ 125,783 | \$ - | \$ - | \$ 81,942 | \$ 10,243 | \$ 10,243 | \$ 26,821 | \$ 652,247 | \$ 37,064 | \$ 10,243 | \$ 699,554 | |

**Deobligation amounts included in Federal PL allocation*

***For FY 2019/20, FDOT will soft match federal planning funds in the amount of \$125,783. Soft Match is not included in Task Total*

| TABLE VI | | | | | | | | |
|---------------------------------|---------------|------------|-----------|-----------|-----------|-----------|-------------|------------|
| FY 2019/20 AGENCY PARTICIPATION | | | | | | | | |
| TASK | ELEMENT | FHWA | FTA | FDOT | TD | Local | Consultant* | Total |
| 1.0 | Admin | \$ 340,909 | \$ 44,536 | \$ 5,567 | \$ 6,112 | \$ 5,567 | \$ - | \$ 402,691 |
| 2.0 | Data/Safety | \$ 36,120 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 36,120 |
| 3.0 | LRP | \$ 89,079 | \$ - | \$ - | \$ - | \$ - | \$ 50,062 | \$ 89,079 |
| 4.0 | SRP | \$ 47,005 | \$ - | \$ - | \$ - | \$ - | \$ 9,600 | \$ 47,005 |
| 5.0 | Public Trans. | \$ 2,806 | \$ - | \$ - | \$ 20,709 | \$ - | \$ - | \$ 23,515 |
| 6.0 | Public Inv. | \$ 48,320 | \$ - | \$ - | \$ - | \$ - | \$ 7,000 | \$ 48,320 |
| 7.0 | Special Proj. | \$ 6,066 | \$ 37,406 | \$ 4,676 | \$ - | \$ 4,676 | \$ 46,758 | \$ 52,824 |
| TOTAL: | | \$ 570,305 | \$ 81,942 | \$ 10,243 | \$ 26,821 | \$ 10,243 | \$ 113,420 | \$ 699,554 |

**Consultant charges not included in total, as they are already calculated within each agencies charges for that specific task*

**Proposed Amended UPWP FY 2019/20
Seven Task Tables**

| Task 1 | | | | | | | |
|--|--|-------------------|------------------------|-----------------|-----------------|-----------------|-------------------|
| Estimated Budget detail for FY 2019/20 | | | | | | | |
| Budget Category | Budget Category Description | FHWA (PL) | FY 2019/20 FTA 5305(d) | | | TD | Total: |
| | | | FTA 5305(D) Federal | FTA State Match | FTA Local Match | | |
| Personnel | | | | | | | |
| | Salaries & Benefits | \$ 262,755 | \$ - | \$ - | \$ - | \$ - | \$ 262,755 |
| | Total: | \$ 262,755 | \$ - | \$ - | \$ - | \$ - | \$ 262,755 |
| Consultant | | | | | | | |
| | Consultants | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| | Total: | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Travel | | | | | | | |
| | Travel Expenses | \$ 6,730 | \$ 2,720 | \$ 340 | \$ 340 | \$ 1,500 | \$ 11,630 |
| | Total: | \$ 6,730 | \$ 2,720 | \$ 340 | \$ 340 | \$ 1,500 | \$ 11,630 |
| Facility Expenses | | | | | | | |
| | Utilities | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| | Office Cubicle Construction Due To Office Relocation | \$ 26,746 | \$ 11,548 | \$ 1,443 | \$ 1,443 | \$ 1,274 | \$ 42,454 |
| | Marion County - Cost Allocation | \$ 32,190 | \$ 13,898 | \$ 1,737 | \$ 1,737 | \$ 1,533 | \$ 51,095 |
| | Total: | \$ 58,936 | \$ 25,446 | \$ 3,180 | \$ 3,180 | \$ 2,807 | \$ 93,549 |
| Office Expenses | | | | | | | |
| | Copier | \$ 1,890 | \$ 816 | \$ 102 | \$ 102 | \$ 90 | \$ 3,000 |
| | Advertising & New Logo | \$ 3,410 | \$ 1,904 | \$ 238 | \$ 238 | \$ 210 | \$ 6,000 |
| | Office Supplies | \$ 5,500 | \$ 2,500 | \$ 250 | \$ 250 | \$ 250 | \$ 8,750 |
| | Postage | \$ 315 | \$ 136 | \$ 17 | \$ 17 | \$ 15 | \$ 500 |
| | New Software due to office relocation | \$ 11,509 | \$ 5,207 | \$ 651 | \$ 651 | \$ 574 | \$ 19,145 |
| | Office Furniture due to office relocation | \$ 8,138 | \$ 2,955 | \$ 428 | \$ 428 | \$ 349 | \$ 11,442 |
| | Promotional Activities (Education & Safety) | \$ 640 | \$ 267 | \$ 38 | \$ 38 | \$ 32 | \$ 939 |
| | Communication Services - Outside (Cell Phone) | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| | Machinery & Equipment (<\$5,000) | \$ 2,785 | \$ 2,584 | \$ 323 | \$ 323 | \$ 285 | \$ 6,300 |
| | Machinery & Equipment (>\$5,000) | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| | Total: | \$ 34,187 | \$ 16,369 | \$ 2,047 | \$ 2,047 | \$ 1,805 | \$ 56,076 |
| TOTAL BUDGET | | \$ 362,608 | \$ 44,535 | \$ 5,567 | \$ 5,567 | \$ 6,112 | \$ 424,389 |

| Task 2 | | | | | | | |
|--|-----------------------------|------------------|------------------------|-----------------|-----------------|-------------|------------------|
| Estimated Budget Detail for FY 2019/20 | | | | | | | |
| Budget Category | Budget Category Description | FHWA (PL) | FY 2019/20 FTA 5305(d) | | | TD | Total: |
| | | | FTA 5305(D) Federal | FTA State Match | FTA Local Match | | |
| Personnel | | | | | | | |
| | Salaries & Benefits | \$ 14,120 | \$ - | \$ - | \$ - | \$ - | \$ 14,120 |
| | Total: | \$ 14,120 | \$ - | \$ - | \$ - | \$ - | \$ 14,120 |
| Consultant | | | | | | | |
| | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| | Total: | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| TOTAL BUDGET | | \$ 14,120 | \$ - | \$ - | \$ - | \$ - | \$ 14,120 |

| Task 3 | | | | | | | |
|--|--------------------------------|-------------------|------------------------|-----------------|-----------------|-------------|-------------------|
| Estimated Budget Detail for FY 2019/20 | | | | | | | |
| Budget Category | Budget Category Description | FHWA (PL) | FY 2019/20 FTA 5305(d) | | | TD | Total: |
| | | | FTA 5305(D) Federal | FTA State Match | FTA Local Match | | |
| Personnel | | | | | | | |
| | Salaries & Benefits | \$ 39,017 | \$ - | \$ - | \$ - | \$ - | \$ 39,017 |
| | Total: | \$ 39,017 | \$ - | \$ - | \$ - | \$ - | \$ 39,017 |
| Consultant | | | | | | | |
| | Long-Range Transportation Plan | \$ 66,683 | \$ - | \$ - | \$ - | \$ - | \$ 66,683 |
| | Central Florida MPO Alliance | \$ 5,000 | \$ - | \$ - | \$ - | \$ - | \$ 5,000 |
| | Congestion Management Plan | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 76,707 |
| | Total: | \$ 71,683 | \$ - | \$ - | \$ - | \$ - | \$ 148,390 |
| TOTAL BUDGET | | \$ 110,700 | \$ - | \$ - | \$ - | \$ - | \$ 187,407 |

| Task 4 | | | | | | | |
|--|-----------------------------|------------------|------------------------|-----------------|-----------------|-------------|------------------|
| Estimated Budget Detail for FY 2019/20 | | | | | | | |
| Budget Category | Budget Category Description | FHWA (PL) | FY 2019/20 FTA 5305(d) | | | TD | Total: |
| | | | FTA 5305(D) Federal | FTA State Match | FTA Local Match | | |
| Personnel | | | | | | | |
| | Salaries & Benefits | \$ 29,405 | \$ - | \$ - | \$ - | \$ - | \$ 29,405 |
| | Total: | \$ 29,405 | \$ - | \$ - | \$ - | \$ - | \$ 29,405 |
| Consultant | | | | | | | |
| | DTS - Interactive TIP | \$ 9,600 | \$ - | \$ - | \$ - | \$ - | \$ 9,600 |
| | Total: | \$ 9,600 | \$ - | \$ - | \$ - | \$ - | \$ 9,600 |
| TOTAL BUDGET | | \$ 39,005 | \$ - | \$ - | \$ - | \$ - | \$ 39,005 |

| Task 5 | | | | | | | |
|--|-----------------------------|-----------------|------------------------|-----------------|-----------------|------------------|------------------|
| Estimated Budget Detail for FY 2019/20 | | | | | | | |
| Budget Category | Budget Category Description | FHWA (PL) | FY 2019/20 FTA 5305(d) | | | TD | Total: |
| | | | FTA 5305(D) Federal | FTA State Match | FTA Local Match | | |
| Personnel | | | | | | | |
| | Salaries & Benefits | \$ 1,106 | \$ - | \$ - | \$ - | \$ 20,709 | \$ 21,815 |
| | Total: | \$ 1,106 | \$ - | \$ - | \$ - | \$ 20,709 | \$ 21,815 |
| TOTAL BUDGET | | \$ 1,106 | \$ - | \$ - | \$ - | \$ 20,709 | \$ 21,815 |

| Task 6 | | | | | | | |
|--|-----------------------------|------------------|------------------------|-----------------|-----------------|-------------|------------------|
| Estimated Budget Detail for FY 2019/20 | | | | | | | |
| Budget Category | Budget Category Description | FHWA (PL) | FY 2019/20 FTA 5305(d) | | | TD | Total: |
| | | | FTA 5305(D) Federal | FTA State Match | FTA Local Match | | |
| Personnel | | | | | | | |
| | Salaries & Benefits | \$ 34,320 | \$ - | \$ - | \$ - | \$ - | \$ 34,320 |
| | Total: | \$ 34,320 | \$ - | \$ - | \$ - | \$ - | \$ 34,320 |
| Consultant | | | | | | | |
| | New Website | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 20,876 |
| | Graphics and Infographics | \$ 6,980 | | | | \$ - | \$ 6,980 |
| | Total: | \$ 6,980 | \$ - | \$ - | \$ - | \$ - | \$ 27,856 |
| TOTAL BUDGET | | \$ 41,300 | \$ - | \$ - | \$ - | \$ - | \$ 62,176 |

| Task 7 | | | | | | | |
|--|---|-----------------|------------------------|-----------------|-----------------|-------------|------------------|
| Estimated Budget Detail for FY 2019/20 | | | | | | | |
| Budget Category | Budget Category Description | FHWA (PL) | FY 2019/20 FTA 5305(d) | | | TD | Total: |
| | | | FTA 5305(D) Federal | FTA State Match | FTA Local Match | | |
| Personnel | | | | | | | |
| | Salaries & Benefits | \$ 1,466 | \$ - | \$ - | \$ - | \$ - | \$ 1,466 |
| | Total: | \$ 1,466 | \$ - | \$ - | \$ - | \$ - | \$ 1,466 |
| Consultant | | | | | | | |
| | Economic Benefits of Cycling & Trails Study | \$ - | \$ 37,406 | \$ 4,676 | \$ 4,676 | \$ - | \$ 46,758 |
| | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| | Total: | \$ - | \$ 37,406 | \$ 4,676 | \$ 4,676 | \$ - | \$ 46,758 |
| TOTAL BUDGET | | \$ 1,466 | \$ 37,406 | \$ 4,676 | \$ 4,676 | \$ - | \$ 48,224 |

Current UPWP FY 2019/20 Funding Sources and Agency Participation

| TABLE VII | | | | | | | | | | | | | | |
|----------------------------|---------------|---------------------|------------|-------|---------------------------|------------------------|-----------|-----------|-----------|------------|-----------|-----------|------------|------------|
| FY 2019/20 FUNDING SOURCES | | | | | | | | | | | | | | |
| TASK | ELEMENT | Planning Funds (PL) | | | | FTA Section 5305(d) | | | TD | Total | | | | Task Total |
| | | FHWA | FDOT | Local | *Deobligation FY 17/18 | FY 2019/20 FTA 5305(d) | | | | State | Federal | State | Local | |
| | | | | | | FTA | FDOT | Local | | | | | | |
| 1.0 | Admin | \$ 362,608 | \$ 79,975 | \$ - | \$ 70,989 | \$ 44,536 | \$ 5,567 | \$ 5,567 | \$ 6,112 | \$ 407,144 | \$ 11,679 | \$ 5,567 | \$ 424,390 | |
| 2.0 | Data/Safety | \$ 14,120 | \$ 3,114 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 14,120 | \$ - | \$ - | \$ 14,120 | |
| 3.0 | LRP | \$ 110,700 | \$ 24,415 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 110,700 | \$ - | \$ - | \$ 110,700 | |
| 4.0 | SRP | \$ 39,005 | \$ 8,603 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 39,005 | \$ - | \$ - | \$ 39,005 | |
| 5.0 | Public Trans. | \$ 1,106 | \$ 244 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 20,709 | \$ 1,106 | \$ 20,709 | \$ - | \$ 21,815 | |
| 6.0 | Public Inv. | \$ 41,300 | \$ 9,109 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 41,300 | \$ - | \$ - | \$ 41,300 | |
| 7.0 | Special Proj. | \$ 1,466 | \$ 323 | \$ - | \$ - | \$ 37,406 | \$ 4,676 | \$ 4,676 | \$ - | \$ 38,872 | \$ 4,676 | \$ 4,676 | \$ 48,224 | |
| TOTAL: | | \$ 570,305 | \$ 125,783 | \$ - | \$ - | \$ 81,942 | \$ 10,243 | \$ 10,243 | \$ 26,821 | \$ 652,247 | \$ 37,064 | \$ 10,243 | \$ 699,554 | |

**Deobligation amounts included in Federal PL allocation*

***For FY 2019/20, FDOT will soft match federal planning funds in the amount of \$125,783. Soft Match is not included in Task Total*

| TABLE VI | | | | | | | | |
|---------------------------------|---------------|------------|-----------|-----------|-----------|-----------|-------------|------------|
| FY 2019/20 AGENCY PARTICIPATION | | | | | | | | |
| TASK | ELEMENT | FHWA | FTA | FDOT | TD | Local | Consultant* | Total |
| 1.0 | Admin | \$ 362,608 | \$ 44,536 | \$ 5,567 | \$ 6,112 | \$ 5,567 | \$ - | \$ 424,390 |
| 2.0 | Data/Safety | \$ 14,120 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 14,120 |
| 3.0 | LRP | \$ 110,700 | \$ - | \$ - | \$ - | \$ - | \$ 71,683 | \$ 110,700 |
| 4.0 | SRP | \$ 39,005 | \$ - | \$ - | \$ - | \$ - | \$ 9,600 | \$ 39,005 |
| 5.0 | Public Trans. | \$ 1,106 | \$ - | \$ - | \$ 20,709 | \$ - | \$ - | \$ 21,815 |
| 6.0 | Public Inv. | \$ 41,300 | \$ - | \$ - | \$ - | \$ - | \$ 6,980 | \$ 41,300 |
| 7.0 | Special Proj. | \$ 1,466 | \$ 37,406 | \$ 4,676 | \$ - | \$ 4,676 | \$ 46,758 | \$ 48,224 |
| TOTAL: | | \$ 570,305 | \$ 81,942 | \$ 10,243 | \$ 26,821 | \$ 10,243 | \$ 135,021 | \$ 699,554 |

**Consultant charges not included in total, as they are already calculated within each agencies charges for that specific task*

UPWP TASK # 1 - ADMINISTRATION

The Program Administration task includes the administrative activities necessary to carry out the transportation planning process.

OBJECTIVE

- To guide and effectively manage the tasks identified in the Unified Planning Work Program (UPWP) and maintain an effective and efficient continuing, cooperative and comprehensive transportation planning process.

PREVIOUS WORK

- Completion of UPWP (April 2018)
- Attended MPOAC meetings
- Completed annual audit (April 17, 18)
- Provided staff support to TPO and committees
- Provided training to elected officials and staff in the following areas:
 - FDOT Public Involvement
 - National Transit Database
 - MPOAC Institute (April, May 2017)

REQUIRED ACTIVITIES

❖ STAFF SUPPORT

- 1.1** Provide staff support and administration to the TPO and its committees by developing meeting schedules, providing technical assistance, providing minutes and other tasks as directed. Support includes travel and associated administrative, facility and office expenses (i.e. office supplies, telecomm/IT expenses, utilities, etc.
- 1.2** Due to switching of host agencies from the City of Ocala to Marion County, relocation expenses will include: office cubicle materials and installation, new furniture (most of previous furniture was the City of Ocala's), moving expenses (movers, boxes, tape, and other misc. supplies), new software subscriptions (Microsoft suite, Adobe, GIS, DCR meeting recording equipment, etc.), as well as computer hardware due to the replacement schedule of current equipment. Note: items over \$5,000 require FDOT and FHWA approval prior to purchase.
- 1.3** Administrative support for travel, purchasing, invoice development, payroll processing and overall office administration
- 1.4** Develop FY 2020/21 – 21/22 Unified Planning Work Program. (May 2020)
- 1.5** Continued participation in the Metropolitan Planning Organization Advisory Council (MPOAC).
- 1.6** Maintain and update, as necessary all Ocala/Marion County TPO agreements.
- 1.7** Monitor legislative actions on the federal, state, and local level that affect the transportation system in Marion County.

1.8 Update the TPO's Disadvantaged Business Enterprise (DBE) Plan (June 2020).

1.9 Other activities as directed by the TPO or its subcommittees.

❖ CERTIFICATION

1.9 FDOT Annual Certification (June 2019, 2020)

- Compile responses to FDOT certification questions.
- Meet with FDOT staff to review responses and prepare final certification documentation.

❖ AUDIT

1.10 Employ a qualified auditor (contracted) to perform the TPO audit in accordance with federal requirements and Chapter 215.97, Florida Statutes (Florida Single Audit Act).

1.11 Assist in the development of the Comprehensive Annual Financial Report (CAFR) as it relates to Ocala/Marion County TPO grants.

1.12 Receive copy of all audit reports relating to revenues and expenditures.

1.13 Retain legal counsel for the Ocala /Marion County TPO.

❖ TRAINING

1.14 Continue to provide training opportunities to TPO Board and staff members in various policy, technical and administrative areas.

END PRODUCT

- Effective and efficient management of the local 3-C planning process including active participation by public agencies and citizens.
- Final FY 2020/21 - 21/22 UPWP. (May 2020)
- Timely submittal of invoices to FDOT for PL and Section 5305(d) (ongoing).
- Additional training in mission critical areas. (ongoing)
- MPOAC Institute board member training (ongoing)
- Annual audit (Spring 2019, 2020)
- Receive copy of audit reports (Summer 2019, 2020)

RESPONSIBLE AGENCY

- Ocala/Marion County TPO



TO: TPO Board Members

FROM: Rob Balmes, TPO Director

RE: Unified Planning Work Program (UPWP) FY 2020 - 2022

The Ocala Marion Transportation Planning Organization (TPO) is required by the Florida Department of Transportation (FDOT), Federal Transit Administration (FTA), and the Federal Highway Administration (FHWA) to produce a budgetary document that outlines all tasks, activities, and responsibilities TPO staff will conduct over a two-year period. In addition, this document must be cost feasible based on appropriated funds set by FHWA, FTA and FDOT. The TPO's fiscal year runs from July 1st through June 30th. Therefore, this document will cover activities and expenditures beginning July 1st, 2020 through June 30th, 2022.

Based on a 30-day public comment period from March 24 to April 24, the TPO received direct feedback and comments from the FHWA, FTA and FDOT. Attached to this memo are the comments, along with TPO responses and how the document was edited/modified. TPO staff will present a summary of these comments and other changes that were made to the draft UPWP document at the board meeting. A revised draft UPWP document is included with the meeting packet for your further review.

Since the draft document was presented to the TPO Board on March 24, two financial updates were also made.

1. FDOT Transit Administration notified the TPO on 4/15 the 5305(d) funding allocation for FY 20/21 will change from \$87,028 to \$108,382 (including state, local match).
2. Marion County Health Benefit costs will increase from \$10,032 to \$11,306 per staff member, effective October 1, 2020.

These changes were incorporated into the UPWP for staff salaries/benefits and consulting services (Task 7), and will be further highlighted at the board meeting.

Based on your review, TPO is requesting adoption of the FY 20/21 to 21/22 UPWP document.

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



Florida Department of Transportation

RON DESANTIS
GOVERNOR

719 S. Woodland Boulevard
DeLand, Florida 32720-6834

KEVIN J. THIBAUT, P.E.
SECRETARY

April 15, 2020

Mr. Robert Balmes, AICP, CTP
Executive Director
Ocala/Marion County TPO
2710 E. Silver Springs Blvd.
Ocala, Florida 34470

RE: Comments on the Draft Fiscal Year 2020/2021 and Fiscal Year 2021/2022 Unified Planning Work Program (UPWP) for the Ocala/Marion County Transportation Planning Organization

Dear Mr. Balmes:

The Florida Department of Transportation (FDOT) has reviewed the draft UPWP and offers the following comments.

The schedule in the Florida Department of Transportation's MPO Program Management Handbook, states the TPO needs to revise and adopt the Final UPWP and submit it ,via E-mail at Vickie.Wyche@dot.state.fl.us, and other appropriate agencies no later than May 15, 2020. This is to ensure the funding authorization is received by July 1, 2020 for Fiscal Year 2020/2021 funds.

Comments to the Draft UPWP:

TPO responses to address comments in RED.

- ❖ Please update the federal project number to 0314-058-M on the cover page and throughout the document.
Updated on front cover of UPWP
- ❖ Please update the Financial Management Number to 439331-3-14-01 (PL).
Updated on front cover of UPWP
- ❖ On Content page the "Agency Participant Tables" are not listed but should be.
Added to Content Page (Page 1)
- ❖ In the Introduction section to add a discussion on regional planning projects.
Added new sub-section "Regional Transportation Planning Activities" to highlight two major regional planning studies over next 2-3 years (Page 10).

