



**Citizens Advisory Committee (CAC) Meeting**  
Marion County – Library Headquarters, Meeting Room B  
2720 E. Silver Springs Blvd., Ocala, FL 34470  
1:00 PM

## **MINUTES**

### **Members Present:**

Matt Fabian  
Brandon Cave  
Michelle Shearer (*arrived at 1:16pm*)  
Richard Howard  
Richard McGinley  
Steve Rudnianyn  
Suzanne Mangram

### **Members Not Present:**

Davis Dinkins  
Travis Magamoll

### **Others Present:**

Rob Balmes  
Elizabeth Mitchell  
Shakayla Irby  
Chris Keller, Benesch  
Judy Johnson

### **Item 1. Call to Order and Roll Call**

Chairman Richard McGinley called the meeting to order at 1:06pm and Secretary Shakayla Irby called the roll. There was a quorum present.

### **Item 2. Proof of Publication**

Secretary Shakayla Irby stated the meeting had been published online to the TPO's website, as well as the City of Ocala, Belleview, Marion County, and Dunnellon's websites on November 1, 2022. The meeting had also been published to the TPOs Facebook and Twitter pages.

### **Item 3a. Commitment to Zero Safety Action Plan**

On September 20, 2022, the TPO made available to the public a draft of the Commitment to Zero Safety Action Plan. The draft Action Plan was made available for a 30-day public review period through October 20, 2022.

At the meeting, a presentation was delivered by the TPO's consultant, Mr. Chris Keller of Benesch. Chris shared a high-level overview of the draft Action Plan, plan development process and strategies for implementation.

Mr. Keller said that the Commitment to Zero was the TPO's call to action to eliminate traffic-related fatalities and serious injuries. It was a community-wide shift in how the region talks about, approaches, and addresses traffic safety. The current reality was every year, residents of Ocala/Marion were subject to approximately 9,500 traffic crashes that result in loss of like to about 85 people and seriously injuring 400 more.

In 2021, there was record of 93 fatalities and 262 serious injuries. From the beginning of 2022 to October 30, 2022 there had been record of 76 fatalities and 395 serious injuries.

Mr. Keller talked about the Strategies for Getting to Zero which included identified strategies and actions organized based on the five Safe System approach elements:

- Safe Road Users
  - Advocacy- encourage partner agencies to fully embrace the goal of Commitment to Zero.
  - Engagement- Sustain Commitment to Zero leadership, collaboration, and accountability through regular meetings with the Commitment to Zero working group or another formalized committee.
  - Education- Identify opportunities to provide transportation safety education to pre-high school students through school lesson plans, focus on age-appropriate topics such as seatbelt use, safe working and biking, etc.
- Safe Vehicles
  - Advocacy- advocate for eh advancement of vehicle design features, such as automatic braking and pedestrian protection regulations.
  - Education- Introduce and review regular mandatory driving safety course for all county/municipal employees, with regular refresher courses required for those employees who have access to a fleet vehicle.

- Safe Speeds
  - Advocacy- advocate for establishing target (survivable) speeds for all roads and promote the decoupling of speed zones from the 85<sup>th</sup> percentile speed.
  - Engineering/Planning- assess and evaluate posted speed limits countywide and work with partner agencies to develop a speed management program to address speeding concerns based on applicable data.
  - Enforcement/Emergency Response- program, fund, and conduct more high visibility enforcement campaigns aimed at increasing awareness and compliance of safe speeds.
- Safe Roads
  - Advocacy- support legislation to increase safety funding and efforts to establish a dedicated funding source aimed at eliminating KSI crashes.
  - Engagement- organize events that focus on livability aspects of the community's streets, e.g., Open Street events.
  - Education- organize pop-up safety demonstrations that can show how strategies can be implemented, e.g., curb extensions with paint/planters.
  - Engineering/Planning- track the effectiveness and success of safety-focused projects through before and after studies.
- Pre-/Post-Crash Care and Data
  - Engagement- convene a Commitment to Zero leadership panel consisting of elected officials from various partner agencies to discuss safety efforts, promote safety initiatives, and establish local safety priorities.
  - Data- annually report on Commitment to Zero progress, including crash statistics, safety-focused projects, and performance measures.
  - Enforcement/ Emergency Response- expand the role of the CTST and include their input on safety-focused projects aimed at eliminating KSI crashes.

Some of the emphasis areas were speed management, developing a culture of safety, run-off-road crashes implementing more forgiving roadway designs, intersection operations, and designing streets to meet the needs of non-motorized users.

Measuring progress through performance measures: data, engagement, and engineering.