- ❖ On page 4, TPO Organization Structure, add a discussion on Management.
TPO Organization Structure description added with a basic staff Org. chart (Page 4)
- ❖ On page 4, add the correct names for the agreements and correct dates. Some of the dates show in June 2016 but were executed in June 2018.
TPO Agreements section edited to reflect most current dates. Also added Central Florida MPO Alliance agreement. All agreements may be accessed at the TPO website (Page 5).
- ❖ On page 11, If the TPO doesn't specifically identify studies at this time the UPWP will have to be amended and the scope will have to be approved at that time.
Currently, we've identified a Congestion Management Plan, Safety Study/Plan and Economic Benefits of Trails. These studies along with other studies to be conducted will involve detailed Scopes of Work to be submitted to FDOT along with a UPWP amendment.
- ❖ On all tasks the TPO needs to add who at the TPO will be performing the tasks, job titles are appropriate
'Responsible Staff' by title added to all 8 tasks.
- ❖ On all tasks, review the Required Activities being performed and make sure that the TPO adds the month with the Fiscal Year. Adding the month will help the Department to make sure that the activity is within the new UPWP period.
Dates added by month were applicable. In some cases, work is ongoing, monthly, etc.
- ❖ On page 15, Task 1: Estimated Budget Detail Table, Fiscal Year 2021, the TPO did not list any rental and lease costs. This may be in the Marion County Agreement and if so, add the agreement to the UPWP and reference the agreement in the UPWP.
Through our Staff Services Agreement with Marion County, A Cost Allocation Plan has completed for all indirect costs of the TPO. This description has been added to page 14 and a new Appendix (C) has been added to contain the Staff Services Agreement and Cost Allocation Plan.
- ❖ On page 15, Task 1: Estimated Budget Detail Table, Fiscal Year 2021, the TPO has Indirect Expenses listed but there was no "Negotiated Indirect Cost Rate Agreement" included with the draft UPWP. Include a copy of this agreement in the UPWP.
See previous comment to address this matter. Tables 1A and 1B reflect the Marion County Cost Allocation amounts in Section E. Indirect Expenses.
- ❖ On page 24, Task 5: Public Transportation, Required Activities, activity for "Coordination and support for TDSP with MTS and TDLCB" has a completion date of June 2020 which is outside the new UPWP period. Delete or change the date.
Correction made. June 2021.
- ❖ On page 26, Task 6: Public Involvement, Previous Work Completed, bullet number 12 needs to be completed. The sentence was cut off.
Correction made. Typo. Text removed.

- ❖ On page 28, Task 6: Public Involvement, Estimate Budget Detail table for Fiscal Year 2021. The total amount for FHWA (PL) column is showing \$42,313 but Table 2: Funding Sources, page 34 shows \$42,758. Please review and make the necessary corrections.
Corrections made. Also, budget numbers updated based on revised 5305(d) allocation notice from Diane Poitras on 4/15/20.
- ❖ On page 29, Special Projects, Required Activities, the TPO needs to list names of studies being done.
In the summary table on page 31, the TPO lists major study activities, including the Congestion Management Plan, Safety Plan, Economic/Community Benefits of Trails and Cycling. Other studies are to be determined based on partnership work with our four government jurisdictions. When developed, Scopes of Work will be submitted to FDOT and the UPWP will be amended.

If the Department can do anything to assist with the development of the UPWP, please do not hesitate to contact me at 386-943-5185.

Sincerely,

Vickie H. Wyche

Vickie Wyche

FDOT MPO Liaison

cc: Jim Martin, FHWA Planning
Erika Thompson, FDOT CO Policy Planning
Scott Philips, FDOT CO Policy Planning
Gabrielle Matthews, FDOT CO Transit Planning
Carlos Colon, FDOT District 5 Transit Office
Keith Melton, Federal Transit Administration
Kellie Smith, FDOT District 5 Planning Office
Anna Taylor, FDOT District 5 Planning Office
Chris Wiglesworth, FDOT CO FDOT Transit Planning



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: Draft FY20/21 & FY21/22 UPWP

MPO: Ocala/Marion County TPO

Date of Document:

Date Received

Date Reviewed

District:

03 | 13 | 2020

03 | 31 | 2020

5

Reviewed by: Jim Martin

COMMENTS TPO responses provided in **Red text**.

| Page # | Comment Type | Comment Description |
|--------|--------------|--|
| Cover | Critical | Updated Federal Aid Project (FAP) number and ensure the State Financial Management (FM) numbers are used for the final UPWP. Yes. Correct numbers added to front cover |
| | Other | 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. Yes. All forms attached. TPO Board Chair will sign and date prior to submission |
| | Other | If the MPO will be contributing any federal funds to another MPO or entity for regional coordination work and end products (or the MPO is receiving federal funds from other 1MPOs or entities for the same or any purpose), those funds and activities must be reflected in the all the participating MPOs' UPWPs consistently. Please coordinate with the District and FHWA to ensure the proper format to reflect these funds are being used, as some should be included in the total PL funds being requested and in other circumstances those funds should not be included. This was well done in regards to the CFMPOA in Task 1.0. Please also provide the FHWA with a copy of any Memorandum of Understandings (MOUs) for these types of activities, including the CFMPOA. CFMPOA Interlocal Agreement will be included with UPWP document |
| 35 | Critical | The total PL funding does not match the levels provided by the FDOT on Feb. 20, 2020. The TPO is coordinating with FDOT District 5 to process de-obligation |
| | Other | Please note that any equipment purchases equal to or greater than \$5,000 must have prior review and approval from FHWA unless the UPWP contains sufficient detailed information for this review. Currently as drafted, this UPWP does not and will require this information to be submitted to FHWA for approval. Yes. A sub-section was added to reference this requirement on page 14 |

| | | |
|--|------------|---|
| | Critical | Task 1.0, Direct Expenses. The Budgets labeled "Promotional" need to be removed or renamed. "Education" is an allowable expense, marketing is not. This task is for printing educational materials - Changes made to Task 1 and Budget tables |
| | Other | Please review all task pages and ensure that end products have a month/year associated with the items listed. If the final date is anticipated beyond this UPWP, then a benchmark/milestone for its progress should be identified. Specific months added were applicable. In some cases, work is ongoing or monthly |
| | Other | Tasks that involve consultant participation should provide enough detail (such as project scope, work to be accomplished for each project, anticipated completion dates and project costs) about what the consultant responsibilities are concerning the activities to be undertaken using federal-aid funds. If that is not possible at this time, prior to the MPO's use of PL or SU funds for these types of planning projects or activities, the District should forward a copy of the scope of services, the anticipated cost and completion date to FHWA for review. It will continue to be the responsibility of the District and MPO to ensure that all activities undertaken as part of these tasks are eligible and are allowable costs. Detailed Scopes of Work will be submitted for review and UPWP Amendments processed if necessary prior to conducting project studies |
| | Other | 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. Yes, will provide |
| | Other | A mention of the community priorities and challenges facing the MPO should be included in the introduction, and an overview of current transportation activities. An additional sub-section added for major regional activities, along with emphasis areas |
| | Other | ADA requires that any posting of this UPWP as electronic information (web and otherwise) must be accessible to those with disabilities. Absent that, the MPO should have a plan for providing accessibility and advise the public of that plan and the remediation timeline. UPWP featured on new TPO website |
| | Other | Include the planning work provided by FDOT to support the MPO. This should include districtwide and Florida's Turnpike studies if they are specific to the MPO's location or corridor specific, such as the FDOT M-Core projects. The FDOT provided summary bullets of District activities to included in UPWP - added |
| | Other | If planning activities are proposed for funding under the 49 USC 5307 program or any other FTA program, please ensure they are listed and programmed in the UPWP. All activities listed - see Task 5 Public Transportation |
| | Other | If funding FTA grant 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. Per coordination with FDOT District 5, noted in Table 3A (Page 22) , Tables 7A, 7B page 32 |
| | Other | 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. Yes, will coordinate as needed |
| | Other | 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. Please note that in addition to TAM, there is an upcoming deadline for MPO PTASP target setting that will occur during the next UPWP cycle. Yes. Noted in Required Activities Table on page 26 |
| | Critical | If any task, or sub-task in the UPWP is being performed by an agency other than the Ocala-Marion TPO, that agency must be identified in that task and the associated funding tables. Yes. Noted for future reference |
| | Select One | |



Website: Ocalamariontpo.org

Unified Planning Work Program

Fiscal Years 2020/2021 and 2021/2022



Pending Adoption April 28, 2020 (Effective July 1, 2020)

This document was prepared in cooperation with the Federal Highway Administration, Federal Transit Administration, Florida Department of Transportation and participating local governments.

Federal Aid Project (FAP) Number: 0314-058-M

FDOT Financial Project Numbers: 439331-3-14-01

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

Resolution
No. 20-08

RESOLUTION OF THE OCALA/MARION COUNTY TRANSPORTATION PLANNING ORGANIZATION (TPO) FOR THE ADOPTION OF THE UNIFIED PLANNING WORK PROGRAM FOR FISCAL YEARS 2020/21 - 2021/22

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

WHEREAS, Title 23 CFR Section 450.108(c) and Florida Statute 339.175(9)(a)2 require each MPO to annually submit a Unified Planning Work Program; and

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

WHEREAS, the Ocala/Marion County Transportation Planning Organization's 2020/21 - 2021/22 Unified Planning Work Program has been prepared consistent with Chapter 3 of the MPO Program Management Handbook.

WHEREAS, The 2020/21 - 2021/22 Unified Planning Work Program was approved by the Ocala/Marion County Transportation Planning Organization on April 28, 2020; and

NOW THEREFORE BE IT RESOLVED by the Ocala/Marion County Transportation Planning Organization adopts the Unified Planning Work Program for 2020/21 - 2021/22 and authorizes the TPO Director to execute all applications, invoices, revisions, amendments, un-encumbrances and de-obligations that may be necessary during the duration of the UPWP.

CERTIFICATE

The undersigned duly qualified and acting Chairman of the Ocala/Marion County Transportation Planning Organization hereby certifies that the foregoing is a true and correct copy of a Resolution adopted at a legally convened meeting of the Ocala/Marion County Transportation Planning Organization held on this 28th day of April, 2020.

By: _____
Jeff Gold, TPO Chair

Rob Balmes, TPO Director



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 20/21 to 21/22

Select Status 4/28/2020

Revision Number: Initial Adoption

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

Name: MPO Liaison Name

Select to enter
Title and District

Select Date

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, 2020 to June 30, 2022 (fiscal years 2020/21, 2021/22). The UPWP incorporates all federal, state, regional and local activities to be performed in the TPO Urbanized Areas and Marion County. 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 must follow a *Continuing, Cooperative and Comprehensive (3-C) transportation process and be in full compliance with Title 23 United States Code (USC), Sections 134 (Metropolitan Transportation Planning), 135 (Statewide Transportation Planning) and Title 49 (Public Transportation).

The UPWP provides a description and estimated budget for eight specific planning tasks to be undertaken by the TPO. 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 government provides funding to support the TPO through FDOT, including three primary sources of funds: FHWA Planning (PL funds), FTA Section 5305(d), and the Florida Commission for Transportation Disadvantaged (TD) state grant. The FDOT provides a 20% non-cash (soft) match for PL funds and a 10 percent cash match for the 5305(d) funds. Local governments provide a 10 percent local cash match for the 5035(d) funds. An overall summary of the planning activities, budget and matching funds for the two-year period are provided on pages 35 to 38.

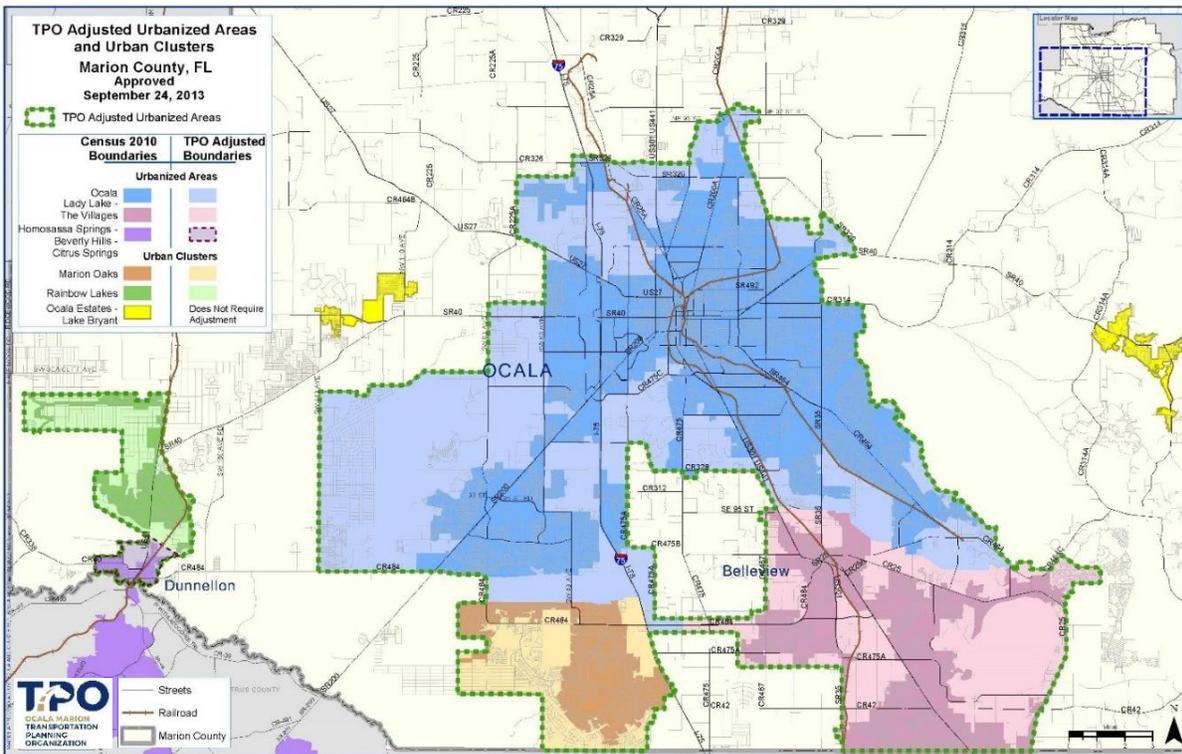
Public and local government involvement for the development of the UPWP is accomplished through regularly scheduled meetings of the TPO's Technical Advisory Committee (TAC) and Citizens Advisory Committee (CAC) (draft only) and the TPO Board (draft and final approval). The TPO also strives to engage both 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 hard 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 the public involvement provisions identified in Title VI of the Civil Rights Act of 1964 Nondiscrimination Requirements. The public involvement process of the UPWP is described in further detail in the TPO's Public Involvement Plan. **Appendix A** consists of certification statements and assurances for all tasks in this UPWP.

*The U.S. Department of Transportation (USDOT) requires the TPO to carry out a Continuing, Cooperative and Comprehensive (3-C) 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.

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 rapid population growth in the 1980s, the planning boundaries of the entire county were added. Figure 1 illustrates the 2010 Census designated 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.

Figure 1: TPO Urbanized Areas and Urban Clusters



Appendix B provides a glossary of terms and acronyms used in this document and by the TPO.

TPO ORGANIZATION STRUCTURE

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 **TPO Board** is comprised of: City of Ocala Mayor and four members of the City of Ocala Council; all five Marion County Board of County Commissioners; one member of the City of Belleview City Commission; and one member of the City of Dunnellon City Council. The FDOT District Five Secretary also serves on the TPO Board as a non-voting member.

The TPO is served by two advisory committees (CAC, TAC) and works in coordination with the area's Transportation Disadvantaged Local Coordinating Board (TDLCB). FDOT serves on the TDLCB and TAC bodies as a non-voting member.

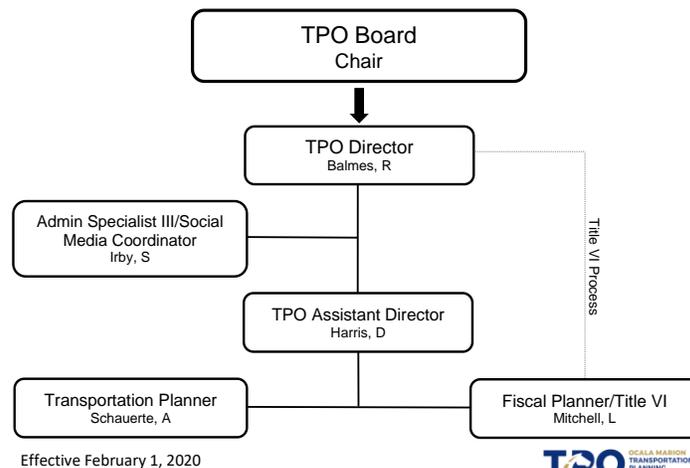
Transportation Disadvantaged Local Coordinating Board (TDLCB): coordinates transportation needs of the disadvantaged in Marion County, including individuals with physical and economic challenges and senior citizens facing mobility issues.

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

Technical Advisory Committee (TAC): comprised of professional planners, engineers, and school officials that review plans, programs and projects from a technical perspective, offering recommendations to the TPO.

TPO is comprised of five professional staff members, including a TPO Director, TPO Assistant Director, Transportation Planner, Grants Coordinator/Fiscal Planner and Administrative Specialist/Social Media Coordinator. Figure 2 displays a staff organization chart of the TPO.

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 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). The Planning Funds (PL) JPA was approved for two years in June 2018 and is reviewed as part of the annual certification process to ensure consistency with FDOT and TPO policies. In August 2017, the **Intergovernmental Coordination and Review (ICAR) Agreement** was approved which requires the TPO to have a continuing, cooperative and comprehensive transportation planning process. The agreement is between the FDOT, TPO, East Central Florida Regional Planning Council, City of Ocala and Marion County Board of County Commissioners.

In January 2021, 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 all direct and indirect services to the County.

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 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 (Resolution No. 2004-01) last updated in October 2005.

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 '3-C' process and follow specific organizational, federal and state emphasis areas. The following summarizes how the TPO's UPWP tasks in fiscal years (FY) 2020/21 and 2021/22 are guided by these areas.

PLANNING EMPHASIS AREAS

TPO Long Range Transportation Plan

The TPO's **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 current LRTP (2040 LRTP) was adopted on November 24, 2015, and includes a Needs Assessment and Cost Feasible Plan. Selected projects from the Cost Feasible Plan are identified in the Transportation Improvement Program (TIP) Priority Projects List. These projects are prioritized on an annual basis. In 2020, the TPO will adopt a major update to the LRTP, extending the horizon year to 2045. On February 25, 2020, the TPO Board adopted the goals of the 2045 LRTP, which will serve as overall guidance to future transportation planning by the TPO and partners. The goals in weighted order are:

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 December 2015, the Fixing America's Surface Transportation Act (FAST Act) was signed into law. The FAST Act serves as the primary surface transportation legislation and is valid until September 30, 2020. The Fast Act identifies 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 are as follows:

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; and
 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.
 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 Planning Factors and UPWP Work 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 | | |
| 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. Local Fund | | | | | | | | | | |

Florida Planning Emphasis Areas

The FDOT develops Planning Emphasis Areas on a two-year cycle in coordination with Metropolitan Planning Organizations’ (MPO) 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. The Planning Emphasis Areas are summarized as follows:

Safety

Safety has been a federal planning priority over numerous iterations of the transportation legislation. As stated within the FAST Act planning factors, metropolitan areas should “increase safety for motorized and non-motorized users.” The state of Florida has expanded on this concept further by becoming a Vision Zero area, with a stated goal within the Florida Transportation Plan of zero fatalities across the state’s transportation system. FDOT adopted their Strategic Highway Safety Plan in 2016, which provides more information about how the state intends to address transportation safety in the coming years.

Since the MPOs are being asked to report on and monitor their progress against their adopted safety performance measures, MPOs need to account in their UPWP for the effort necessary to meet these federal requirements. Additionally, MPOs are encouraged to consider how to

Figure 4: Florida Planning Emphasis Areas and UPWP Tasks

| UPWP Task | Safety | System Connectivity | Resilience | ACES Vehicles |
|--------------------------|--------|---------------------|------------|---------------|
| 1. Administration | X | X | X | X |
| 2. Data Collection | 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. Local Fund | | | | |

expand upon the level of analysis and reporting required by the performance measurement process to further study their unique safety challenges. This approach may include the identification of safety needs in the MPO’s LRTP or TIP, stand-alone safety studies for areas or corridors, or safety considerations within modal planning elements.

System Connectivity

Connectivity is a concept that is emphasized both at the federal and state levels. Within the FAST Act, one of the ten planning factors states, “enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.” Within the Florida Transportation Plan, system connectivity is addressed within four different goals.

- Make our economy more competitive
- Increase opportunities for access to transit and other modes
- Provide a more efficient and mobile transportation system
- Meet the needs of a growing and changing population

A connected system is often more cost-effective and better able to address natural and manmade constraints. For MPOs, system connectivity should be considered within several contexts. First, MPOs should emphasize connectivity within their boundaries to serve the unique needs of their urban and non-urban jurisdictions. This requires coordination with member jurisdictions to identify their connectivity needs while also understanding how current and future land uses impact or can help augment connectivity. Second, MPOs should consider connectivity beyond their boundaries and emphasize continuity on those facilities that link their MPO to other metropolitan and non-urban or rural areas. Third, connectivity for MPOs should include multimodal linkages that are supportive of both passengers and freight.

A connected network supports users traveling by a variety of modes, including first and last mile linkages.

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.

ACES (Automated, Connected, Electric, Shared-Use) Vehicles

According to the Federal Highway Administration, “Transportation is in the midst of disruptive change from new technologies (automated and connected vehicles); new institutions (shared mobility firms); and changing attitudes (reduced car ownership). Across the nation, transportation planners are under pressure to develop performance-oriented policies, plans, and investment decisions that consider an increasingly complex transportation landscape. In the process, planners need to consider, but cannot yet reliably predict, the potential impact of disruptive and transformational Connected Vehicle (CV) and Automated Vehicle (AV) technologies on safety, vehicle ownership, road capacity, VMT, land-use, roadway design, future investment demands, and economic development, among others. While some forms of CV and AV are already being deployed across the United States, significant unknowns exist regarding the rate of technology adoption, which types of technologies will prevail in the marketplace, the interaction between CV/AV vehicles and various forms of shared mobility services, and the impacts of interim and widespread levels of CV/AV usage.”

Adopting and supporting innovative technologies and business practices supports all seven goals of the Florida Transportation Plan and the federal planning factors found in the FAST Act. ACES may lead to great improvements in safety, transportation choices, and quality of life for Floridians, our visitors, and the Florida economy. Though there is a great deal of speculation and uncertainty of the potential impacts these technologies will have, MPOs need to determine how best to address the challenges and opportunities presented to them by ACES.

REGIONAL TRANSPORTATION PLANNING ACTIVITIES

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

Regional Studies

I-75 Forward Project Development and Environment (PD&E) Studies (47.7 miles)

FDOT is conducting two studies to evaluate transportation improvements and upgrades to I-75 in Sumter, Marion and Alachua Counties. Both studies will take place simultaneously. The outcomes for both studies may result in different recommendations to address transportation corridor issues for each specific area. The PD&E studies are conducted from 2020 to 2023.

- Southern Segment: Florida Turnpike (SR 91) to SR 200
- Northern Segment: SR 200 to CR 234

Multi-use Corridors of Regional Economic Significance (M-CORES) Program Task Forces

Based on a program signed into law by Governor Ron DeSantis in May 2019 (Senate Bill 7068), the FDOT is overseeing a program to identify transportation corridor opportunities to support tolled facilities, accommodate regional connectivity and leverage technology. Three specific corridors have been identified, including:

- Suncoast Connector: From Citrus County to Jefferson County;
- Northern Turnpike Connector: From northern terminus of the Florida Turnpike to the Suncoast Parkway; and
- Southwest-Central Florida Connector: From Collier County to Polk County

Marion County has two representatives that serve on the Northern Turnpike Connector Task Force, including the Marion County Board of County Commissioners and the Ocala Marion TPO. The Task Force evaluates the corridor in coordination with FDOT for economic, community and environmental issues and opportunities. The Task Forces are scheduled to convene from mid-2019 to fall 2020. By law, construction of the three corridors is scheduled to start by January 2023, and open to traffic no later than July 1, 2030.

FDOT District Five Planning Activities

The following summarizes the major planning activities of FDOT District Five for the two-year period.

- GIS Application Development and System Maintenance
- Systems Planning and Reviews
- Interchange Reviews
- Travel Demand Model Development
- ETDM/Community Impact Assessment
- Statistics
- Federal Functional Classification
- Traffic Counts Program
- Modal Development Technical Support
- Transportation Alternatives Program Development
- Commuter Services
- State Highway System Corridor Studies
- Complete Streets Studies
- Growth Management Impact Reviews
- Promoting and coordinating safety for all modes of transportation, including bicycle and pedestrian

TPO PLANNING PRIORITIES FOR FISCAL YEARS (FY) 2020/21 AND 2021/22

The following summarizes the planning priorities of the TPO for FY 2020/21 and FY 2021/22. This includes activities with their associated end products and completion dates. Some activities are identified as ongoing or as needed based on local government requests.

2045 Long Range Transportation Plan (LRTP)

Planning activities for the 2045 LRTP will involve finalizing the Needs Plan, developing the Cost-Feasible Plan, a public involvement and engagement process, plan documentation, presentations on draft and final plan documents and final adoption. The LRTP must be adopted by November 2020.

Transportation Improvement Program (TIP)

The TPO will actively manage the FY 2020/21 to 2024/25 TIP, including amendments and the Roll Forward Amendment to be adopted by the TPO Board by October 2020. TPO staff will also develop the next TIP which will include FY 2021/22 to 2025/26, and is scheduled for adoption by June 2021.

Congestion Management Plan (CMP)

The TPO will undertake the development of a revised Congestion Management Plan (CMP) to better manage congestion and to meet federal requirements and state statutes. The TPO is anticipated to become a Transportation Management Area (TMA), post 2020 Census. Once designated as a TMA, the TPO will be required to maintain a CMP and meet all federal requirements. Therefore, being proactive by developing a revised CMP will be a high priority task. The last significant development of the TPO's CMP was in 2011, which included CMP Policy Procedures and State of State of System reports. It is anticipated both documents will be revised and likely combined into one comprehensive CMP, starting in fall 2020 with completion by mid-2021.

Economic and Community Benefits of Bicycling and Trails in Marion County:

A Study of Transportation and Tourism Impacts

This is a TPO-sponsored study to determine the economic and community benefits of bicycling and trails related to transportation and tourism, supporting the overall economic development of Marion County. The economic and community benefits assessed may include employment, attraction of new business, increased business activity, increases in property values, visitor spending, recreation, education, health, congestion mitigation, safety, environmental, capital projects, public and private investments. The study area will include the Cities of Belleview, Dunnellon, Ocala and unincorporated Marion County. The timeline is expected to be from fall 2020 to mid-2021.

Safety Planning

Improving safety is critical to the future of transportation in Marion County. The TPO, in collaboration with its local government partners will develop a plan or actionable strategies

that support the improvement of safety for all users. This may include a comprehensive assessment of the primary locations, types or causes of safety issues in the County; identification of solutions and strategies to improve safety; and innovative methods to improve public awareness and education. The completion of this task is anticipated to be by fall 2021.

Local Government Planning Support for Studies and Plans

The TPO has outlined planning services that will be undertaken during the two-year period on an as-needed basis to support the transportation network, land use, environment and future economic development of Marion County. The following outlines the planned activities in summary format:

Corridor and Subarea Analysis

As Marion County's population and transportation system continues to expand and develop, the TPO will support local governments by performing professional planning activities, not limited to the completion of corridor studies, land use analysis, market area studies, and traffic circulation studies. Services may be to support a single corridor or involve a sub-area within Marion County.

Transportation Studies

The TPO will support its local government partners in conducting localized transportation studies in downtowns, major activity centers or hubs. This may include an analysis of the transportation network, intersections, traffic circulation, truck routes and parking.

Resiliency Planning

Improving resiliency is crucial to the long-term viability of the transportation system in Marion County. The TPO will work with its local government partners to identify vulnerable road and bridge assets that may be disrupted or damaged by extreme weather events (e.g., flooding). This task may involve the development of a plan or strategies that address resilience, support greater adaption, short and long-term planning and risk reduction.

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

The transportation system of Marion County, Florida and the nation is in the process of becoming more complex. Transportation in the future will be 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. This may also involve how to better integrate short-term and long-term planning through the TPO's core planning documents to address the challenges and opportunities of the future.

UPWP TASKS

The activities of the UPWP are organized into eight specific tasks. Each task provides an overview of the work completed in the previous UPWP, activities planned for the next two-year period and the funding sources and costs associated with those activities. Also included are responsible staff and/or consultants for each task. Summary budget tables for FY 2020/2021 and FY 2021/2022 are on pages 35 to 38.

Task 1: Administration: Identifies all functions necessary 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) and items related to Census 2020.

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 support for local public transportation.

Task 6: Public Involvement: Describes the activities used to encourage public participation in the transportation planning process.

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

Task 8: Local Fund: Identifies all tasks and expenditures that are non-reimbursable from state and federal grant sources or local match funds.

Cost categories for the UPWP are as follows:

| | |
|---------------------------|--|
| Personnel: | Salaries and fringe benefits for TPO staff. Fringe includes retirement, FICA, health insurance, workers compensation and life insurance. |
| Consultant: | Costs for consulting services. |
| Travel: | Costs for travel related to all TPO activities. |
| Direct Expenses: | |
| Office | Supplies, computer equipment, furniture, copier (leased), postage, etc. |
| Administrative | Training, legal support, audit, etc. |
| Indirect Expenses: | Marion County Cost Allocation. |

FDOT Soft Match

Section 120 of Title 23, USC, permits FDOT to use toll revenue expenditures as a credit toward the non-federal matching share of all authorized programs. This credit, referred to as a “Soft Match”, is listed as state funds in the agency participation tables on pages 35 and 36. For this UPWP, the total soft match by FDOT is 20% of the FHWA PL funds.

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.

Marion County Cost Allocation

Per the Staff Services Agreement between the TPO and Marion County Board of County Commissioners, calculated 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 by the TPO Board and Florida Department of Transportation in July 2019. **Appendix C** contains the current TPO Cost Allocation Plan and Staff Services Agreement with Marion County.

TASK 1: ADMINISTRATION

Purpose

Identifies all functions necessary to carry out the 3-C (continuous, cooperative and comprehensive) transportation planning process for the TPO area.

Previous Work Completed

The completed administrative activities of the TPO in FY 2018/19 and FY 2019/20.

- Administration of all meetings in support of TPO boards and committees.
- Completion of financial tasks for grant reimbursement process.
- Attendance at Central Florida MPO Alliance (CFMPOA) and Metropolitan Planning Organization Advisory Council (MPOAC) meetings.
- Coordination and attendance of meetings with local, state and federal partners.
- Completion of UPWP and amendment updates.
- Completion of new bylaws for the CAC and TAC.
- Completion of annual Joint Certification audit with FDOT in 2019 and 2020.
- Completed an update to the TPO Disadvantaged Business Enterprise (DBE) Plan in June 2020.
- Staff and TPO Board travel at meetings, trainings, conferences and workshops.
- Host government change from the City of Ocala to Marion County, including office move, installation of new offices, equipment, computer software, and hardware purchases.
- Coordination with Marion County for host government change, including Human Resources, Payroll, Procurement, IT, Administration and Clerk of the Court.
- Transfer of TPO budget from City of Ocala to Marion County Clerk of the Court.
- Staff management and personnel changes to accomplish all TPO plans, programs.
- Development of a new TPO logo and independent website.
- Staff Services Agreement with Marion County, including revisions.
- Audit with the FDOT Office of Inspector General (OIG).

Required Activities

The administrative activities planned for FY 2020/21 and FY 2021/22, including end product(s) and completion date(s).

| Activity | End Product(s) | Completion Date(s) |
|---|--|--------------------|
| Staff support and administration of TPO committees, boards and other related meetings | Meetings, packets, notifications, minutes | Monthly |
| Financial tasks and maintain records | Budgets for UPWP and Marion Clerk of Court | Ongoing |
| Prepare and submit progress reports and | Invoices and progress | Monthly, |

| | | |
|---|--|--------------------|
| invoices for federal grants | reports | Quarterly |
| Amend, update FY 20/21 to FY 21/22 UPWP | FY 21-22 updated UPWP | As needed |
| Complete FY 22/23 to FY 23/24 UPWP | FY 23-24 new UPWP | May 2022 |
| TPO Audit conducted by FDOT Office of Inspector General (OIG) | Completed OIG audit and supporting reports | December 2020 |
| Participate in annual Joint FDOT/TPO Certification | Certification Reports, Certification Statements | June 2021, 2022 |
| Participation in MPOAC and CFMPOA meetings, trainings | Meetings, MPOAC Institute trainings | Quarterly, Ongoing |
| Coordinate and attend meetings with federal, state and local partners | Meeting participation | Ongoing |
| Maintain and update TPO agreements, bylaws | Revised agreements, bylaws | As needed |
| Monitor legislative activities at the federal, state, local levels affecting transportation | Summary reports, documentation | Ongoing |
| Manage consultant support services | General Planning Consultant (GPC) contract(s), tasks | Ongoing |
| Procure office supplies, equipment, software, etc. | Office support | As needed |
| Printing of TPO materials for education and outreach | Printed materials | As needed |
| Procure consultant services (contracts, scopes) | Executed contracts, task work orders | As needed |
| Travel and training for TPO staff and TPO Board | Meetings, conferences, workshops, training | Ongoing, As needed |

Responsible Agency: Ocala Marion TPO

Responsible Staff: TPO Director, TPO Assistant Director, Transportation Planner, Grants Coordinator/Fiscal Planner, Administrative Specialist III/Social Media Coordinator.

Budget Summary

The estimated budget for Task 1 in FY 2020/21 and FY 2021/22 is summarized in Tables 1A and 1B on the next page.

Table 1A: Task 1 Estimated Budget for FY 2020/21

| Task 1 | | | | | | | | |
|--|----------------------------------|-------------------|------------------------|-----------------|-----------------|-----------------|-------------|-------------------|
| Estimated Budget detail for FY 2020/21 | | | | | | | | |
| Budget Category | Budget Category Description | FHWA (PL) | FY 2020/21 FTA 5305(d) | | | TD | Local | Total: |
| | | | 5305(D) | State Match | Local Match | | | |
| A. Personnel | | | | | | | | |
| | Salaries & Benefits | \$ 284,216 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 284,216 |
| | Total: | \$ 284,216 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 284,216 |
| B. Consultant | | | | | | | | |
| | CFMPOA Dues | \$ 5,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 5,000 |
| | Total: | \$ 5,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 5,000 |
| C. Travel | | | | | | | | |
| | Travel Expenses | \$ 7,891 | \$ 1,594 | \$ 199 | \$ 199 | \$ 855 | \$ - | \$ 10,739 |
| | Training & Education | \$ 1,973 | \$ 399 | \$ 50 | \$ 50 | \$ 214 | \$ - | \$ 2,685 |
| | Total: | \$ 9,864 | \$ 1,993 | \$ 249 | \$ 249 | \$ 1,069 | \$ - | \$ 13,424 |
| D. Direct Expenses | | | | | | | | |
| | Copier | \$ 2,158 | \$ 270 | \$ 34 | \$ 34 | \$ 104 | \$ - | \$ 2,600 |
| | Advertising | \$ 1,660 | \$ 208 | \$ 26 | \$ 26 | \$ 80 | \$ - | \$ 2,000 |
| | Printing & Binding (Educational) | \$ 415 | \$ 52 | \$ 7 | \$ 7 | \$ 20 | \$ - | \$ 500 |
| | Office Supplies | \$ 3,735 | \$ 468 | \$ 59 | \$ 59 | \$ 180 | \$ - | \$ 4,500 |
| | Postage | \$ 332 | \$ 42 | \$ 5 | \$ 5 | \$ 16 | \$ - | \$ 400 |
| | New Software | \$ 5,686 | \$ 712 | \$ 89 | \$ 89 | \$ 274 | \$ - | \$ 6,850 |
| | Machinery & Equipment | \$ 2,905 | \$ 364 | \$ 46 | \$ 46 | \$ 140 | \$ - | \$ 3,500 |
| | Total: | \$ 16,891 | \$ 2,116 | \$ 265 | \$ 265 | \$ 814 | \$ - | \$ 20,350 |
| E. Indirect Expenses | | | | | | | | |
| | Marion County Cost Allocation | \$ 42,409 | \$ 5,314 | \$ 664 | \$ 664 | \$ 2,044 | \$ - | \$ 51,095 |
| | TOTAL BUDGET | \$ 358,380 | \$ 9,423 | \$ 1,178 | \$ 1,178 | \$ 3,927 | \$ - | \$ 374,085 |

Table 1B: Task 1 Estimated Budget for FY 2021/22

| Task 1 | | | | | | | | |
|--|----------------------------------|-------------------|------------------------|--------------------|--------------------|-----------------|-------------|-------------------|
| Estimated Budget detail for FY 2021/22 | | | | | | | | |
| Budget Category | Budget Category Description | FHWA (PL) | FY 2021/22 FTA 5305(d) | | | TD | Local | Total: |
| | | | FTA 5305(D) Federal | FTA State Match | FTA Local Match | | | |
| A. Personnel | | | | | | | | |
| | Salaries & Benefits | \$ 295,364 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 295,364 |
| | Total: | \$ 295,364 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 295,364 |
| B. Consultant | | | | | | | | |
| | CFMPOA Dues | \$ 5,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 5,000 |
| | Total: | \$ 5,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 5,000 |
| C. Travel | | | | | | | | |
| | Travel Expenses | \$ 1,274 | \$ 6,506 | \$ 813 | \$ 813 | \$ 855 | \$ - | \$ 10,262 |
| | Training & Education | \$ 318 | \$ 1,627 | \$ 203 | \$ 203 | \$ 214 | \$ - | \$ 2,565 |
| | Total: | \$ 1,592 | \$ 8,133 | \$ 1,017 | \$ 1,017 | \$ 1,069 | \$ - | \$ 12,827 |
| D. Direct Expenses | | | | | | | | |
| | Copier | \$ 2,158 | \$ 312 | \$ 39 | \$ 39 | \$ 104 | \$ - | \$ 2,652 |
| | Advertising | \$ 1,660 | \$ 240 | \$ 30 | \$ 30 | \$ 80 | \$ - | \$ 2,040 |
| | Printing & Binding (Educational) | \$ 415 | \$ 52 | \$ 7 | \$ 7 | \$ 20 | \$ - | \$ 500 |
| | Office Supplies | \$ 3,735 | \$ 468 | \$ 59 | \$ 59 | \$ 180 | \$ - | \$ 4,500 |
| | Postage | \$ 332 | \$ 48 | \$ 6 | \$ 6 | \$ 16 | \$ - | \$ 408 |
| | New Software | \$ 5,810 | \$ 728 | \$ 91 | \$ 91 | \$ 280 | \$ - | \$ 7,000 |
| | Machinery & Equipment | \$ 1,245 | \$ 408 | \$ 51 | \$ 51 | \$ 45 | \$ - | \$ 1,800 |
| | Total: | \$ 15,355 | \$ 2,256 | \$ 282 | \$ 282 | \$ 725 | \$ - | \$ 18,900 |
| E. Indirect Expenses | | | | | | | | |
| | Marion County Cost Allocation | \$ 6,642 | \$ 33,927 | \$ 4,241 | \$ 4,241 | \$ 2,044 | \$ - | \$ 51,095 |
| | TOTAL BUDGET | \$ 323,953 | \$ 44,316 | \$ 5,539 | \$ 5,539 | \$ 3,838 | \$ - | \$ 383,186 |

TASK 2: DATA COLLECTION

Purpose

Identifies all data gathering activities from a number of sources including the City of Ocala, 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, TPO Traffic Counts and Trends Manual, support for the Congestion Management Plan (CMP) update, level of service/traffic analysis, identification of crashes and other tasks as deemed necessary.

Previous Work Completed

The completed administrative activities by the TPO in FY 2018/19 and FY 2019/20.

- Completion of 2013-2017 Traffic Counts and Trends Manual in October 2018.
- Completion of 2019-2020 Traffic Counts and Trends Manual in June 2020.
- Completion of interactive and static maps for TPO website (crashes, traffic counts, transportation network features) in June 2020.
- 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 local and state GIS coordination meetings.
- Participation in FDOT Transportation Systems Management and Operations (TSM&O) work group.

Required Activities

The data collection activities planned for FY 2020/21 and FY 2021/22, including end product(s) and completion date(s).

| Activity | End Product(s) | Completion Date(s) |
|--|--|--------------------|
| Completion of Traffic Counts and Trends Manual and companion maps | Completed manuals | March 2021, 2022 |
| Updates to interactive and static maps for TPO website (crashes, traffic counts, multimodal transportation network features, others as determined) | Online interactive map portal hub on TPO website | July 2020, Ongoing |
| Participation in Community Traffic Safety Team (CTST) and Transportation Systems Management and Operations (TSM&O) and other work groups | Meetings, workshops | Monthly, Ongoing |
| Data collection and information to support | Congestion Management | June 2021 |

| | | |
|--|---|--------------------|
| update to the Congestion Management Plan (CMP) | Plan (CMP) updated data and information | |
| On-call data collection, analysis and GIS support services to TPO partner governments | Reports, databases, maps, etc. | Ongoing, As needed |
| Completion of maps (crashes, traffic counts, multimodal transportation network features, others as determined) | Static maps available for printing | As needed |

Responsible Agency: Ocala Marion TPO

Responsible Staff: TPO Director, TPO Assistant Director, Transportation Planner.

Budget Summary

The estimated budget for Task 2 in FY 2020/21 and FY 2021/22 is summarized in Tables 2A and 2B.

Table 2A: Task 2 Estimated Budget for FY 2020/21

| Task 2 | | | | | | | | |
|--|-----------------------------|------------------|------------------------|-------------|-------------|-------------|-------------|------------------|
| Estimated Budget detail for FY 2020/21 | | | | | | | | |
| Budget Category | Budget Category Description | FHWA (PL) | FY 2020/21 FTA 5305(d) | | | TD | Local | Total: |
| | | | 5305(D) | State Match | Local Match | | | |
| A. Personnel | | | | | | | | |
| | Salaries & Benefits | \$ 11,099 | \$ - | \$ - | \$ - | \$ - | | \$ 11,099 |
| | Total: | \$ 11,099 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 11,099 |
| B. Consultant | | | | | | | | |
| | Consultants | \$ - | \$ - | \$ - | \$ - | \$ - | | \$ - |
| | Total: | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| C. Travel | | | | | | | | |
| | Travel Expenses | \$ - | \$ - | \$ - | \$ - | \$ - | | \$ - |
| | Total: | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| D. Direct Expenses | | | | | | | | |
| | | \$ - | \$ - | \$ - | \$ - | \$ - | | \$ - |
| | Total: | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| TOTAL BUDGET | | \$ 11,099 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 11,099 |

Table 2B: Task 2 Estimated Budget for FY 2021/22

| Task 2 | | | | | | | | |
|--|-----------------------------|------------------|------------------------|-------------|-------------|-------------|-------------|------------------|
| Estimated Budget detail for FY 2021/22 | | | | | | | | |
| Budget Category | Budget Category Description | FHWA (PL) | FY 2020/21 FTA 5305(d) | | | TD | Local | Total: |
| | | | 5305(D) | State Match | Local Match | | | |
| A. Personnel | | | | | | | | |
| | Salaries & Benefits | \$ 11,533 | \$ - | \$ - | \$ - | \$ - | | \$ 11,533 |
| | Total: | \$ 11,533 | \$ - | \$ - | \$ - | \$ - | | \$ 11,533 |
| B. Consultant | | | | | | | | |
| | Consultants | \$ - | \$ - | \$ - | \$ - | \$ - | | \$ - |
| | Total: | \$ - | \$ - | \$ - | \$ - | \$ - | | \$ - |
| C. Travel | | | | | | | | |
| | Travel Expenses | \$ - | \$ - | \$ - | \$ - | \$ - | | \$ - |
| | Total: | \$ - | \$ - | \$ - | \$ - | \$ - | | \$ - |
| D. Direct Expenses | | | | | | | | |
| | | \$ - | \$ - | \$ - | \$ - | \$ - | | \$ - |
| | Total: | \$ - | \$ - | \$ - | \$ - | \$ - | | \$ - |
| TOTAL BUDGET | | \$ 11,533 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 11,533 |

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 partners to address transportation on a regional level.