Mr. Keller concluded his presentation saying the solutions to fatal and serious injury crashes would not be achieved overnight, it will require steadfast determination and perseverance. We all share the responsibility of being a part of the solution by working together we can be confident that significant changes can and would take place.

Mr. Keller also urged everyone to stay involved by visiting the TPO's Safety Action Plan webpage [www.ocalamariontpo.org/.safety-plan](http://www.ocalamariontpo.org/.safety-plan) and following the TPO's Facebook and Twitter social media pages @ocalamariontpo.

Ms. Shearer asked if there had been any outreach to the schools and mentioned that some of the younger children could talk to their parents about safety.

Mr. Keller replied that the school board had representation on the Commitment to Zero Working Group and that the TPO had also had meetings with the school board to discuss the safety action plan.

Mr. Balmes said one of the positive outcomes of the safety action plan was that it allowed an opportunity to collaborate more and identify events that we could work together on. Law Enforcement was eager to work together as a community to help spread the word of education and awareness of safety.

Ms. Shearer made mention of 441 and 80<sup>th</sup> and said she did not understand why it was not made wider and the traffic gets backed up. It seemed that a turn-lane was needed.

Mr. McGinley asked how many people on bicycle were killed.

Mr. Keller said that the different user types were recorded, however he did not have the exact number on hand. Ped and Bike crash types together were the second highest crash type for fatalities.

Mr. Cave asked if there had been any repeat crashes in some of the same areas.

Mr. Keller responded that there had been segments of roadways that were high injury network.

The committee continued discussion on ideas to promote safety in the community which included suggestions of proactive safety billboards and more safety road signage.

Mr. Howard made a motion to approve the Commitment to Zero Safety Action Plan.

Mr. Cave seconded, and the motion passed unanimously.

### **Item 3b. TPO Continuity of Operations Plan (COOP)**

Mr. Balmes presented and provided a brief presentation of the COOP.

The TPO had prepared a draft Continuity of Operations Plan (COOP) document for the organization. Most, if not all the TPO's peers in Florida already had a COOP in place, so, it was a high priority document to complete in 2022, per the Unified Planning Work Program (UPWP).

The COOP is a standard government practice to help guide an organization through an extended emergency event or disaster. More specifically, for situations that result in a disruption limiting access to the TPO's office and/or boards and committee facilities.

The COOP document placed a major emphasis on operations and the core essential functions of the TPO that must be maintained regardless of the type of event or disaster.

Since the TPO is hosted by Marion County, the document referenced county procedures.

Additionally, the draft document had been shared with Marion County Administration and IT to obtain feedback.

*The Draft COOP is attached to pages 8-19 of this set of minutes for reference.*

Ms. Shearer made a motion to approve the TPO COOP. Mr. Howard seconded, and the motion passed unanimously.

### **3c. Proposed 2023 Meeting Schedule**

A total of nine Citizen Advisory Committee (CAC) meetings were proposed during calendar year 2023 on the second Tuesday of the month at 1:00 PM in the months of January, February, March, April, May, June, September, October, and November.

It was anticipated several TPO programs and projects would require CAC member review and approval.

For 2023, TPO staff proposed a joint meeting between the CAC and Technical Advisory Committee (TAC) in May.

A presentation would be provided at the January meeting outlining the major activities planned and/or required for the 2023 calendar year.

The committee had discussion about the meeting schedule and meeting time for the year 2023.

Ms. Shearer stated that she would like to meet later to avoid traffic and proposed 3:30pm instead of the current 1:00pm.

The committee also asked Mr. Balmes if the priority projects could be provided prior to the joint CAC and TAC meeting in May.

Mr. Balmes said that the draft priority projects lists could be provided to the committee in April.

Ms. Mangram made a motion to approve the 2023 Meeting Schedule with a change to the May meeting from starting at 3:30pm to 1:00pm. Mr. Howard seconded, and the motion passed with Ms. Shearer opposing.

### **3d. Election of Officers**

Per the bylaws of the Citizens Advisory Committee (CAC), a Chair and Vice-Chair shall be elected at the last regular meeting of the calendar year. Officers may be elected by a majority of the present voting members. The term shall be for one full calendar year.

Chair Richard McGinley and Vice-Chair Michelle Shearer held the current seats.

Mr. Howard made a motion to elect Michelle Shearer as Chair. Mr. Fabian seconded, and the motion passed unanimously.

Ms. Mangram made a motion to elect Richard Howard as Vice-Chair. Mr. Fabian seconded, and the motion passed unanimously.