Previous Work Completed

The completed long range planning activities of the TPO in FY 2018/19 and FY 2019/20.

- Continued participation in the Central Florida MPO Alliance (CFMPOA) for the development and update of Regional Project Prioritization and Transportation Regional Incentive Program (TRIP) project priorities.
- Adopted federally required performance measures, including setting five specific targets for safety.
- Coordination with local and regional partners on planning initiatives, local and regional trails and other major projects.
- Completed the Public Involvement Plan for the 2045 Long Range Transportation Plan (LRTP) update.
- Participation in the Central Florida Regional Planning Model development and review.
- Conducted initial public outreach, online survey and workshops for the 2045 LRTP update.
- Adopted the goals and objectives and corresponding weights for the 2045 LRTP.
- Completed the draft Needs Plan for the 2045 LRTP update.
- Completed the draft Financial Plan for revenue forecasting for the 2045 LRTP update.
- Conducted a second round of public involvement for the Needs Plan of the 2045 LRTP.
- Coordinated with FDOT District Five on the Strategic Intermodal System (SIS) Plan project and priorities.

Required Activities

The long-range planning activities planned for FY 2020/21 and FY 2021/22, including end product(s) and completion date(s).

| Activity | End Product(s) | Completion Date(s) |
|---|--------------------------------|--------------------|
| Completion of the 2045 LRTP draft and final documents, including 30-day public comment period | 2045 LRTP Final Plan documents | November 2020 |
| Data collection and analysis for all federally | Updated information | January – |

| | | |
|--|---|----------------------------|
| required performance measures, including safety targets | | February 2021, 2022 |
| Updated reports on the federally required performance measures, including safety targets | Annual reports and safety target setting | February 2021, 2022 |
| Congestion Management Plan (CPM) major update, including policy procedures and state of system reports | Updated CMP document(s) and corresponding databases, maps | June 2021 |
| Coordination with CFMPOA on regional initiatives, priority project lists | Regional Prioritization for TRIP, Strategic Intermodal System (SIS), SUNTrails, regional transit and Transportation System Management and Operations (TSM&O) projects | July to October 2021, 2022 |
| Support for updates to the CFMPOA Long Range Transportation Plan (LRTP) | Updated regional LRTP documents | December 2021 |
| Coordination on local, regional projects | Meetings, technical assistance | As Needed, Ongoing |
| Adopt FDOT/MPOAC Transportation Performance Measures Consensus Planning Document | Adopted document into TPO performance management | December 2020 |

Responsible Agency: Ocala Marion TPO

Responsible Staff: TPO Director, TPO Assistant Director, Transportation Planner, Grants Coordinator/Fiscal Planner, Consultant.

Budget Summary

The estimated budget for Task 3 in FY 2020/21 and FY 2021/22 is summarized in Tables 3A and 3B on the next page.

Table 3A: Task 3 Estimated Budget for FY 2020/21

| Task 3 | | | | | | | | |
|--|-----------------------------|------------------|------------------------|-----------------|-----------------|-------------|-------------|-------------------|
| Estimated Budget detail for FY 2020/21 | | | | | | | | |
| Budget Category | Budget Category Description | FHWA (PL) | FY 2020/21 FTA 5305(d) | | | TD | Local | Total: |
| | | | 5305(D) | State Match | Local Match | | | |
| A. Personnel | | | | | | | | |
| | Salaries & Benefits | \$ 38,607 | \$ - | \$ - | \$ - | \$ - | | \$ 38,607 |
| | Total: | \$ 38,607 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 38,607 |
| B. Consultant | | | | | | | | |
| | *Consultants | \$ 16,126 | \$ 59,987 | \$ 7,498 | \$ 7,498 | \$ - | | \$ 91,110 |
| | Total: | \$ 16,126 | \$ 59,987 | \$ 7,498 | \$ 7,498 | \$ - | \$ - | \$ 91,110 |
| C. Travel | | | | | | | | |
| | Travel Expenses | \$ - | \$ - | \$ - | \$ - | \$ - | | \$ - |
| | Total: | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| D. Direct Expenses | | | | | | | | |
| | | \$ - | \$ - | \$ - | \$ - | \$ - | | \$ - |
| | Total: | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| TOTAL BUDGET | | \$ 54,733 | \$ 59,987 | \$ 7,498 | \$ 7,498 | \$ - | \$ - | \$ 129,717 |

*In addition to the amount for consultant services listed in Table 3A, the TPO will utilize previously authorized 5305(d) funds to support completion of the 2045 LRTP project. The 2045 LRTP is documented in the previous UPWP FY 18-20 including use of 5305(d) funds. For more financial information regarding this project in the prior UPWP, please visit the TPO website at the following link: <https://ocalamariontpo.org/plans-and-programs/unified-planning-work-plan-upwp>

Table 3B: Task 3 Estimated Budget for FY 2021/22

| Task 3 | | | | | | | | |
|--|-----------------------------|------------------|------------------------|-------------|-------------|-------------|-------------|------------------|
| Estimated Budget detail for FY 2021/22 | | | | | | | | |
| Budget Category | Budget Category Description | FHWA (PL) | FY 2020/21 FTA 5305(d) | | | TD | Local | Total: |
| | | | 5305(D) | State Match | Local Match | | | |
| A. Personnel | | | | | | | | |
| | Salaries & Benefits | \$ 40,122 | \$ - | \$ - | \$ - | \$ - | | \$ 40,122 |
| | Total: | \$ 40,122 | \$ - | \$ - | \$ - | \$ - | | \$ 40,122 |
| B. Consultant | | | | | | | | |
| | Consultants | \$ - | \$ - | \$ - | \$ - | \$ - | | \$ - |
| | Total: | \$ - | \$ - | \$ - | \$ - | \$ - | | \$ - |
| C. Travel | | | | | | | | |
| | Travel Expenses | \$ - | \$ - | \$ - | \$ - | \$ - | | \$ - |
| | Total: | \$ - | \$ - | \$ - | \$ - | \$ - | | \$ - |
| D. Direct Expenses | | | | | | | | |
| | | \$ - | \$ - | \$ - | \$ - | \$ - | | \$ - |
| | Total: | \$ - | \$ - | \$ - | \$ - | \$ - | | \$ - |
| TOTAL BUDGET | | \$ 40,122 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 40,122 |

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 ongoing maintenance of the Transportation Improvement Program (TIP).

Previous Work Completed

The completed long range planning activities of the TPO in FY 2018/19 and FY 2019/20.

- Completion of 2019 TPO Legislative Priorities.
- Completion of the Annual Priority Projects process for FY 2025 and FY 2026, including a consolidation of three prior project lists into one comprehensive list.
- Developed the annual TIP for both FY 2019/20 to 2023/24 and FY 2020/21 to 2024/25.
- Development of a new TIP document format.
- 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.
- Published annual listing of federally-funded obligated projects in 2018, 2019.

Required Activities

The short-range planning activities planned for FY 2020/21 and FY 2021/22, including end product(s) and completion date(s).

| Activity | End Product(s) | Completion Date(s) |
|---|--|------------------------|
| Completion of Priority Projects process | FY 2027 Priority Projects List | May 2021 |
| Completion of Priority Projects process | FY 2028 Priority Projects List | May 2022 |
| Prepare annual TIP, including database, online mapping and public involvement process | FY 2021/22 to 2025/26 TIP FY 2022/23 to 2026/27 TIP | June 2021 June 2022 |
| Updates, amendments to the TIP and online map | Updated TIP, online map | As Needed |
| Annual Listing of federally-funded Obligated projects | Annual Obligation Report amended in the TIP | October 2020, 2021 |

Responsible Agency: Ocala Marion TPO

Responsible Staff: TPO Director, TPO Assistant Director, Transportation Planner.

Budget Summary

The estimated budget for Task 4 in FY 2020/21 and FY 2021/22 is summarized in Tables 4A and 4B.

Table 4A: Task 4 Estimated Budget for FY 2020/21

| Task 4 | | | | | | | | |
|--|-----------------------------|------------------|------------------------|-------------|-------------|-------------|-------|------------------|
| Estimated Budget detail for FY 2020/21 | | | | | | | | |
| Budget Category | Budget Category Description | FHWA (PL) | FY 2020/21 FTA 5305(d) | | | TD | Local | Total: |
| | | | 5305(D) | State Match | Local Match | | | |
| A. Personnel | | | | | | | | |
| | Salaries & Benefits | \$ 29,214 | \$ - | \$ - | \$ - | \$ - | | \$ 29,214 |
| | Total: | \$ 29,214 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 29,214 |
| B. Consultant | | | | | | | | |
| | Consultants | \$ - | \$ - | \$ - | \$ - | \$ - | | \$ - |
| | Total: | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| C. Travel | | | | | | | | |
| | Travel Expenses | \$ - | \$ - | \$ - | \$ - | \$ - | | \$ - |
| | Total: | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| D. Direct Expenses | | | | | | | | |
| | | \$ - | \$ - | \$ - | \$ - | \$ - | | \$ - |
| | Total: | \$ - | \$ - | \$ - | \$ - | \$ - | | \$ - |
| TOTAL BUDGET | | \$ 29,214 | \$ - | \$ - | \$ - | \$ - | | \$ 29,214 |

Table 4B: Task 4 Estimated Budget for FY 2021/22

| Task 4 | | | | | | | | |
|--|-----------------------------|------------------|------------------------|-------------|-------------|-------------|-------|------------------|
| Estimated Budget detail for FY 2021/22 | | | | | | | | |
| Budget Category | Budget Category Description | FHWA (PL) | FY 2020/21 FTA 5305(d) | | | TD | Local | Total: |
| | | | 5305(D) | State Match | Local Match | | | |
| A. Personnel | | | | | | | | |
| | Salaries & Benefits | \$ 30,360 | \$ - | \$ - | \$ - | \$ - | | \$ 30,360 |
| | Total: | \$ 30,360 | \$ - | \$ - | \$ - | \$ - | | \$ 30,360 |
| B. Consultant | | | | | | | | |
| | Consultants | \$ - | \$ - | \$ - | \$ - | \$ - | | \$ - |
| | Total: | \$ - | \$ - | \$ - | \$ - | \$ - | | \$ - |
| C. Travel | | | | | | | | |
| | Travel Expenses | \$ - | \$ - | \$ - | \$ - | \$ - | | \$ - |
| | Total: | \$ - | \$ - | \$ - | \$ - | \$ - | | \$ - |
| D. Direct Expenses | | | | | | | | |
| | | \$ - | \$ - | \$ - | \$ - | \$ - | | \$ - |
| | Total: | \$ - | \$ - | \$ - | \$ - | \$ - | | \$ - |
| TOTAL BUDGET | | \$ 30,360 | \$ - | \$ - | \$ - | \$ - | | \$ 30,360 |

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 Service (MTS). SunTran operates fixed-route service on seven routes. MTS provides door-to-door paratransit services as well as Americans with Disabilities Act (ADA) service within the fixed-route area of SunTran service. MTS also serves as the designated Community Transportation Coordinator (CTC) through the Florida Commission for Transportation Disadvantaged (CTD).

On April 23, 2019, the Ocala Marion TPO Board approved an interlocal agreement that transferred its duties as the policy-making board for SunTran to the Ocala City Council, effective July 1, 2019.

Previous Work Completed

The completed public transportation planning activities of the TPO in FY 2018/19 and FY 2019/20.

- Provided staff support and administration to the Transportation Disadvantaged Local Coordinating Board (TDLCB).
- Conducted administration responsibilities for the Florida Commission for Transportation Disadvantaged grant (TD), including quarterly reports, invoices and financial statements.
- SunTran grant management administration, including invoices and financial statements.
- Conducted review of the local CTC.
- Completed review and approval of the CTC Annual Operating Report (AOR).
- Reviewed CTC's Annual report.
- Developed Request for Proposal (RFP) and conducted selection of CTC.
- Completion of Transit Development Plan (TDSP) review, February 2019.
- Completed updates/reviews of TDLCB Bylaws, Grievance Procedures and TD Service Plan revisions.
- Coordination with the CTD grant program manager.
- Facilitated coordination between the TDLCB, CTC and MTS.
- Coordination and management of SunTran transit route realignments, public hearings.
- SunTran transit route and corresponding map updates.
- SunTran advertising procurement process.
- Updates to SunTran website.
- Completed annual National Transit Database (NTD) Report, February 2019.
- SunTran transition process and interlocal agreement development.

- FTA grant Certifications and Assurances compliance process.

Required Activities

The public transportation activities planned for FY 2020/21 and FY 2021/22, including end product(s) and completion date(s).

| Activity | End Product(s) | Completion Date(s) |
|---|--|----------------------------|
| Staff support and administration of the TDLCB | Meetings, packets, notifications, minutes | Quarterly |
| Perform CTC report and evaluation | Annual Report | February 2021, 2022 |
| RFP and CTC selection process | CTC Contract | July 2020 |
| 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 | 2020, 2021 |
| Updates/Reviews/Amendments to TDLCB Bylaws, Grievance Procedures and TD Service Plan (TDSP) | Updated documents | Ongoing, As needed |
| Review and approval of CTC Annual Operating Report (AOR) | AOR Review | Annual 2020, 2021 |
| Conduct TD Public workshop | Public workshop meeting | 2020/2021 |
| Coordination and support for TDSP with MTS and TDLCB | Annual updated tactical plan | June 2021 June 2022 |
| Prepare and review Actual Expenditure Report (AER) | Annual Expenditure Report (AER) | August 2020 August 2021 |
| Coordinate with SunTran for the Public Transportation Agency Safety Plan (PTASP) and safety performance targets | PTASP targets | July 2020 |
| Coordinate with SunTran on the federally required PTASP transit safety performance measure targets | Reporting and amendment of targets in TIP | October 2021 |
| 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 |

Responsible Agency: Ocala Marion TPO

Responsible Staff: TPO Director, TPO Assistant Director, Transportation Planner, Grants Coordinator/Fiscal Planner.

Budget Summary

The estimated budget for Task 5 in FY 2020/21 and FY 2021/22 is summarized in Tables 5A and 5B.

Table 5A: Task 5 Estimated Budget for FY 2020/21

| Task 5 | | | | | | | | |
|--|-----------------------------|------------------|------------------------|-------------|-------------|------------------|-------|------------------|
| Estimated Budget detail for FY 2020/21 | | | | | | | | |
| Budget Category | Budget Category Description | FHWA (PL) | FY 2020/21 FTA 5305(d) | | | TD | Local | Total: |
| | | | 5305(D) | State Match | Local Match | | | |
| A. Personnel | | | | | | | | |
| | Salaries & Benefits | \$ 11,881 | \$ - | \$ - | \$ - | \$ 22,410 | | \$ 34,291 |
| | Total: | \$ 11,881 | \$ - | \$ - | \$ - | \$ 22,410 | | \$ 34,291 |
| B. Consultant | | | | | | | | |
| | Consultants | \$ - | \$ - | \$ - | \$ - | \$ - | | \$ - |
| | Total: | \$ - | \$ - | \$ - | \$ - | \$ - | | \$ - |
| C. Travel | | | | | | | | |
| | Travel Expenses | \$ - | \$ - | \$ - | \$ - | \$ - | | \$ - |
| | Total: | \$ - | \$ - | \$ - | \$ - | \$ - | | \$ - |
| D. Direct Expenses | | | | | | | | |
| | | \$ - | \$ - | \$ - | \$ - | \$ - | | \$ - |
| | Total: | \$ - | \$ - | \$ - | \$ - | \$ - | | \$ - |
| TOTAL BUDGET | | \$ 11,881 | \$ - | \$ - | \$ - | \$ 22,410 | | \$ 34,291 |

Table 5B: Task 5 Estimated Budget for FY 2021/22

| Task 5 | | | | | | | | |
|--|-----------------------------|------------------|------------------------|-------------|-------------|------------------|-------|------------------|
| Estimated Budget detail for FY 2021/22 | | | | | | | | |
| Budget Category | Budget Category Description | FHWA (PL) | FY 2020/21 FTA 5305(d) | | | TD | Local | Total: |
| | | | 5305(D) | State Match | Local Match | | | |
| A. Personnel | | | | | | | | |
| | Salaries & Benefits | \$ 12,345 | \$ - | \$ - | \$ - | \$ 22,983 | | \$ 35,328 |
| | Total: | \$ 12,345 | \$ - | \$ - | \$ - | \$ 22,983 | | \$ 35,328 |
| B. Consultant | | | | | | | | |
| | Consultants | \$ - | \$ - | \$ - | \$ - | \$ - | | \$ - |
| | Total: | \$ - | \$ - | \$ - | \$ - | \$ - | | \$ - |
| C. Travel | | | | | | | | |
| | Travel Expenses | \$ - | \$ - | \$ - | \$ - | \$ - | | \$ - |
| | Total: | \$ - | \$ - | \$ - | \$ - | \$ - | | \$ - |
| D. Direct Expenses | | | | | | | | |
| | | \$ - | \$ - | \$ - | \$ - | \$ - | | \$ - |
| | Total: | \$ - | \$ - | \$ - | \$ - | \$ - | | \$ - |
| TOTAL BUDGET | | \$ 12,345 | \$ - | \$ - | \$ - | \$ 22,983 | | \$ 35,328 |

TASK 6: PUBLIC INVOLVEMENT

Purpose

Identifies all activities that involve the public in the TPO’s 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 involvement planning activities of the TPO in FY 2018/19 and FY 2019/20.

- Developed and designed a new independent TPO website at: <https://ocalamariontpo.org>.
- Completed regular updates on the TPO website, including public notices for meetings, all federally required planning document reviews and notifications of the TPO office relocation.
- Developed new information fact sheets for public education and awareness.
- Implemented a new TPO social media platform on Facebook, Twitter and LinkedIn.
- Published a Social Media and Website Plan.
- Updated the Title VI Plan in 2018 and 2020.
- Updated the Public Involvement Plan in 2018 and 2020.
- Hosted local FDOT Mobility Week events in Marion County in 2018 and 2019.
- Procured a social media archive service in April 2020.
- Provided public notices for meetings within seven (7) days to meet state Sunshine Law.
- Developed Limited English Proficiency “I Speak Cards” for use in all TPO meetings.
- Instituted non-discrimination statements on all public meeting notices and agendas.
- Documented and responded to all public inquiries and requests for information.

Required Activities

The public involvement activities planned for FY 2020/21 and FY 2021/22, including end product(s) and completion date(s).

| Activity | End Product(s) | Completion Date(s) |
|--|--|--------------------|
| Promote greater awareness and understanding of the TPO and planning process | Fact sheets, infographics, annual report | Ongoing |
| Regular updates to TPO website content | Up to date website | Ongoing |
| Develop new TPO Annual Report to highlight major activities, accomplishments | 2020, 2021 Annual Reports | January 2021, 2022 |

| | | |
|--|--|---------------------------|
| 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 | As needed |
| Updates to Title VI Plan | Revised Title VI Plan | As needed |
| Update the TPO DBE Plan | Updated DBE Plan | September 2020 |
| Monitor and respond to all Title VI and ADA complaints | Formal response, documented report(s) | As needed, As required |
| Monitor DBE participation and report payments for work completed for TPO | Summary report(s) | As needed, As required |
| Document and respond to all public inquiries and information requests | Formal responses, documented | Ongoing |
| Develop outreach materials for public awareness | Brochures, summary cards, pamphlets | Ongoing |
| Social media archive subscription renewals | Social Media archives subscription service | April 2021, 2022 |
| Attend Title VI, ADA, DBE, Limited English Proficiency (LEP) and public involvement training | Completed trainings | Ongoing, Annual |
| Outreach to attract 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 | 2020, 2021 |

Responsible Agency: Ocala Marion TPO

Responsible Staff: TPO Director, TPO Assistant Director, Transportation Planner, Grants Coordinator/Fiscal Planner, Administrative Specialist III/Social Media Coordinator.

Budget Summary

The estimated budget for Task 6 in FY 2020/21 and FY 2021/22 is summarized in Tables 6A and 6B on the next page.

Table 6A: Task 6 Estimated Budget for FY 2020/21

| Task 6 | | | | | | | | |
|--|------------------------------|------------------|------------------------|-------------|-------------|---------------|-------|------------------|
| Estimated Budget detail for FY 2020/21 | | | | | | | | |
| Budget Category | Budget Category Description | FHWA (PL) | FY 2020/21 FTA 5305(d) | | | TD | Local | Total: |
| | | | 5305(D) | State Match | Local Match | | | |
| A. Personnel | | | | | | | | |
| | Salaries & Benefits | \$ 39,669 | \$ - | \$ - | \$ - | \$ - | | \$ 39,669 |
| | Total: | \$ 39,669 | \$ - | \$ - | \$ - | \$ - | | \$ 39,669 |
| B. Consultant | | | | | | | | |
| | TPO Website Maint. & Hosting | \$ 3,536 | \$ - | \$ - | \$ - | \$ 484 | | \$ 4,020 |
| | Total: | \$ 3,536 | \$ - | \$ - | \$ - | \$ 484 | | \$ 4,020 |
| C. Travel | | | | | | | | |
| | Travel Expenses | \$ - | \$ - | \$ - | \$ - | \$ - | | \$ - |
| | Total: | \$ - | \$ - | \$ - | \$ - | \$ - | | \$ - |
| D. Direct Expenses | | | | | | | | |
| | | \$ - | \$ - | \$ - | \$ - | \$ - | | \$ - |
| | Total: | \$ - | \$ - | \$ - | \$ - | \$ - | | \$ - |
| TOTAL BUDGET | | \$ 43,205 | \$ - | \$ - | \$ - | \$ 484 | | \$ 43,689 |

Table 6B: Task 6 Estimated Budget for FY 2021/22

| Task 6 | | | | | | | | |
|--|------------------------------|------------------|------------------------|-------------|-------------|-------------|-------|------------------|
| Estimated Budget detail for FY 2021/22 | | | | | | | | |
| Budget Category | Budget Category Description | FHWA (PL) | FY 2020/21 FTA 5305(d) | | | TD | Local | Total: |
| | | | 5305(D) | State Match | Local Match | | | |
| A. Personnel | | | | | | | | |
| | Salaries & Benefits | \$ 41,219 | \$ - | \$ - | \$ - | \$ - | | \$ 41,219 |
| | Total: | \$ 41,219 | \$ - | \$ - | \$ - | \$ - | | \$ 41,219 |
| B. Consultant | | | | | | | | |
| | TPO Website Maint. & Hosting | \$ 4,020 | \$ - | \$ - | \$ - | \$ - | | \$ 4,020 |
| | Total: | \$ 4,020 | \$ - | \$ - | \$ - | \$ - | | \$ 4,020 |
| C. Travel | | | | | | | | |
| | Travel Expenses | \$ - | \$ - | \$ - | \$ - | \$ - | | \$ - |
| | Total: | \$ - | \$ - | \$ - | \$ - | \$ - | | \$ - |
| D. Direct Expenses | | | | | | | | |
| | | \$ - | \$ - | \$ - | \$ - | \$ - | | \$ - |
| | Total: | \$ - | \$ - | \$ - | \$ - | \$ - | | \$ - |
| TOTAL BUDGET | | \$ 45,239 | \$ - | \$ - | \$ - | \$ - | | \$ 45,239 |

TASK 7: SPECIAL PROJECTS

Purpose

Identifies special projects and activities that are non-recurring, such as planning studies and research in support of various transportation issues.

Previous Work Completed

The completed special transportation planning activities of the TPO in FY 2018/19 and FY 2019/20.

- Completed Pennsylvania Avenue Multimodal Improvements Study in 2019.
- Completed Regional Trails Facilities Plan in 2019.

Required Activities

The special project activities planned for FY 2020/21 and FY 2021/22, including end product(s) and completion date(s).

| Activity | End Product(s) | Completion Date(s) |
|---|---|--------------------|
| Congestion Management Plan (CPM) major update, including policy procedures and state of system reports | Updated CMP document(s) and corresponding databases, maps | June 2021 |
| Complete a Safety Plan and/or strategies to improve safety for all users in Marion County | Safety Plan/Study | December 2021 |
| Complete Economic and Community Benefits of Bicycling and Trails Study in Marion County | Study Report | December 2021 |
| Conduct corridor or subarea studies to improve mobility, safety and support economic development in Marion County | Studies | As requested |
| Complete transportation studies for major activity centers (e.g. downtown, employment hub) | Studies | As requested |
| Assess/identify vulnerable road and bridge assets that may be disrupted or damaged by extreme weather events | Study | As needed |
| Plan for the integration of automated, connected, electric, shared vehicles and other emerging technologies | Study | As needed |

Responsible Agency: Ocala Marion TPO

Responsible Staff: TPO Director, TPO Assistant Director, Transportation Planner, Consultant.

Budget Summary

The estimated budget for Task 7 in FY 2020/21 and FY 2021/22 is summarized in Tables 7A and 7B.

Table 7A: Task 7 Estimated Budget for FY 2020/21

| Task 7 | | | | | | | | |
|--|-----------------------------|-------------------|------------------------|-----------------|-----------------|-------------|-------|-------------------|
| Estimated Budget detail for FY 2020/21 | | | | | | | | |
| Budget Category | Budget Category Description | FHWA (PL) | FY 2020/21 FTA 5305(d) | | | TD | Local | Total: |
| | | | 5305(D) | State Match | Local Match | | | |
| A. Personnel | | | | | | | | |
| | Salaries & Benefits | \$ 14,546 | \$ - | \$ - | \$ - | \$ - | | \$ 14,546 |
| | Total: | \$ 14,546 | \$ - | \$ - | \$ - | \$ - | | \$ 14,546 |
| B. Consultant | | | | | | | | |
| | *Consultants | \$ 163,968 | \$ 17,296 | \$ 2,162 | \$ 2,162 | \$ - | | \$ 185,588 |
| | Total: | \$ 163,968 | \$ 17,296 | \$ 2,162 | \$ 2,162 | \$ - | | \$ 185,588 |
| C. Travel | | | | | | | | |
| | Travel Expenses | \$ - | \$ - | \$ - | \$ - | \$ - | | \$ - |
| | Total: | \$ - | \$ - | \$ - | \$ - | \$ - | | \$ - |
| D. Direct Expenses | | | | | | | | |
| | | \$ - | \$ - | \$ - | \$ - | \$ - | | \$ - |
| | Total: | \$ - | \$ - | \$ - | \$ - | \$ - | | \$ - |
| TOTAL BUDGET | | \$ 178,514 | \$ 17,296 | \$ 2,162 | \$ 2,162 | \$ - | | \$ 200,134 |

Table 7B: Task 7 Estimated Budget for FY 2021/22

| Task 7 | | | | | | | | |
|--|-----------------------------|------------------|------------------------|-----------------|-----------------|-------------|-------|------------------|
| Estimated Budget detail for FY 2021/22 | | | | | | | | |
| Budget Category | Budget Category Description | FHWA (PL) | FY 2021/22 FTA 5305(d) | | | TD | Local | Total: |
| | | | 5305(D) | State Match | Local Match | | | |
| A. Personnel | | | | | | | | |
| | Salaries & Benefits | \$ 15,117 | \$ - | \$ - | \$ - | \$ - | | \$ 15,117 |
| | Total: | \$ 15,117 | \$ - | \$ - | \$ - | \$ - | | \$ 15,117 |
| B. Consultant | | | | | | | | |
| | *Consultants | \$ 16,303 | \$ 30,074 | \$ 3,759 | \$ 3,759 | \$ - | | \$ 53,895 |
| | Total: | \$ 16,303 | \$ 30,074 | \$ 3,759 | \$ 3,759 | \$ - | | \$ 53,895 |
| C. Travel | | | | | | | | |
| | Travel Expenses | \$ - | \$ - | \$ - | \$ - | \$ - | | \$ - |
| | Total: | \$ - | \$ - | \$ - | \$ - | \$ - | | \$ - |
| D. Direct Expenses | | | | | | | | |
| | | \$ - | \$ - | \$ - | \$ - | \$ - | | \$ - |
| | Total: | \$ - | \$ - | \$ - | \$ - | \$ - | | \$ - |
| TOTAL BUDGET | | \$ 31,420 | \$ 30,074 | \$ 3,759 | \$ 3,759 | \$ - | | \$ 69,012 |

*In addition to the amount for consultant services listed in Tables 7A and 7B, consultants will be used to develop a Congestion Management Plan (CMP), and an Economic Study regarding the impacts of cycling and trails. Both of these studies/plans are documented in the previous UPWP FY 18-20. The TPO will utilize previously authorized 5305(d) funds to complete these projects. For more financial information regarding these projects please visit the TPO's previous UPWP, please visit the TPO website at the following link: <https://ocalamariontpo.org/plans-and-programs/unified-planning-work-plan-upwp>

TASK 8: LOCAL FUND

Purpose

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

Previous Work Completed

This is a newly proposed dedicated TPO fund. Past sources of miscellaneous local funds provided by the City of Ocala and Marion County supported the following activities in FY 2018/19 and FY 2019/20:

- Professional planning member dues to the American Planning Association (APA).
- Annual legislative dues to the Florida Metropolitan Planning Organization Advisory Council (MPOAC).
- Data cabling to new TPO offices at Marion County Growth Services building.
- Non-reimbursable travel.
- Office expenses.

Required Activities

The activities planned for FY 2020/21 and FY 2021/22 that will be supported by local funding.

| Activity | End Product(s) | Completion Date(s) |
|--|----------------------------------|--------------------|
| Staff professional planning membership dues, American Planning Association | APA memberships | Annual |
| Legislative dues/contribution to MPOAC | Annual MPOAC contribution | 2020, 2021 |
| Legislative/ policy activities including travel and staff support | Travel, staff time reimbursement | As needed |
| Payment for office expenses not reimbursed by federal grants (PL, 5305d, TD) | Office expenses | As needed |

Responsible Agency: Ocala Marion TPO

Responsible Staff: TPO Director, TPO Assistant Director, Transportation Planner, Grants Coordinator/Fiscal Planner, Administrative Specialist III/Social Media Coordinator.

Budget Summary

The estimated budget for Task 8 in FY 2020/21 and FY 2021/22 is summarized in Tables 8A and 8B on the next page.

Table 8A: Task 8 Estimated Budget for FY 2020/21

| Task 8 | | | | | | | | |
|--|---------------------------------|-----------|------------------------|-------------|-------------|------|----------|----------|
| Estimated Budget detail for FY 2020/21 | | | | | | | | |
| Budget Category | Budget Category Description | FHWA (PL) | FY 2020/21 FTA 5305(d) | | | TD | Local | Total: |
| | | | 5305(D) | State Match | Local Match | | | |
| A. Personnel | | | | | | | | |
| | Salaries & Benefits | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| | Total: | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| B. Consultant | | | | | | | | |
| | MPOAC Dues | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 500 | \$ 500 |
| | Total: | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 500 | \$ 500 |
| C. Travel | | | | | | | | |
| | Travel Expenses | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 500 | \$ 500 |
| | Total: | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 500 | \$ 500 |
| D. Direct Expenses | | | | | | | | |
| | Office Supplies | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 500 | \$ 500 |
| | Professional Memberships & Dues | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 2,000 | \$ 2,000 |
| | Total: | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 2,500 | \$ 2,500 |
| TOTAL BUDGET | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 3,500 | \$ 3,500 |

Table 8B: Task 8 Estimated Budget for FY 2021/22

| Task 8 | | | | | | | | |
|--|---------------------------------|-----------|------------------------|-------------|-------------|------|----------|----------|
| Estimated Budget detail for FY 2021/22 | | | | | | | | |
| Budget Category | Budget Category Description | FHWA (PL) | FY 2020/21 FTA 5305(d) | | | TD | Local | Total: |
| | | | 5305(D) | State Match | Local Match | | | |
| A. Personnel | | | | | | | | |
| | Salaries & Benefits | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| | Total: | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| B. Consultant | | | | | | | | |
| | MPOAC Dues | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 500 | \$ 500 |
| | Total: | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 500 | \$ 500 |
| C. Travel | | | | | | | | |
| | Travel Expenses | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 500 | \$ 500 |
| | Total: | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 500 | \$ 500 |
| D. Direct Expenses | | | | | | | | |
| | Office Supplies | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 500 | \$ 500 |
| | Professional Memberships & Dues | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 2,000 | \$ 2,000 |
| | Total: | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 2,500 | \$ 2,500 |
| TOTAL BUDGET | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 3,500 | \$ 3,500 |

SUMMARY BUDGET TABLES

FISCAL YEAR 2020/2021 AGENCY PARTICIPATION SUMMARY BY TASK AND FUNDING SOURCE

| FY 2020/21 FUNDING SOURCES | | | | | | | | | | | | | | |
|--|---------------|---------------------|-------------------|---------------------------|----------|---------------------|------------------------|-----------|-----------|------------|-----------|-----------|------------|------------|
| TASK | ELEMENT | Planning Funds (PL) | | | Local | FTA Section 5305(d) | | | TD | Total | | | | Task Total |
| | | FHWA | FDOT Soft Match** | *Deobligation FY 18/19 | | Local Fund | FY 2020/21 FTA 5305(d) | | | State | Federal | State | Local | |
| | | | | | FTA | | FDOT | Local | | | | | | |
| 1 | Admin | \$ 358,380 | \$ 71,676 | \$ 6,992 | \$ - | \$ 9,423 | \$ 1,178 | \$ 1,178 | \$ 3,927 | \$ 367,803 | \$ 5,105 | \$ 1,178 | \$ 374,085 | |
| 2 | Data/Safety | \$ 11,099 | \$ 2,220 | \$ 28,060 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 11,099 | \$ - | \$ - | \$ 11,099 | |
| 3 | LRP | \$ 54,733 | \$ 10,947 | \$ 80,913 | \$ - | \$ 59,987 | \$ 7,498 | \$ 7,498 | \$ - | \$ 114,721 | \$ 7,498 | \$ 7,498 | \$ 129,717 | |
| 4 | SRP | \$ 29,214 | \$ 5,843 | \$ 3,446 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 29,214 | \$ - | \$ - | \$ 29,214 | |
| 5 | Public Trans. | \$ 11,881 | \$ 2,376 | \$ 10,001 | \$ - | \$ - | \$ - | \$ - | \$ 22,410 | \$ 11,881 | \$ 22,410 | \$ - | \$ 34,291 | |
| 6 | Public Inv. | \$ 43,205 | \$ 8,641 | \$ 10,611 | \$ - | \$ - | \$ - | \$ - | \$ 484 | \$ 43,205 | \$ 484 | \$ - | \$ 43,689 | |
| 7 | Special Proj. | \$ 178,514 | \$ 35,703 | \$ 52,031 | \$ - | \$ 17,296 | \$ 2,162 | \$ 2,162 | \$ - | \$ 195,810 | \$ 2,162 | \$ 2,162 | \$ 200,134 | |
| 8 | Local Funds | \$ - | \$ - | \$ - | \$ 3,500 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 3,500 | \$ 3,500 | |
| TOTAL: | | \$ 687,026 | \$ 137,405 | \$ 192,054 | \$ 3,500 | \$ 86,706 | \$ 10,838 | \$ 10,838 | \$ 26,821 | \$ 773,733 | \$ 37,659 | \$ 14,338 | \$ 825,729 | |
| *Deobligation amounts included in Federal PL allocation | | | | | | | | | | | | | | |
| **For FY 2020/21, FDOT will soft match 20% federal planning funds in the amount of \$137,405. Soft Match is not included in Task Total | | | | | | | | | | | | | | |

| FY 2020/21 AGENCY PARTICIPATION | | | | | | | | |
|---|---------------|------------|-----------|-----------|-----------|-----------|-------------|------------|
| TASK | ELEMENT | FHWA | FTA | FDOT | TD | Local | Consultant* | Total |
| 1 | Admin | \$ 358,380 | \$ 9,423 | \$ 1,178 | \$ 3,927 | \$ 1,178 | \$ 5,000 | \$ 374,085 |
| 2 | Data/Safety | \$ 11,099 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 11,099 |
| 3 | LRP | \$ 54,733 | \$ 59,987 | \$ 7,498 | \$ - | \$ 7,498 | \$ 91,110 | \$ 129,717 |
| 4 | SRP | \$ 29,214 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 29,214 |
| 5 | Public Trans. | \$ 11,881 | \$ - | \$ - | \$ 22,410 | \$ - | \$ - | \$ 34,291 |
| 6 | Public Inv. | \$ 43,205 | \$ - | \$ - | \$ 484 | \$ - | \$ 4,020 | \$ 43,689 |
| 7 | Special Proj. | \$ 178,514 | \$ 17,296 | \$ 2,162 | \$ - | \$ 2,162 | \$ 185,588 | \$ 200,134 |
| 8 | Local Funds | \$ - | \$ - | \$ - | \$ - | \$ 3,500 | \$ 500 | \$ 3,500 |
| TOTAL: | | \$ 687,026 | \$ 86,706 | \$ 10,838 | \$ 26,821 | \$ 14,338 | \$ 286,218 | \$ 825,729 |
| *Consultant charges not included in total, as they are already calculated within each agencies charges for that specific task | | | | | | | | |

FISCAL YEAR 2021/2022 AGENCY PARTICIPATION SUMMARY BY TASK AND FUNDING SOURCE

| FY 2021/22 FUNDING SOURCES | | | | | | | | | | | | | |
|----------------------------|---------------|---------------------|-------------------|---------------------------|------------|------------------------|----------|----------|-----------|------------|-----------|-----------|------------|
| TASK | ELEMENT | Planning Funds (PL) | | | Local | FTA Section 5305(d) | | | TD | Total | | | Task Total |
| | | FHWA | FDOT Soft Match** | *Deobligation FY 19/20 | Local Fund | FY 2019/20 FTA 5305(d) | | | State | Federal | State | Local | |
| | | | | | | FTA | FDOT | Local | | | | | |
| 1 | Admin | \$ 323,953 | \$ 64,791 | \$ - | \$ - | \$ 44,316 | \$ 5,539 | \$ 5,539 | \$ 3,838 | \$ 368,269 | \$ 9,377 | \$ 5,539 | \$ 383,186 |
| 2 | Data/Safety | \$ 11,533 | \$ 2,307 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 11,533 | \$ - | \$ - | \$ 11,533 |
| 3 | LRP | \$ 40,122 | \$ 8,024 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 40,122 | \$ - | \$ - | \$ 40,122 |
| 4 | SRP | \$ 30,360 | \$ 6,072 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 30,360 | \$ - | \$ - | \$ 30,360 |
| 5 | Public Trans. | \$ 12,345 | \$ 2,469 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 22,983 | \$ 12,345 | \$ 22,983 | \$ - | \$ 35,328 |
| 6 | Public Inv. | \$ 45,239 | \$ 9,048 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 45,239 | \$ - | \$ - | \$ 45,239 |
| 7 | Special Proj. | \$ 31,420 | \$ 6,284 | \$ - | \$ - | \$ 30,074 | \$ 3,759 | \$ 3,759 | \$ - | \$ 61,494 | \$ 3,759 | \$ 3,759 | \$ 69,012 |
| 8 | Local Funds | \$ - | \$ - | \$ - | \$ 3,500 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 3,500 | \$ 3,500 |
| TOTAL: | | \$ 494,973 | \$ 98,995 | \$ - | \$ 3,500 | \$ 74,389 | \$ 9,299 | \$ 9,299 | \$ 26,821 | \$ 569,363 | \$ 36,119 | \$ 12,799 | \$ 618,281 |

*Deobligation amounts included in Federal PL allocation
 **For FY 2021/22, FDOT will soft match 20% federal planning funds in the amount of \$98,995 Soft Match is not included in Task Total

| FY 2021/22 AGENCY PARTICIPATION | | | | | | | | |
|---------------------------------|---------------|------------|-----------|----------|-----------|----------|-------------|------------|
| TASK | ELEMENT | FHWA | FTA | FDOT | TD | Local | Consultant* | Total |
| 1 | Admin | \$ 323,953 | \$ 44,316 | \$ 5,539 | \$ 3,838 | \$ 5,539 | \$ 5,000 | \$ 383,186 |
| 2 | Data/Safety | \$ 11,533 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 11,533 |
| 3 | LRP | \$ 40,122 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 40,122 |
| 4 | SRP | \$ 30,360 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 30,360 |
| 5 | Public Trans. | \$ 12,345 | \$ - | \$ - | \$ 22,983 | \$ - | \$ - | \$ 35,328 |
| 6 | Public Inv. | \$ 45,239 | \$ - | \$ - | \$ - | \$ - | \$ 4,020 | \$ 45,239 |
| 7 | Special Proj. | \$ 31,420 | \$ 30,074 | \$ 3,759 | \$ - | \$ 3,759 | \$ 53,895 | \$ 69,012 |
| 8 | Local Funds | \$ - | \$ - | \$ - | \$ - | \$ 3,500 | \$ 500 | \$ 3,500 |
| TOTAL: | | \$ 494,973 | \$ 74,389 | \$ 9,299 | \$ 26,821 | \$ 9,299 | \$ 63,415 | \$ 618,281 |

*Consultant charges not included in total, as they are already calculated within each agencies charges for that specific task

ESTIMATED BUDGET DETAIL FISCAL YEAR (FY) 2020/2021

| JULY 1, 2020 - JUNE 30, 2021 BUDGET | | | | | | | | |
|-------------------------------------|-------------------|----------------------|-----------------------|------------------|------------------|------------------|-----------------|-------------------|
| Budget Category/Description | FHWA (PL) | FTA 5305(d) FY 20/21 | FTA 5305(d) BREAKDOWN | | | TD | Local | Total |
| | | | FEDERAL | STATE | LOCAL | | | |
| A. Personnel | | | | | | | | |
| Salaries and Fringe Benefits | \$ 429,233 | \$ - | \$ - | \$ - | \$ - | \$ 22,410 | \$ - | \$ 451,643 |
| Subtotal: | \$ 429,233 | \$ - | \$ - | \$ - | \$ - | \$ 22,410 | \$ - | \$ 451,643 |
| B. Consultant Services | | | | | | | | |
| Consultant Services | \$ 188,630 | \$ 96,603 | \$ 77,282 | \$ 9,660 | \$ 9,660 | \$ 484 | \$ 500 | \$ 286,217 |
| Subtotal: | \$ 188,630 | \$ 96,603 | \$ 77,282 | \$ 9,660 | \$ 9,660 | \$ 484 | \$ 500 | \$ 286,217 |
| C. Travel | | | | | | | | |
| Travel | \$ 9,864 | \$ 2,491 | \$ 1,993 | \$ 249 | \$ 249 | \$ 1,069 | \$ 500 | \$ 13,924 |
| Subtotal: | \$ 9,864 | \$ 2,491 | \$ 1,993 | \$ 249 | \$ 249 | \$ 1,069 | \$ 500 | \$ 13,924 |
| D. Direct Expenses | | | | | | | | |
| Postage & Freight | \$ 332 | \$ 52 | \$ 42 | \$ 5 | \$ 5 | \$ 16 | \$ - | \$ 400 |
| Rent & Leases - Equip. (Copier) | \$ 2,158 | \$ 338 | \$ 270 | \$ 34 | \$ 34 | \$ 104 | \$ - | \$ 2,600 |
| Advertising - Legal | \$ 1,660 | \$ 260 | \$ 208 | \$ 26 | \$ 26 | \$ 80 | \$ - | \$ 2,000 |
| Printing & Binding (Educational) | \$ 415 | \$ 65 | \$ 52 | \$ 7 | \$ 7 | \$ 20 | \$ - | \$ 500 |
| Office Supplies | \$ 3,735 | \$ 585 | \$ 468 | \$ 59 | \$ 59 | \$ 180 | \$ 500 | \$ 5,000 |
| Operating - Computer Software | \$ 5,686 | \$ 891 | \$ 712 | \$ 89 | \$ 89 | \$ 274 | \$ - | \$ 6,850 |
| Dues & Memberships | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 2,000 | \$ 2,000 |
| Machinery & Equipment | \$ 2,905 | \$ 455 | \$ 364 | \$ 46 | \$ 46 | \$ 140 | \$ - | \$ 3,500 |
| Subtotal: | \$ 16,891 | \$ 2,646 | \$ 2,116 | \$ 265 | \$ 265 | \$ 814 | \$ 2,500 | \$ 22,850 |
| E. Indirect Expenses | | | | | | | | |
| Marion County Cost Allocation | \$ 42,409 | \$ 6,642 | \$ 5,314 | \$ 664 | \$ 664 | \$ 2,044 | \$ - | \$ 51,095 |
| SubTotal: | \$ 42,409 | \$ 6,642 | \$ 5,314 | \$ 664 | \$ 664 | \$ 2,044 | \$ - | \$ 51,095 |
| Revenues | \$ 687,026 | \$ 108,382 | \$ 86,706 | \$ 10,838 | \$ 10,838 | \$ 26,821 | \$ 3,500 | \$ 825,729 |
| Expenditures | \$ 687,026 | \$ 108,382 | \$ 86,705 | \$ 10,838 | \$ 10,838 | \$ 26,821 | \$ 3,500 | \$ 825,729 |
| Total Remaining | \$ (0) | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ (0) | \$ - | \$ (0) |

ESTIMATED BUDGET DETAIL FISCAL YEAR (FY) 2021/2022

| JULY 1, 2021 - JUNE 30, 2022 BUDGET | | | | | | | | |
|-------------------------------------|-------------------|-------------------------|-----------------------|-----------------|-----------------|------------------|-----------------|-------------------|
| Budget Category/Description | FHWA (PL) | FTA 5305(d) FY 21/22 | FTA 5305(d) BREAKDOWN | | | TD | Local | Total |
| | | | FEDERAL | STATE | LOCAL | | | |
| A. Personnel | | | | | | | | |
| Salaries and Fringe Benefits | \$ 446,061 | \$ - | \$ - | \$ - | \$ - | \$ 22,983 | \$ - | \$ 469,044 |
| Subtotal: | \$ 446,061 | \$ - | \$ - | \$ - | \$ - | \$ 22,983 | \$ - | \$ 469,044 |
| B. Consultant Services | | | | | | | | |
| Consultant Services | \$ 25,323 | \$ 37,592 | \$ 30,074 | \$ 3,759 | \$ 3,759 | \$ - | \$ 500 | \$ 63,415 |
| Subtotal: | \$ 25,323 | \$ 37,592 | \$ 30,074 | \$ 3,759 | \$ 3,759 | \$ - | \$ 500 | \$ 63,415 |
| C. Travel | | | | | | | | |
| Travel | \$ 1,592 | \$ 10,166 | \$ 8,133 | \$ 1,017 | \$ 1,017 | \$ 1,069 | \$ 500 | \$ 13,327 |
| Subtotal: | \$ 1,592 | \$ 10,166 | \$ 8,133 | \$ 1,017 | \$ 1,017 | \$ 1,069 | \$ 500 | \$ 13,327 |
| D. Direct Expenses | | | | | | | | |
| Postage & Freight | \$ 332 | \$ 60 | \$ 48 | \$ 6 | \$ 6 | \$ 16 | \$ - | \$ 408 |
| Rent & Leases - Equip. (Copier) | \$ 2,158 | \$ 390 | \$ 312 | \$ 39 | \$ 39 | \$ 104 | \$ - | \$ 2,652 |
| Advertising - Legal | \$ 1,660 | \$ 300 | \$ 240 | \$ 30 | \$ 30 | \$ 80 | \$ - | \$ 2,040 |
| Printing & Binding (Educational) | \$ 415 | \$ 65 | \$ 52 | \$ 7 | \$ 7 | \$ 20 | \$ - | \$ 500 |
| Office Supplies | \$ 3,735 | \$ 585 | \$ 468 | \$ 59 | \$ 59 | \$ 180 | \$ 500 | \$ 5,000 |
| Operating - Computer Software | \$ 5,810 | \$ 910 | \$ 728 | \$ 91 | \$ 91 | \$ 280 | \$ - | \$ 7,000 |
| Dues & Memberships | | | \$ - | \$ - | \$ - | | \$ 2,000 | \$ 2,000 |
| Machinery & Equipment | \$ 1,245 | \$ 510 | \$ 408 | \$ 51 | \$ 51 | \$ 45 | \$ - | \$ 1,800 |
| SubTotal: | \$ 15,355 | \$ 2,820 | \$ 2,256 | \$ 282 | \$ 282 | \$ 725 | \$ 2,500 | \$ 21,400 |
| E. Indirect Expenses | | | | | | | | |
| Marion County - Cost Allocation | \$ 6,642 | \$ 42,409 | \$ 33,927 | \$ 4,241 | \$ 4,241 | \$ 2,044 | \$ - | \$ 51,095 |
| SubTotal: | \$ 6,642 | \$ 42,409 | \$ 33,927 | \$ 4,241 | \$ 4,241 | \$ 2,044 | \$ - | \$ 51,095 |
| Revenues | \$ 494,973 | \$ 92,987 | \$ 74,390 | \$ 9,299 | \$ 9,299 | \$ 26,821 | \$ 3,500 | \$ 618,281 |
| Expenditures | \$ 494,973 | \$ 92,987 | \$ 74,389 | \$ 9,299 | \$ 9,299 | \$ 26,821 | \$ 3,500 | \$ 618,281 |
| Total Remaining | \$ (0) | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ - | \$ 0 |

APPENDIX A: UPWP STATEMENTS AND ASSURANCES

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

525-010-08
POLICY PLANNING
05/18

DEBARMENT and SUSPENSION CERTIFICATION

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

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

Name: Jeff Gold
Title: TPO Chairman

Date

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

525-010-08
POLICY PLANNING
05/18

LOBBYING CERTIFICATION for GRANTS, LOANS and COOPERATIVE AGREEMENTS

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

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

Name: Jeff Gold
Title: TPO Chairman

Date

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

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POLICY PLANNING
05/18

DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION

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

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

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

Name: Jeff Gold
Title: TPO Chairman

Date

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

525-010-08
POLICY PLANNING
05/18

TITLE VI/ NONDISCRIMINATION ASSURANCE

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

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

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

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

Name: Jeff Gold
Title: TPO Chairman

Date

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

525-010-08
POLICY PLANNING
05/18

APPENDICES A and E

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

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

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

525-010-08
POLICY PLANNING
05/18

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

APPENDIX B: GLOSSARY OF TERMS AND ACRONYMS

Glossary of Terms and Acronyms



**OCALA MARION
TRANSPORTATION
PLANNING
ORGANIZATION**

| ACRYONYM | NAME | DESCRIPTION |
|----------|--|---|
| 3-C | Continuing, Cooperative, and Comprehensive | A Comprehensive, Cooperative, and Continuing (3-C) process is required for initiatives to be eligible for Federal transportation funding. |
| AADT | Annual Average Daily Traffic | The average volume of traffic per day on a particular road or section of road. |
| ACES | Automated, Connected, Electric, Shared Vehicles | Term used to describe vehicles that are self-driving, electronically-connected and powered, and/or used for ridesharing. |
| 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 prohibits discrimination against people with disabilities in employment, transportation, public accommodation, communications, and governmental activities. |
| AER | Actual Expenditure Report | An annual report, completed by the planning agency and the Community Transportation Coordinator (CTC), to inform the Commission for the Transportation Disadvantaged (CTD) of the specific amount of funds the agency expended for transportation disadvantaged services. |
| AMPO | Association of Metropolitan Planning Organizations | Organization that provides MPOs with technical assistance, transportation research and a variety of other transportation-related services. |
| AOR | Annual Operating Report | An annual report prepared by the Community Transportation Coordinator (CTC) that provides a summary of performance trends detailing its designated service area and operational statistics. |
| ATMS | Automated Traffic Management System | ATMS is used to improve the efficiency of the transportation network. It 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. |
| BEBR | Bureau of Economics & Business Research | Research center at the University of Florida that performs economic and demographic research to inform public policy and business decision making (Definition taken from A2RU - https://www.a2ru.org/bebr-bureau-of-economics-business-research/) |
| 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. |

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| 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 keep 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. |
| 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 the 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. |

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| 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) |
| DOT | 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. |
| 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 being sought. |
| 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 what 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. |

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| 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. |
| F.S. | Florida Statute | Codified, statutory laws of Florida |
| 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. |
| FTC | Florida Transportation Commission | An entity that reviews and recommends major transportation policies and serves as an oversight body to monitor the efficiency and productivity of transportation authorities. |
| FTE | Florida's Turnpike Enterprise | Unit of the Florida Department of Transportation (FDOT) that operates 461 miles of toll highways across the state. |
| 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-June 30. The Federal Fiscal Year is from Oct 1-Sept 30. |
| GIS | Geographic Information System | Computerized data management system designed to capture, store, retrieve, analyze, and display geographically referenced information. |
| HIS | Interstate Highway System | The specially designated system of highways, begun in 1956, which connects the principal metropolitan areas, cities, and industrial centers of the United States. |
| HOV | High-Occupancy Vehicle | Vehicles carrying two or more people. |
| HSIP | Highway Safety Improvement Program | The goal of the 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. |

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| HUD | U.S. 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. |
| ITS | Intelligent Transportation Systems | Electronics, photonics, communications, or information processing used singly or in combination to improve the efficiency or safety of a surface transportation system. |
| JPA | Joint Planning Agreement | An agreement made between multiple organizations. |
| LAP | Local Agency Program | A program that establishes the regulations used by the Florida Department of Transportation (FDOT) to authorize federal funding to local agencies. |
| LOS | Level of Service | Level of Service 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. |
| LRTP/MTP | Long-Range Transportation Plan (also known as a Metropolitan Transportation Plan) | A document resulting from regional or statewide collaboration and consensus on a region's transportation system. It 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/ |
| 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, 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. |

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| MSA | Metropolitan Statistical Areas | 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. |
| 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. 103b). (23CFR500) |
| 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) |
| PE | Preliminary Engineering | The analysis and design work performed by professionals for transportation projects that leads to the development of construction/roadway plans, specifications and cost estimates. |
| 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. |
| PIP | Public Involvement Plan | The Public Involvement 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. |
| PL Funds | Metropolitan Planning Funds | Funds made available to MPOs for transportation planning activities to provide for a continuing, comprehensive and cooperative (3-C) planning process. |
| ROW | Right of Way | An easement reserved on the land for transportation purposes, such as a highway, bike path, rail line, utility line, etc. |

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| 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-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) |
| SLRTP | Statewide Long-Range Transportation Plan | The official, statewide, multimodal transportation plan covering no less than 20 years and developed through the statewide transportation planning process. |
| SOV | Single-Occupancy Vehicle | Any motor vehicle not meeting the established occupancy requirement of a High-Occupancy (HOV) lane. |
| STBG | Surface Transportation Block Grant Program | The STBG 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. |
| 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 school officials. |
| 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. |
| 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. |

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| TDP | Transit Development Plan | The Transit Development Plan (TDP) represents the community's vision for public transportation in the Ocala Marion TPO service area for a 10-year span. Updated every five years, the Plan provides a comprehensive assessment of transit services in Marion County. Specifically, the TDP details SunTran's transit and mobility needs, cost and revenue projections, and community transit goals, objectives, and policies. |
| TDSP | Transportation Disadvantaged Service Plan | A comprehensive analysis of the service area, identifies available transportation services, and provides local service standards. (Definition taken from FDOT - https://ctd.fdot.gov/communitytransystem.htm) |
| TIGER | Transportation Investment Generating Economic Recovery | The TIGER Discretionary Grant program, provides a unique opportunity for the DOT to invest in road, rail, transit and port projects that promise to achieve national objectives. (Definition taken from USDOT- www.transportation.gov/tiger/about) |
| 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. |
| 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. |

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| TSM&O | Transportation Systems Management and Operations | Florida Department of transportation (FDOT) program to measuring performance, streamlining and improving the existing system, promoting effective cooperation/collaboration, and delivering positive safety and mobility outcomes to the travelling public. (Definition taken from FDOT - http://www.cflsmartroads.com/tsmo.html) |
| 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. |
| 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 the United States. |
| V/C | Volume to Capacity | A ratio used to determine whether a particular section of road warrants improvements. V/C compares roadway demand to roadway supply. |
| 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: STAFF SERVICES AGREEMENT AND COST ALLOCATION

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

Marion County Office of Fiscal Review

| DEPARTMENT | TOTAL \$ ALLOCATED | ALLOCATED UNITS | TPO VALUE | TPO PERCENT | TPO ALLOCATION BASIS |
|--------------------|-----------------------|--------------------|-----------|-------------|--|
| CAFR | 198,968.00 | 407,878,729.55 | 630,416 | 0.15456% | 308 BUDGET |
| ATTORNEY | 679,202.00 | 91.00 | 0.50 | 0.54945% | 3,732 STAFF EFFORT (Percent of Time, Est at 100 hours meetings and prep) |
| ATTORNEY General | 52,216.00 | 1,581.22 | 5 | 0.31621% | 165 FTE COUNT |
| ADMINISTRATION | 1,305,123.00 | 1,581.22 | 5 | 0.31621% | 4,127 FTE COUNT |
| IT TECH | 1,794,403.00 | 2,024.00 | 8 | 0.39526% | 7,093 # COMPUTERS |
| IT SUPPORT | 1,290,784.00 | 634,998.74 | 511 | 0.08047% | 1,039 WORK ORDERS (Avg of Storm Water per person * TPO F 1,101 FTE COUNT |
| HR | 348,291.00 | 1,581.22 | 5 | 0.31621% | 4,216 NEW HIRES |
| HR RECRUITMENT | 183,812.00 | 218.00 | 5 | 2.29358% | 260 # HOURS (avg per employee) |
| HR TRAINING | 69,060.00 | 4,775.50 | 18 | 0.37692% | 249 ENCUMBRANCES (Used Similar OPER Budget of 6310) 4,659 |
| PROC PUR ORDERS | 101,138.00 | 2,433.00 | 6 | 0.24661% | NUMBER OF (Sum of Transportation Prior) |
| PROC SOLICITATIONS | 166,072.00 | 499.00 | 14 | 2.80561% | 73 NUMBER CARDS |
| PROC PCARD ADMIN | 12,259.00 | 336.00 | 2 | 0.59524% | 1,145 TRANSACTIONS (Used Similar OPER Budget of 6310) |
| PROC P-CARD | 190,270.00 | 21,437.00 | 129 | 0.60176% | 891 CONTRACTS (Used Contracts of Water Resources)) 1,947 # INVOICES (USED SIMILAR OPER Budget of 6310) |
| PROC CONTRACTS | 159,212.00 | 536.00 | 3 | 0.55970% | 176 INTERACTIONS (Est based on new FTE) |
| PROC INVOICES | 344,307.00 | 23,879.00 | 135 | 0.56535% | 9,236 SQ FOOTAGE OCCUPIED (Estimated at 5% of office and common area |
| HEALTH CLINIC | 231,793.00 | 6,591.00 | 5 | 0.07586% | 697 FTE COUNT |
| FAC GRW SERV BLDG | 184,725.00 | 38,400.00 | 1920 | 5.00000% | 3,092 # ACCOUNTS PAYABLE (Used Similar OPER budget of 63110) |
| BCC RECORDS | 220,360.00 | 1,581.22 | 5 | 0.31621% | 949 FTE COUNT |
| FIN PAYABLES | 688,020.00 | 30,489.00 | 137 | 0.44934% | 55 ACT EXPEND |
| FIN PAYROLL | 300,241.00 | 1,581.22 | 5 | 0.31621% | 735 ACT EXPEND |
| FIN CAFR PREP | 36,478.00 | 421,108,335.24 | 630,416 | 0.14970% | 3,429 LINE ITEMS |
| INTERNAL AUDIT | 370,285.00 | 317,653,097.07 | 630,416 | 0.19846% | 147 FTE COUNT |
| BUDG PREP | 340,985.00 | 3,878.00 | 39 | 1.00567% | 1,555 # AMENDED ACCOUNTS (Oper Dept Averages) |
| BUDG POSITIONS | 51,837.00 | 1,761.33 | 5 | 0.28388% | 19 ACT EXPEND |
| BUDG AMND | 57,367.00 | 738.00 | 20 | 2.71003% | |
| BUDG COST ALLOCA | 12,500.00 | 421,108,335.24 | 630,416 | 0.14970% | |

51,095



TO: TPO Board Members

FROM: Liz Mitchell, Grants Coordinator/Fiscal Planner/Title VI Non-Discrimination Coordinator

RE: Title VI Non-Discrimination Plan Update

The Ocala Marion TPO is committed to ensuring that no person is excluded from the transportation planning process, regardless of background, income level or cultural identity. The TPO complies with the Title VI of the Civil Rights Act of 1964, and other nondiscrimination statutes, regulations and authorities.

TPO staff will present this document to committee members and is requesting approval.

If you have any questions or concerns regarding the Title VI Non-Discrimination Plan, please contact Liz Mitchell at (352) 438-2634.



Website: Ocalamariontpo.org

TITLE VI NON-DISCRIMINATION PLAN



Prepared in cooperation with
Cities of Ocala, Dunnellon, Belleview
And Marion County
Florida Department of Transportation (FDOT)
Federal Highway Administration (FHWA)
Federal Transit Administration (FTA)



Liz Mitchell,
Title VI/Non-Discrimination
Coordinator
liz.mitchell@marioncountyfl.org



OCALA MARION

TITLE VI NON-DISCRIMINATION

PLAN

CERTIFICATION

The undersigned hereby certifies that he/she is the Chairperson of the Ocala Marion TPO Board and that the foregoing is a full, true and correct copy of the Title VI Non-Discrimination Plan as adopted by the Ocala Marion TPO Board on the 28th day of April 2020.

Commissioner Jeff Gold, TPO Board Chairperson

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POLICY STATEMENT:

The Ocala Marion Transportation Planning Organization (TPO) is committed to ensuring that no person is excluded from the transportation planning process and welcomes input from all interested parties, regardless of background, income level or cultural identity. The Ocala Marion TPO does not tolerate discrimination in any of its programs, services, activities or employment practices. Pursuant to Title VI of the Civil Rights Act of 1964, and other nondiscrimination statutes, regulations and authorities. The Ocala Marion TPO will not exclude from participation in, deny the benefits of, or subject to discrimination, anyone on the grounds of race, color, national origin, sex, age, disability, religion, income or familial status. The Ocala Marion TPO welcomes and actively seeks input from the public, to help guide decisions and establish a vision that encompasses all area communities and ensure that no one person(s) or segment(s) of the population bears a disproportionate share of adverse impacts.

COMPLAINT PROCEDURES:

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

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

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

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

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

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

After the investigator reviews the complaint, she/he will issue one of two letters to the complainant: a closure letter or a letter of finding (LOF). A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed. A LOF summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member or other action will occur. If the complainant wishes to appeal the decision, she/he has seven (7) days to do so from the time he/she receives the closure letter or the LOF.

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

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

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

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

In addition, you can find a complaint form in **APPENDIX B** and a complaint log in **APPENDIX C**. However, to date there have been no complaints, investigations, or lawsuits regarding Title VI discrimination.

CIVIL RIGHTS CERTIFICATION AND ASSURANCE

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

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

1. Designate a Title VI Liaison that has a responsible position within the organization and access to the recipient's Chief Executive Officer or authorized representative.
2. Issue a policy statement signed by the Executive Director or authorized representative, which expresses its commitment to the nondiscrimination provisions of Title VI. The policy statement shall be circulated throughout the Recipient's organization and to the general public. Such information shall be published where appropriate in language other than English.
3. Insert the clauses of Section 4.5 of this plan into every contract subject to the Acts and the Regulations.
4. Develop a complaint process and attempt to resolve complaints of discrimination against the Ocala Marion TPO.
5. Participate in training offered on the Title VI and other nondiscrimination requirements.
6. If reviewed by FDOT or any other state or federal regulatory agency, take affirmative actions to correct any deficiencies found within a reasonable time period, not to exceed ninety (90) days.
7. Have a process to collect racial and ethnic data on persons impacted by the agency's programs.
8. Submit the information required by FTA Circular 4702.1B to the primary recipients (refer to Appendix A of this plan)

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

Robert Balmes
TPO Director
Ocala Marion TPO
November 20, 2019

INTRODUCTION:

The Ocala Marion TPO was established to provide a forum for the development of transportation policy and transportation planning services for all of Marion County. The Ocala Marion County urbanized area includes the Cities of Ocala, Belleview, and Dunnellon, their surrounding areas, and the adjoining areas between Ocala and Belleview. The Title VI/Nondiscrimination Policy, Americans with Disabilities Act (ADA), Public Involvement Plan (PIP), Environmental Justice (EP), and Limited English Proficiency Plan (LEP) all work in unison to ensure that participation is solicited with specific tactics for outreach and involvement from all of the communities throughout Marion County.

COMMITTEES:

The Ocala Marion TPO has a variety of committees that work together to increase public involvement, transparency, awareness, economic vitality, and mobility. These committees are made up of an array of individuals with varying levels of expertise and backgrounds. This type of diversity helps garner greater efficiency, and effectiveness for accomplishing the transportation goals of the TPO planning area. In addition, having so many varying individuals involved in our committees helps to increase communication and awareness throughout the community. Communication, public involvement, and community awareness, are vital to the success of the transportation planning process.

THE GOVERNING BOARD:

The TPO Board is the final level of review and decision-making body in the TPO organizational structure. The Board is comprised of elected officials representing local jurisdictions. Recommendations from TPO staff and the advisory committee's substructure are reviewed, discussed and then either approved or rejected through a voting process. All meetings are conducted in an open public forum with an opportunity for public comment. The public is encouraged to attend all TPO committee and board meetings. Meeting are advertised at least seven (7) days in advance on the websites of the TPO, Marion County, and the cities of Belleview, Dunnellon, and Ocala in accordance with the Florida Sunshine Law F.S. 120.525 http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=0100-0199/0120/Sections/0120.525.html. In addition to advertisements, meetings are also advertised on the TPO's social media platform.

The TPO Board voting membership is comprised of the following representatives:

- | | |
|---|---------------------|
| 1. City of Belleview City Commission | 1 member |
| 2. City of Dunnellon City Council | 1 member |
| 3. City of Ocala City Council | 5 members |
| 4. Marion County Board County Commissioners | 5 members |
| 5. FDOT District Five Secretary | 1 member Non-voting |

CITIZENS ADVISORY COMMITTEE (CAC):

The Citizens Advisory Committee (CAC) is comprised of Marion County residents who volunteer to provide input to the TPO from a citizen's point of view. A minimum of six (6) and a maximum of nine (9) members at-large, with preferred representation from the following types of organizations and associations, or from individuals with educational or career experience in similar fields.

- Environmental and/or Conservation groups/associations
- Cycling and/or Trails advocacy group/associations
- Governor's West Ocala Neighborhood Revitalization Council or other neighborhood groups/associations
- Business community groups/associations
- An equine group/association
- The transportation disadvantaged community
- Six (6) members that are residents of the TPO area

Appointments to this committee are made through an application process where the candidates are interviewed and are then recommended to the TPO board for approval. Consideration for appointment is based on geographic location, interviews, and overall background of each candidate with an emphasis of diversity to ensure broad socio-economic, racial, ethnic and geographic representation. This includes an emphasis on minority participation as part of the total membership makeup. The Ocala Marion TPO strives to maintain a cross-section of professional associations, neighborhood associations, civic and community associations, and private sector individuals representing individuals with disabilities, minority groups, and geographic areas of the region. CAC members assist in identifying the needs of the public and potential outreach opportunities.

TECHNICAL ADVISORY COMMITTEE (TAC):

The Technical Advisory Committee (TAC) membership is comprised of 11 members who are planners, engineers, technicians and other professionals representing local and state government agencies and local transit providers. The TAC recommendations are based on the professional experience of the committee members. TAC members review the Ocala Marion TPO work products and plans before they are presented to the Board. The TAC is comprised of representatives from the following organizations:

1. Two (2) representatives from Marion County
2. Two (2) representatives from the City of Ocala
3. One (1) representative from the City of Belleview
4. One (1) representative from the City of Dunnellon
5. One (1) representative from SunTran as assigned by the City of Ocala
6. One (1) representative from the Marion County School District

7. One (1) representative from Greenways and Trails
8. One (1) representative from Marion County Tourism
9. One (1) representative from Florida Department of Transportation (FDOT) –Non-voting advisor

TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD (TDLCB):

The Ocala Marion TPO provides staff support to the Transportation Disadvantaged Local Coordinating Board in the region and oversight to the Community Transportation Coordinator (CTC). This board coordinates transportation needs of the disadvantaged in our community, including individuals with physical and economic challenges and senior citizens facing mobility issues. The Transportation Disadvantaged Local Coordinating Board (TDLCB) board assists the TPO in identifying local service needs and provides information, advice, and direction to the Community Transportation Coordinator (CTC) on services to be provided to the transportation disadvantaged community. Membership is comprised of one representative each from the City of Ocala, Marion County Public School Board, FDOT, and various health and labor not-for-profit organizations.

The TDLCB Board is comprised of representatives from the following organizations:

1. Marion County Board of County Commissioners
2. Marion County Department of Veteran Affairs
3. Marion County Public Schools
4. City of Ocala
5. Ocala Housing Authority
6. Centers for Independent Living
7. CareerSource Citrus Levy Marion
8. Florida Center for the Blind
9. Agency for Health Care Administration
10. Agency for Persons with Disabilities
11. Florida Department of Education
12. Florida Department of Elder Affairs
13. Florida Department of Health – Marion County
14. Florida Department of Transportation

The non-elected advisory committee's racial breakdown for the TPO is as follows:

| BODY | CAUCASIAN | LATINO | AFRICAN AMERICAN | ASIAN AMERICAN | NATIVE AMERICAN | OTHER |
|-------|-----------|--------|------------------|----------------|-----------------|-------|
| CAC | 100% | 0% | 0% | 0% | 0% | 0% |
| TAC | 91% | 0% | 0% | 0% | 0% | 9% |
| TDLCB | 47% | 13% | 20% | 0% | 0% | 0% |

NOTICES PROVIDED:

The Ocala Marion TPO posts notice of Title VI compliance in the reception area and on its website, as well as this plan to inform individuals regarding the Title VI policies, and procedures. The Ocala Marion TPO provides the following notice of nondiscrimination on all its plans, documents, studies, and websites as well as advertised in the local newspaper, in accordance with the notification requirements of Florida Statute s.286.011, F.S.

TITLE VI/NONDISCRIMINATION STATEMENT

The Ocala Marion Transportation Planning Organization (TPO) complies with the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VI of the Civil Rights Act of 1964 and other federal equal opportunity laws and therefore does not discriminate on the basis of race, sex, color, age, national origin, religion or disability, in admission or access to and treatment in TPO programs and activities, as well as the TPO's hiring or employment practices. Title VI complaints related to the TPO can be submitted at, 2710 E. Silver Springs Blvd., Ocala, Florida 34470. 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 email liz.mitchell@marioncountyfl.org.

PUBLIC INVOLVEMENT:

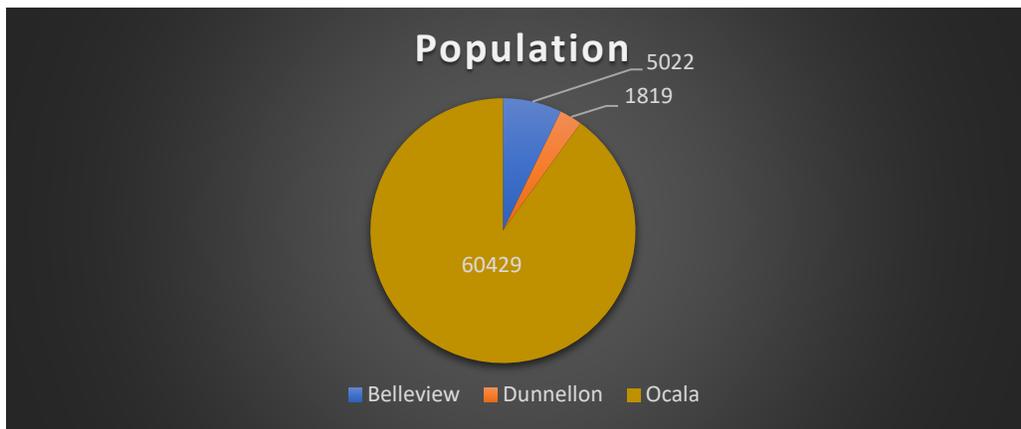
In order to plan for efficient, effective, safe, equitable and reliable transportation systems, the Agency must have the input of its public. The Agency spends extensive staff and financial resources in furtherance of this goal and strongly encourages the participation of the entire community. The Agency hosts an informative website that advises the public how it can access information and provide input. The Agency also holds public meetings, workshops and other events designed to gather public input on program and project planning. This includes engaging our minority and LEP populations to receive input, and working diligently to increase awareness of the planning process for all our residents throughout the planning area.

The Public Involvement Plan (PIP) for the TPO includes various goals, and objectives to increase public involvement with the transportation planning process. This encompasses various outreach strategies such as, public forums, community meetings, project specific websites, the TPO's social media platform, and updating the TPO website. The strategies include holding these outreach events, activities, and meetings in locations that are accessible to all individuals. Therefore, meetings are held in Silver Springs Shores, Marion Oaks, City of Dunnellon, City of Belleview, as well as throughout the City of Ocala. This ensures that all communities have the chance to be involved in the transportation planning process, regardless of location. Public Involvement is highly encouraged and sought out to get a well-rounded view of the public's thoughts and concerns. The Ocala Marion TPO's PIP was approved in 2018, and updated in 2020. The update includes ways of measuring the TPO's effectiveness in public involvement, various public involvement opportunities, and strategies to increase our awareness to the citizens of Marion County. For more information regarding the PIP visit <http://www.ocalamariontpo.org>.

Further, the Agency sponsors, attends and participates in other community events to promote its services to the public. Finally, the Agency is constantly seeking ways of measuring the effectiveness of its public involvement. Persons wishing to request special presentations by the Agency; volunteer in any of its activities; offer suggestions for improvement; or to simply learn more about Agency programs and services should visit the <http://www.ocalamariontpo.org> website.

DEMOGRAPHICS FOR THE OCALA MARION TPO AREA:

The Ocala Marion TPO contains the incorporated cities of Belleview, Dunnellon, and Ocala, as well as Marion County in its entirety. Marion County has a population of 359,977, based on the American Community Survey (ACS) 1-year estimates (2017). The following chart is a breakdown of population by incorporated areas within the TPO planning area, from the Census 1 year estimates, 2017.



**Data from Census 2017 -1 year estimates*

The Ocala Marion TPO planning area (Marion County) has experienced a higher percentage increase in its total population, than the State of Florida. The TPO has had an increase in total population of 2%, and the aging population from 2000 to 2010 (Census 10-Year) to 2017 -1 year estimates have remained stable. Overall, the State of Florida, has had a total population increase of 2%, and remained at 3% for its aging population from 2000 to 2010 (Census 10-Year). The following chart highlights the population percentages mentioned above:

| Marion County | 65 & Older | Total Population | State of Florida | 65 & Older | Total Population |
|--------------------|------------|------------------|--------------------|------------|------------------|
| 2017 | 101,230 | 354,353 | 2017 | 4,215,232 | 20,984,400 |
| 2018 | 104,024 | 359,977 | 2018 | 4,358,784 | 21,299,325 |
| Percent Increase % | 3% | 2% | Percent Increase % | 3% | 1% |

Census 2017 and 2018 - 1 year estimates -2019 update

The TPO has experienced a higher percentage of growth with our total population since the year 2017, compared to the State of Florida as mentioned earlier. However, when examining the growth in greater detail, the percentage of growth is most concentrated with traditionally underserved and minority populations. Therefore, this makes the need to increase the TPOs public involvement and awareness within these communities that much greater. The following chart highlights the percentage of growth mentioned earlier:

| Demographics Marion County | | | | | | | | |
|----------------------------|---------|--------|--------------------|---------------------------------|-------|--|---|------------------|
| | White | Black | Hispanic or Latino | American Indian & Alaska Native | Asian | Native Hawaiian & Other Pacific Islander | Some other race (as identified by Census) | Total Population |
| 2017 | 248,339 | 43,989 | 46,672 | 1,531 | 5,945 | 301 | 1,874 | 354,353 |
| 2018 | 252,199 | 43,491 | 49,093 | 1,009 | 4,898 | 142 | 815 | 359,977 |
| Percent Increase % | 2% | -1% | 5% | -34% | -18% | -53% | -57% | 2% |

Census 2017 and 2018 - 1 year estimates

| Demographics State of Florida | | | | | | | | |
|-------------------------------|------------|-----------|--------------------|---------------------------------|---------|--|---|------------------|
| | White | Black | Hispanic or Latino | American Indian & Alaska Native | Asian | Native Hawaiian & Other Pacific Islander | Some other race (as identified by Census) | Total Population |
| 2017 | 11,288,419 | 3,224,452 | 5,370,860 | 42,654 | 578,136 | 11,076 | 78,348 | 18,801,310 |
| 2018 | 11,344,261 | 3,252,558 | 5,562,452 | 41,492 | 580,229 | 9,694 | 81,784 | 21,299,325 |
| Percent Increase % | 1% | 1% | 3% | -3% | 1% | -12% | 4% | 12% |

Census 2017 and 2018 - 1 year estimates

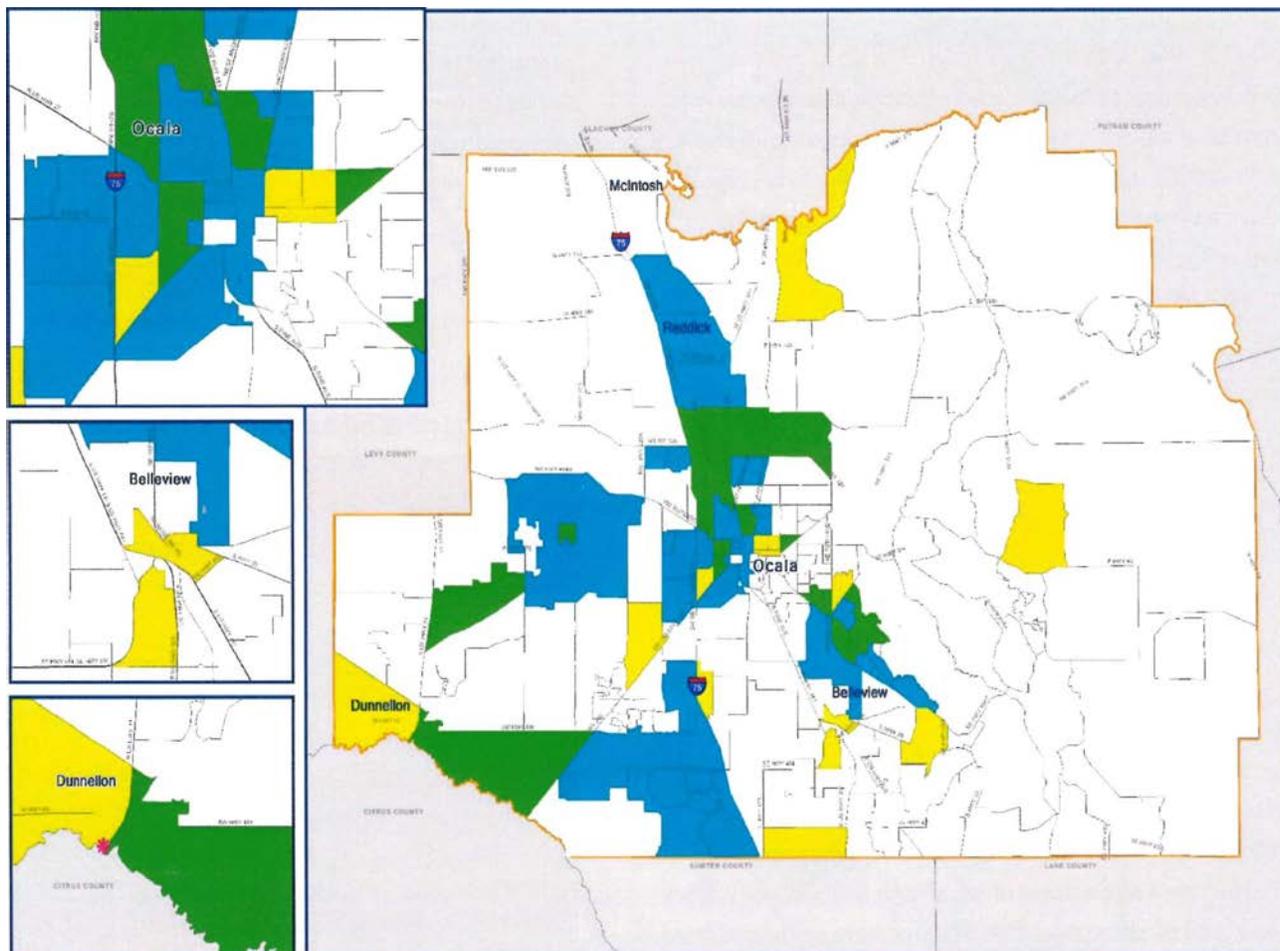
The TPO is dedicated to increasing public involvement and awareness with all our communities throughout the planning area. Staff will focus on advertising, continually updating the TPO website, and actively recruiting members from these communities to be a part of our committees, meetings, and any TPO associated activities to better serve the community. For more information regarding goals, objectives, and strategies as it relates to public involvement please see the TPOs Public Involvement Plan (PIP). The following plan can be found on the TPOs website <http://www.ocalamariontpo.org>. Feel free to reach out to TPO staff for any additional questions or concerns at (352) 438-2630.

ENVIRONMENTAL JUSTICE (EJ):

The TPO performs Environmental Justice (EJ) Analysis when developing long range plans that consider the impacts of projects over at least a 20-year horizon, to compare how those projects adversely affect high concentration of minority, low-income, and other traditionally underserved communities. Therefore, seeking public input throughout the planning process from these communities is vital for ensuring all members of the community are involved and no one Community is adversely or disproportionately affected. For the 2040 Long Range Transportation Plan, an EJ analysis was performed. To determine the EJ areas, block group data on income levels and on people who identify themselves as “minorities” from the 2013 American Community Survey (ACS) five-year estimates were used. Then, the needs plan projects were overlaid with the EJ areas to determine the proportion of projects located within or outside of the defined EJ areas. Lastly, an analysis was done to ensure that the projects didn’t disproportionately affect the identified EJ areas. The following chart and map highlights the analysis that was performed:

| | EJ Areas | Non-EJ Areas | Total |
|---|----------------------|----------------------|----------------------|
| Population | 140,848 | 192,655 | 333,503 |
| Percent of Population | 40.4% | 59.6% | 100% |
| Cost Feasible Roadway Projects | \$142,975,000 | \$278,445,000 | \$421,420,000 |
| Per Capita | \$1,015 | \$1,445 | \$1,264 |
| Mileage | 22.2 | 21.4 | 43.6 |
| Interchanges/Overpasses | \$84,838,000 | \$38,000,000 | \$122,834,000 |
| Unfunded Needs Roadways | \$426,760,000 | \$388,311,000 | \$815,082,000 |
| Per Capita | \$3,030 | \$2,016 | \$2,444 |
| Mileage | 38.9 | 36.2 | 75.1 |
| Transit Plan (All Capital and Operating Costs 2020–2040) | \$114,534,000 | \$38,766,000 | \$153,300,000 |
| Per Capita | \$813 | \$201 | \$460 |
| Mileage | 52.0 | 17.6 | 69.6 |
| Cost Feasible Trails (2020–2040) | \$3,406,000 | \$24,693,000 | \$28,100,000 |
| Per Capita | \$24 | \$128 | \$84 |
| New Trails Mileage | 8 | 58 | 66 |
| Existing Mileage, All Trails | 19 | 19 | 38 |

2040 Long Range Transportation Plan (EJ Assessment of Transportation Projects)



2040 Long Range Transportation Plan (Environmental Justice Areas)

Legend Minority Poverty Poverty & Minority Not EJ

Poverty status and minority data from 2013 American Community Survey 5-year estimates

LIMITED ENGLISH PROFICIENCY (LEP):

The Ocala Marion (TPO) is committed to increasing awareness and involvement with all individuals throughout the planning area, including those communities that have been traditionally underserved, and individuals that have Limited English Proficiency (LEP). In the Ocala Marion TPO service area there are residents who describe themselves as not able to communicate in English very well. The Ocala Marion TPO is federally mandated (Executive Order 13166) to take responsible steps to ensure meaningful access to the benefits, services, information and other important portions of its programs and activities for individuals who are

LEP. Any person(s) requiring special language services (free of charge) should contact Liz Mitchell, Title VI Coordinator, at least seven (7) days in advance to: Ocala/Marion TPO, 2710 E. Silver Springs Blvd., Ocala, Florida 34470, Attn: Liz Mitchell (352) 438-2634, liz.mitchell@marioncountyfl.org.

The TPO website allows translation of the site to various languages to significantly remove language as a barrier to access, and to help accommodate the navigation, and awareness of TPO related events, activities, and meetings. Also, the Title VI Statement and Complaint Procedure for filing a Title VI related complaint have been translated into Spanish and placed on the website. This allows for those individuals who are Limited English Proficient to be aware of their rights as it relates to Title VI and LEP. For more information including demographics, outreach efforts, staff training, and overall procedures please see the TPO's LEP Plan in **APPENDIX D**.

AMERICANS WITH DISABILITIES ACT/SECTION 504 OF THE REHABILITATION ACT:

The Americans with Disabilities Act (ADA) of 1990, Section 504 of the Rehabilitation Act of 1973 and related federal and state laws and regulations forbids discrimination against those who have disabilities and requires agencies and government entities to take reasonable steps to accommodate the disabled and ensure their needs are represented in transportation programs, plans, services and activities.

The Ocala Marion TPO will make every effort to ensure that its facilities, programs, services, and activities are accessible to those with disabilities. The TPO will also make every effort to ensure that its advisory committees, public involvement activities and all other programs, services and activities include representation by communities with disabilities and disability service groups. The TPO will provide reasonable accommodation to individuals with disabilities who wish to participate in public meetings or events or who require special assistance to access facilities, programs, services or activities. Persons who require special accommodations, assistance or resources should contact Liz Mitchell, Title VI Coordinator, at least seven (7) days in advance.

APPENDIX A

General Requirements (Chapter 3) based on the FTA Circular 4702.1B are as follows:

1. A copy of the Title VI notice to the public, and a list of locations where the notice is posted.
2. Instructions on how to file a complaint, complaint procedures, and a copy of a complaint form.
3. A list of any public transportation-related Title VI investigations, complaints, or lawsuits.
4. A public participation plan that includes an outreach plan to engage minority and limited English proficient populations, as well as a summary of outreach efforts made since the last Title VI program submission.
5. A plan for providing language assistance to persons with LEP proficiency, based on the DOT LEP Guidance.
6. Must provide a table depicting the racial breakdown of the non-elected advisory committees, and a description of efforts made to encourage the participation of minorities on such committees or councils.
7. If a facility has been constructed, shall include a copy of the Title VI equity analysis that was conducted during the planning stage with regard to the location or facility.

Requirements for Metropolitan Transportation Planning Organizations based on the FTA Circular 4702.1B (Chapter 6) are as follows:

1. All general requirements set out in section 4 of Chapter 3 (see above).
2. Demographic profile of the metropolitan area that includes identification of the locations of minority populations in the aggregate.
3. A description of the procedures by which the mobility needs of minority populations are identified and considered within the planning process.
4. Demographic maps that overlay the percent minority and non-minority populations as identified by Census or ACS data, at Census tract or block group level, and charts that analyze the impacts of the distribution of State and Federal funds in the aggregate for public transportation purposes, including Federal funds managed by the MPO as a designated recipient
5. An analysis of impacts identified in (#4 of this section) any disparate impacts on the basis of race, color, or national origin, and, if so, determines whether there is a substantial legitimate justification for the policy that resulted in the disparate impacts, and if there are alternatives that could be employed that would have a less discriminatory impact.

APPENDIX B



TITLE VI/NON-DISCRIMINATION PROGRAM COMPLAINT FORM

| | |
|---|-------------------------|
| Complainant(s) Name: | Complainant(s) Address: |
| Complainant(s) Phone Number: | Date of Complaint: |
| Complainant(s) Representative's Name, Address, Phone Number and Relationship (e.g. friend, attorney, parent, etc.): | |
| Names of the Individual(s) Whom You Allege Discriminated Against You (If Known): | |
| Name and Address of Agency, Institution, or Department Whom You Allege Discriminated Against You: | |

| | | | | |
|-----------------------------------|--|--------------------------------------|--|---------------------------------|
| Discrimination Because of: | <input type="checkbox"/> Race | <input type="checkbox"/> Color | <input type="checkbox"/> National Origin | Date of Alleged Discrimination: |
| | <input type="checkbox"/> Sex | <input type="checkbox"/> Age | <input type="checkbox"/> Handicap/Disability | |
| | <input type="checkbox"/> Income Status | <input type="checkbox"/> Retaliation | <input type="checkbox"/> Other | |

| |
|---|
| Please list the name(s) and phone number(s) of any person, if known, that the Florida Department of Transportation could contact for additional information to support or clarify your allegation(s): |
| Please explain as clearly as possible HOW, WHY, WHEN and WHERE you believe you were discriminated against. Include as much background information as possible about the alleged acts of discrimination. Additional pages may be attached if needed. |

| | |
|---|--------------------|
| Complainant(s) or Complainant(s) Representatives Signature: | Date of Signature: |
|---|--------------------|

Please submit to: **Liz Mitchell** Phone: (352) 438-2634
Title VI Non-Discrimination Coordinator
2710 E. Silver Springs Blvd.
Ocala, FL 34470

Additional Pages are attached.



APPENDIX C

Complaints and Investigations Log

| Date | Basis of Complaint (race, color, or national origin) | Complaint Summary | Action Taken/Status |
|------|--|-------------------|---------------------|
| | | | |
| | | | |
| Date | Lawsuit | Lawsuit Summary | Action Taken/Status |
| | | | |
| | | | |
| Date | Basis of Complaint (race, color, or national origin) | Complaint Summary | Action Taken/Status |
| | | | |
| | | | |



APPENDIX D

LIMITED ENGLISH PROFICIENCY (LEP) PLAN

In order to ensure meaningful access to programs and activities, the Ocala Marion Transportation Planning Organization (TPO) uses the information obtained in a Four Factor Analysis to determine the specific language services that are appropriate for its communities. This analysis helps the TPO to determine if it communicates effectively with LEP persons and engages adequately and timely in language access planning. To complete this four factor analysis the TPO utilized the U.S. Department of Transportation LEP guidance. The results are as follows:

Factor 1: According to Census data, only 3.2% or 11,068 individuals respectively, of the population 5 years and over, speak English less than “very well.” Therefore, due to this limited number of individuals who speak English less than “very well” there has been little to no contact with LEP individuals over the years.

| Language Spoken at Home | Total | Percent |
|------------------------------|---------|---------|
| Population 5 years and older | 342,631 | -0- |
| Only English | 300,174 | 87.6 |
| Spanish | 32,568 | 9.5 |
| Indo-European | 6,695 | 2.0 |
| Asian and Pacific Island | 2,750 | 0.8 |
| All Other Languages | 444 | 0.1 |

*Data provided by American Community Survey (ACS) 1-Year Estimates 2017

Factor 2: Considering the small amounts of individuals that live in the planning area who have Limited English Proficiency, the probability of interaction with LEP individuals is very low. Also, the Title VI Complaint procedures and forms have been translated into Spanish and are accessible on the website. Any other language deemed necessary will be made available upon request. In addition, the TPO website www.ocalamariontpo.org, has been translated into various languages.

Factor 3: Transportation is a vital part of people’s everyday lives. It affects the roads they drive on, congestion, development, and their safety on the roadways. Therefore, increasing awareness with all individuals regarding the transportation planning process is an objective of the TPO. Bilingual information (English/Spanish) is distributed in several different manners through:

- a. Managing a bilingual website
- b. Distributing bilingual informational material
- c. Providing bilingual translators at meetings
- d. Providing bilingual customer service staff
- e. Provide "I speak cards" at meetings and events

Factor 4: With such a limited number of individuals (< 5%) contained within the Metropolitan Planning Area (MPA), it would not be cost effective to translate all documents into Spanish. In addition, the TPO website can be translated into a wide array of languages.

TRANSLATION

When and if an interpreter is needed, first a determination of what language is needed. Then, depending on the language needed the TPO will utilize all available resources to ensure that the needs of that individual(s) are met. However, as there are no translation services within the Ocala area, further assistance would be sought out from the Ocala Police Department, and the University of Florida language department.

TRAINING

All TPO staff will be provided with the LEP plan as part of the Title VI Plan in the Employee Orientation. Employees will be educated on procedures and services available under Title VI. Training topics include:

- a. Understanding the Title VI LEP program responsibilities;
- b. What language assistance is available;
- c. Documentation of language assistance requests;
- d. How to handle a complaint
- e. Availability of "I speak cards" at meetings and events

MONITORING

The TPO understands that its community profile is changing and the four factor analysis may reveal the need for more or varied LEP services in the future. As such, it will annually examine its LEP plan to ensure that it remains reflective of the changes in the community.



TO: TPO Board Members

FROM: Derrick Harris, Assistant Director

RE: Approval of Resolution for Alternative Public Participation Procedures in Emergency Situations

In an effort to provide reasonable opportunities for citizens, partners and stakeholders to participate in TPO planning activities, staff are proposing a formal resolution to outline alternative public participation procedures during emergency situations, such as the COVID-19 health crisis.

These procedures are meant to be used temporarily as the primary methods of public participation; however, they can also be used in the future to compliment or supplement in-person public meetings and workshops.

Resolution
No. 20-07

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

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

WHEREAS, Title 23 CFR Section 450.316 and Section 134, and Florida Statute 339.175 require each MPO to develop a public involvement plan and provide reasonable opportunities for all parties to participate and comment on planning activities; and

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

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

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

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

CERTIFICATE

The undersigned duly qualified and acting Chairman of the Ocala/Marion County Transportation Planning Organization hereby certifies that the foregoing is a true and correct copy of a Resolution adopted at a legally convened meeting of the Ocala/Marion County Transportation Planning Organization held on this 28th day of April, 2020.

By: _____
Jeff Gold, TPO Chair

Rob Balmes, TPO Director



TPO Board Meeting

Marion County Commission Auditorium
601 SE 25th Avenue, Ocala, FL 34471
March 24, 2020
1:15 PM

MINUTES

Members Present:

Commissioner Kathy Bryant
Commissioner Jeff Gold Mayor
Kent Guinn Councilwoman Valerie
Hanchar Commissioner David
Moore Commissioner Michelle
Stone Commissioner Carl Zalak

Members Not Present:

Commissioner Ronald Livsey
Councilman Justin Grabelle
Councilman Brent Malever
Councilman Jay Musleh

Others Present:

Rob Balmes, TPO
Derrick Harris, TPO
Shakayla Irby, TPO
Anton Schauerte, TPO
Liz Mitchell, TPO
Mounir Bouyounes, Marion County
Vickie Wyche, FDOT

Item 1. Call to Order and Roll Call

Chairman Gold called the meeting to order at 1:15pm. Secretary Shakayla Irby called the roll and a quorum was present.

Item 2. Pledge of Allegiance

Chairman Gold led the board in the Pledge of Allegiance.

Item 3. Proof of Publication

Secretary Shakayla Irby stated that the meeting had been published online on the TPO website, the City of Ocala, Belleview, and Dunnellon websites on March 18, 2020. The meeting was also published to the TPO's Facebook and Twitter page.

Item 4a. Fiscal Years 2018/19 to 2019/20 Unified Planning Work Program (UPWP) Amendment

Mr. Balmes presented and said that 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) 2018/19 to 2019/20 UPWP was authorized to June 30, 2020. Outlined in the Florida Department of Transportation (FDOT) MPO Program Management Handbook, Federal Highway Administration (FHWA) Planning Funds (PL) had programmed, but not expended by June 30, 2020 in the current UPWP, required de-obligation for future re-obligation into the next two-year UPWP (FY 2020/21 to 2021/22).

The memo presented for the 2018/19 to 2019/20 UPWP in the meeting packet had stated a total of \$203,000 was to be de-obligated. However, based on the breakdown of FHWA-PL funds that were in the current UPWP, the TPO had projected that \$192,053 would be un-expended; therefore requiring de-obligation. The TPO proposed to re-obligate the full \$192,053 from FY 2018/19 of the current UPWP to the first year of the new FY 2020/21 to 2021/22 UPWP for Consultant Planning services – Consultant Placeholder. The funds were identified in the draft FY 2020/21 to 2021/22 UPWP document, and would be used for conducting transportation studies and planning activities over the next two-year period based on identified priorities.

It was requested of the TPO Board to approve a UPWP amendment to de-obligate \$192,053 FHWA-PL funds from the FY 2018/19 to 2019/20 UPWP, and re-obligate said funds to the FY 2020/21 to 2021/22 UPWP.

Ms. Stone made a motion to approve the Fiscal Years 2018/19 to 2019/20 UPWP Amendment.
Mr. Moore seconded, a roll-call vote was called and the motion passed unanimously.

Item 4b. 5305(d) Grants Local Match Commitment

Mr. Balmes presented and said at the February 25, 2020 TPO Board meeting, the Board was asked to select and approve one option for meeting the 10 percent local matching requirement for the Federal Transit Administration (FTA) 5305(d) planning program grant allocated to the TPO for two fiscal years (fiscal years – 17/18, 18/19).

The TPO Board selected **Option 3 (Host government history match)** of the 5 total options.

Option 3 included:

Fiscal year: 2017/18, 2018/19 (\$20,149 match)

Host Government per Staff Services Agreement (June 21, 2016)

City of Ocala local match contribution

Fiscal year: 2019/20 (\$10,243 match)

Host Government per Staff Services Agreement (May 7, 2019)

Marion County local match contribution

Per the current Staff Services Agreement between the TPO and Marion County, the Local match for FY 19/20 (\$10,243), in addition to the upcoming FY 20/21 match (approx. \$10,200) would be provided by Marion County.

On March 17, 2020, the TPO Board Chair and Marion County Commissioner Jeff Gold and TPO Director Rob Balmes made a formal request to the Ocala City Council for the local match of \$20,149 to cover the two fiscal years. The City Council approved the request. Pending a budget resolution, the City of Ocala had committed to providing the full local match for both fiscal years when serving as the host government of the TPO.

The TPO sought formal approval of the local match commitment – **Option 3 Host Government Match** for past, present and future local matches to the FTA 5305(d) grant.

Ms. Stone made a motion to approve the 5305(d) Grants Local Match Commitment. Mr. Moore seconded, and the motion passed unanimously.

Item 5a. DRAFT Fiscal Years 2020/21 to 2021/22 Unified Planning Work Program (UPWP)

Derrick Harris presented a DRAFT version of the UPWP for Fiscal Years (FY) 2020 – 2022. The TPO FY ran from July 1st through June 30th. Therefore, the document covered activities and expenditures beginning July 1st, 2020 through June 30th, 2022. TPO staff was required by state and federal law to publicly advertise the document and receive comments/feedback regarding the document.

Mr. Harris went over all tasks of the UPWP which included:

- **Task 1-** Administration- All administrative costs (office supplies, travel, copier, etc.)
- **Task 2-** Data- All data analysis, GIS services, etc.
- **Task 3-** Long-Range Planning- Including the Long-Range Transportation Plan, CFMPOA

- **Task 4-** Short-Range Planning- Including the annual TIP Update, List of Priority Projects, etc.
- **Task 5-** Public Transportation- Including website updates, social media and public workshops, etc.
- **Task 6-** Public Involvement- Including website updates, social media and public workshops, etc.
- **Task 7-** Special Projects- Usually geared towards consultant services, and planning studies
- ***new* Task 8-** Local Fund- The funds would be for expenditures and activities that would not be reimbursable with federal funds

Mr. Balmes spoke about the new Task 8- Local Fund and said that when the TPO was located at the City of Ocala an annual request was made to City Budget for an appropriation of around \$3,500 a year to cover non-reimbursable expenses which included key areas: Professional Membership Dues, MPOAC Dues, miscellaneous Office Expenses, Legislative/ Policy Travel.

The breakdown of costs:

- \$2,000 per year Professional Membership Dues
- \$500 MPOAC Dues
- \$500 Office Expenses
- \$500 Legislative/Policy Travel

Mr. Balmes said he had completed an assessment of MPO's and TPO's around the state and the local funds varied drastically. Some of the closer MPO's and TPO's such as Collier received about \$8,000/ year, Space Coast received about \$7,000/ year, and Gainesville received about \$2,800/ year.

Mr. Balmes said that the focus would be to only use what was needed and the funds would be tracked and monitored so that a balance was not accumulated and there would be a cap of \$3,500/ year.

The DRAFT version of the document was presented to the board and the March 24th date began the public advertisement process. The TPO would advertise the document on all the TPO's social media platforms, and on the website. Comments and feedback on the UPWP would be accepted beginning March 24th and would be advertised for the thirty days thereafter. The UPWP would be presented again as a final version, after the public advertisement process had closed.

Item 6. Consent Agenda

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

Item 7. Comments by FDOT

Ms. Wyche said that FDOT would stay in contact with the TPO and were waiting for guidance from Central Office for upcoming due dates.

Item 8. Comments by TPO Staff

Mr. Balmes said that an email notice was received March 24, 2020 from the FDOT Office of Inspector General stating that the first of three phases of the audit had been completed. The three phases were planning, field work, and reporting. The planning phase was completed.

Mr. Balmes said that he would forward the email to the TPO board.

Ms. Wyche said that a request for documents was made to the FDOT including some invoices, contracts, and agreements and that she would be working to provide the information.

Mr. Balmes asked for direction from the board for future meetings due to the Covid-19 circumstances.

Chairman Gold said that he was following the same protocol that the Board of County Commission followed and also the City of Ocala and still conduct meetings with the option of following along web-based.

Mr. Balmes said as far as the Advisory Committees they would usually take place at the Marion County Public Library that due to Covid-19 were under restrictions. Those meetings were planned to take place via conference call.

Item 9. Comments by TPO Members

There were no comments by TPO Members.

Item 10. Public Comment

There was no public comment.

Item 11. Adjournment

Chairman Gold adjourned the meeting at 1:57pm.

Respectfully Submitted By:

Shakayla Irby, TPO Administrative Assistant

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PLAN LAYOUT

The following provides a framework plan to manage the TPO's new social and website platforms. The Ocala Marion TPO recognizes the importance of reaching out to communities on social media tools like Facebook, Twitter and LinkedIn. The use of these tools are to communicate information to the public as well as providing a means for the public to communicate back to Ocala Marion TPO with comments or questions. Additionally, the Ocala Marion TPO coordinates with local agencies/municipalities to leverage their social media resources for any and all relevant projects.

The Ocala Marion TPO reserves the right to repost, share, like, or retweet content from another social media account. A like, share, or retweet of content does not imply an endorsement of that account. Likewise, comments expressed on any TPO social media page do not necessarily reflect the opinions and position of the Ocala Marion TPO, its individual members, administrators or employees. When in doubt, the TPO will take a very conservative approach to what appears through social media.

Third party comments will be rejected or removed when the content:

- Is off-subject or out of context
- Contains obscenity or material that appeals to the prurient interest
- Contains personal identifying information or sensitive personal information
- Contains offensive terms that target protected classes
- Is threatening, harassing, defamatory or discriminatory
- Contains any copyrighted material owned by a third party
- Circumvents Public Records and Open Meetings Laws
- Incites or promotes violence or illegal activities
- Contains information that reasonably could compromise individual or public safety
- Advertises or promotes a commercial product or service, or any entity or individual

PLAN LAYOUT

TPO Social Media Platforms

The three platforms utilized by the Ocala Marion TPO are Facebook, Twitter, and LinkedIn.

Steps for Facebook

1. The business page- information concerning the TPO will be listed on the business page. This includes the address, contact information, website, business hours, meetings and events, etc.
2. Post regularly- posting a total of 5-10 posts a week will keep the audience involved. The audience needs to feel like they know the TPO and can relate to the postings by sharing behind-the-scenes information and photos about the TPO employees and things happening internally. This will show transparency. Facebook's poll features can be used to ask what the audience wants to see or take a look at Facebook Page Insights, which helps take the guessing out of what to share.
3. Promote the page- invitations will be sent to as many committee and board members as possible and partners. Include a link to the Facebook page in all staff email signatures and on future business cards. Also, this includes all social profiles on the website and any promotional materials the TPO may produce.
4. Engage the followers- using hashtags, keep posts updated timely, and respond to comments and private messages as soon as possible.
5. Facebook Ads- promoted Facebook posts look like regular posts but are highly targeted and reach more people. Keep up-to-date TPO factsheets to post on the social media pages and to display on the website.
6. Once Facebook page is started series of notifications will be sent to all contacts and run a Star Banner ad notifying the community of the page.

PLAN LAYOUT

Steps for Twitter

1. **Implement Twitter Cards-** So that every tweet sent stands out. A Twitter Card can be setup so the website to make sure that when followers share posts, the image shows up in the tweets they send. (example below)



2. **Post Regularly-** posting a total of 5-10 posts a week will keep the audience involved. The audience needs to feel like they know the TPO and can relate to the postings by sharing behind-the-scenes information and photos about the TPO employees and things happening internally. This will show transparency.
3. **Identify Influencers and Engage with them-** research other TPO/MPOs that may already have a significant number of followers and engage with them and solicit their helps with share tweets and sharing our Twitter information.
4. **Use Twitter ads to target email contacts-** Twitter will match email addresses with registered Twitter users and target them when we have something to promote.
5. **Use the right hashtags-** use only 1 to 2 hashtags per post. They are great for visibility and getting tweets in front of more people.

PLAN LAYOUT

Steps for LinkedIn

1. **Company Profile-** create a page that includes information about what the TPO does, how long we've been doing it, and how interested parties can contact us for more information.
2. **Participate with groups-** become a member of partner groups on LinkedIn and participate in discussions. Each time we participate, our photo and name are included, plus a short signature with our TPO information on posts can add promotion.
3. **Use LinkedIn to post any job opportunities-** if we ever have job openings LinkedIn is a great platform for that. In addition, all contract opportunities will be posted, such as Request for Qualifications (RFQ) and Requests for Proposals (RFP).

ASSOCIATED HOURS PER WEEK

Post per Day/Week

A total of 1 to 2 hours each day will be devoted to the TPO social media content and social media platforms to make sure that followers stay engaged.

This will equate to up to 10 hours of TPO staff time per week. This role will be filled by Shakayla Irby, Administrative Assistant III/ Social Media Coordinator.

Some of the duties this will include are:

- Request TPO Staff to submit photos and news stories for submission
- Stay on top of Daily trends
- Create content for all platforms
- Stay up to date with TPO events and meetings taking pictures
- Reach out to new followers
- Engage and Interact with Audience
- Monitor posts and comments to the TPOs pages
- Measure the results and growth of each platform weekly

Types of Posts

- Advertisement of Committees and Board Meetings
- Updates of Current and Upcoming Projects
- Public Meeting Notifications
- Florida Department of Transportation (FDOT) Notifications
- Local Transportation News
- Conferences and Organizational Meetings Coverage
- Notification and up to date posts for Transportation Events

Listed below are some community partners the TPO will follow on our social media platforms:

Ocala Star Banner

Feel Downtown Ocala

Ocala Police Department

Marion County Sheriff Department

SunTran

Marion Senior Services

Marion County, Florida

Belleview, Florida

Dunnellon, Florida

FDOT

Florida Highway

Ocala Style Magazine

Ocala / Marion County Chamber & Economic Partnership (CEP)

APA Florida

Association of Metropolitan Planning Organizations (AMPO)

Federal Highway Administration (FHWA)

Federal Transit Administration (FTA)

***Other businesses and agencies to be added as necessary.**

ARCHIVING

If social media sites contain communications sent to or received by the TPO and its employees, such communications are therefore public records subject to Florida Sunshine Laws (including but not limited to: Florida Public Records Law [Fla. Stat. sec. 119] and Florida Open Meetings Law [Fla. Stat. sec 286]). These retention requirements apply regardless of the form of the record (for example, digital text, photos, audio, and video). The Communication and Outreach Team maintains a site and shall preserve records pursuant to a relevant records retention schedule for the required retention period.

Furthermore, archiving of social media records shall fulfill the following requirements:

- Social media records are maintained in an authentic format along with complete metadata.
- Social media records are archived and indexed based on specific criteria such as date, content type, and keywords to ensure that records can be quickly located and produced in an appropriate format for distribution (e.g. PDF).
- Any employee who administers one or more social networking sites on behalf of the Organization has self-service, read-only access to search and produce relevant social media records to fulfill public information and legal discovery requests as needed.

On April 1, 2020, the TPO contracted with PageFreezer to provide social media archive services. Their services will cover all three of the TPO's platforms; use of their cloud-based server and training for staff.

The TPO Archive can be made available by request via emailing Social Media Coordinator, Shakayla Irby at Shakayla.Irby@mariocountyfl.org or by phone at 352-438-2630.

TPO Website Administration

The TPO will maintain an independent, standalone website beginning in January 2020. In the past the City of Ocala provided administrative oversight of the website as it was a subpage to the City of Ocala's website. The TPO will require additional support by its staff to administer updates, modifications, and all changes to website content.

The time devoted to this role will typically be 2 to 4 hours per week. Other TPO staff members will have access to the website to make changes, but will be only minor modifications to eliminate errors and mismanagement of files.

The TPO's website consultant, SGS Technologie, is under contract to perform ongoing maintenance and hosting of the TPO website.