#### **Item 4. Consent Agenda**

*Mr. Rudnianyn made a motion to approve the Consent Agenda. Mr. Fabian seconded, and the motion passed unanimously.*

#### **5. Comments by FDOT**

Mr. Balmes informed the board that the FDOT liaison had been assigned to assist with support and preparations for Tropical Storm Nicole and was unable to attend the meeting.

An updated construction report would be sent to the committee via email.

#### **6. Comments by TPO Staff**

Mr. Balmes gave comments on the 2045 Long Range Transportation Plan (LRTP) Amendment.

At the September 13 meeting, a presentation was delivered regarding the proposed 2045 Long Range Transportation Plan (LRTP) amendment. A public hearing was scheduled for September 27, 2022 at the Marion County Commission Auditorium. Due to the storm event, the meeting was cancelled.

A public hearing meeting had been rescheduled for November 29, 2022 at 4:00 pm at the Marion County Commission Auditorium. Per the TPO's Public Participation Plan (PPP) a series of notifications was sent to the public and partner agencies on October 28, 2022.

The Proposed Amendment to the 2045 LRTP document may be found on the TPO's website: <https://ocalamariontpo.org/plans-and-programs/long-range-transportation-plan-lrtp>

Ms. Mitchell provided the committee with an informational handout referencing the National Grants Management Association (NGMA) Virtual Fall Forum Conference.

*The NGMA handout is provided on pages 20-22 of this set of minutes for reference.*

#### **Item 7. Comments by CAC Members**

*There were no comments by CAC members.*

#### **Item 9. Public Comment**

*There was no public comment.*

#### **Item 10. Adjournment**

Chairman Richard McGinley adjourned the meeting at 2:19pm.

CAC Meeting Minutes – November 8, 2022  
Approved – January 10, 2023

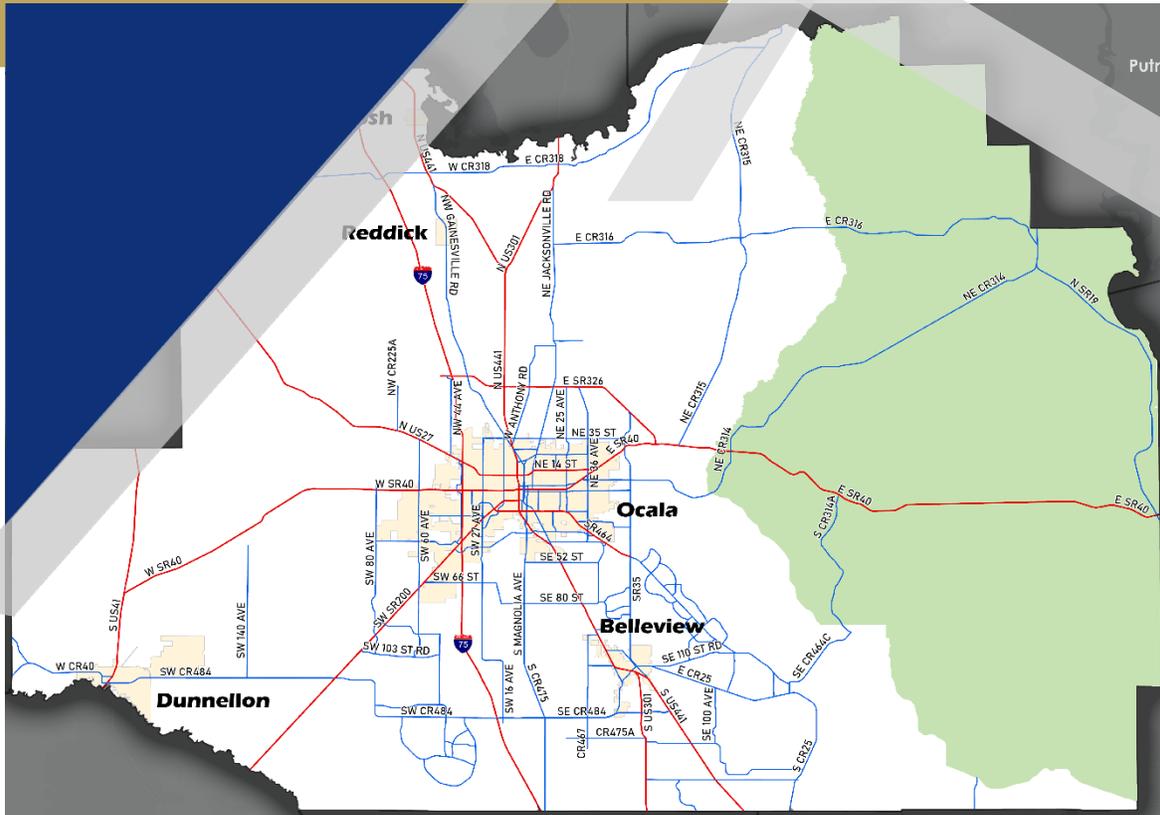
Respectfully Submitted By:

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Shakayla Irby, TPO Administrative Assistant

# Continuity of Operations Plan (COOP) – **DRAFT**

November 2022



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

# Ocala Marion Transportation Planning Organization (TPO)

## Governing Board Members

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

Commissioner Kathy Bryant, Marion County District 2

Councilmember Kristen Dreyer, City of Ocala District 4

Commissioner Jeff Gold, Marion County District 3

Mayor Kent Guinn, City of Ocala

Councilmember James Hilty, City of Ocala District 5

Commissioner Ronald Livsey, City of Belleview Seat 3

Councilmember Barry Mansfield, City of Ocala District 1

Commissioner Michelle Stone, Marion County District 5

Mayor Bill White, City of Dunnellon

Commissioner Carl Zalak III, Marion County District 4

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

## Mission

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

## Vision

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

[www.ocalamariontpo.org](http://www.ocalamariontpo.org)

2710 East Silver Springs Boulevard, Ocala, FL 34470

352-438-2630

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

## CONTINUITY OF OPERATIONS PLAN (COOP)

This Continuity of Operations Plan (COOP) was prepared by the Ocala/Marion County Transportation Planning Organization (TPO) to develop, implement and maintain a viable COOP capability. This document has been distributed to partner agencies that may be affected by its implementation. The document was prepared with financial assistance from the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) of the United States Department of Transportation (USDOT) through the Florida Department of Transportation (FDOT). The contents do not necessarily reflect the official views or policies of the USDOT.

This COOP was approved by the TPO Board on November 29, 2022 [**Pending Board Approval**].

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Ire Bethea Sr., Chair

Questions regarding the TPO's COOP should be directed to:

Rob Balmes, AICP CTP

Director

Ocala Marion Transportation Planning Organization

2710 E. Silver Springs Boulevard

Ocala, FL 34470

(352)-438-2631

[rob.balmes@marionfl.org](mailto:rob.balmes@marionfl.org)

## TABLE OF CONTENTS

INTRODUCTION.....	1
OCALA MARION TRANSPORTATION PLANNING ORGANIZATION (TPO).....	1
COOP ACTIVATION PROTOCOL.....	2
ESSENTIAL FUNCTIONS .....	2
COOP LEADERSHIP AND DEVOLUTION .....	3
TPO OFFICE AND MEETING FACILITIES .....	4
VITAL FILES, RECORDS AND DATABASES .....	5
COMPUTER EQUIPMENT.....	7
COOP DEACTIVATION PROTOCOL.....	7
COOP MAINTENANCE .....	7
APPENDIX – CONTACT INFORMATION .....	A-1

## **INTRODUCTION**

This document summarizes the Ocala/Marion County Transportation Planning Organization (TPO) Continuity of Operations Plan (COOP). A COOP outlines guidance to TPO Staff and Board Members to ensure all federal and state required Essential Functions continue to be performed in the event of an extended interruption of services due to a declared emergency or disaster. This includes governance; advisory committees; delegation authority; plans and processes; and safekeeping of public records.

A COOP is a standard government practice and essential for all public agencies. This COOP document is organized based on circular guidance and templates from the Department of Homeland Security (DHS) and Federal Emergency Management Agency (FEMA).

The TPO is hosted by Marion County through a Staff Services agreement. Therefore, this COOP was also developed in a manner consistent with the Marion County Comprehensive Emergency Management Plan (CEMP) and Marion County Board of County Commissioners policies and procedures.

Unforeseen events in Marion County may involve, but are not limited to: hurricanes, tornadoes, flooding, fires, terrorist attacks, pandemics or other health outbreaks. The primary goal of the COOP is to ensure the TPO maintains continuous operations or resumes normal operations as soon as possible. This applies to circumstances when the impacts of an event limit or prevent access to the TPO's office facility (Marion County Growth Services Building – 2710 East Silver Springs Boulevard – Ocala, FL 34470), and the use of meeting facilities by TPO boards and committees.

## **OCALA MARION TRANSPORTATION PLANNING ORGANIZATION (TPO)**

The TPO is a federally-mandated public agency responsible for planning and coordinating the allocation of federal and state funding to roadway, transit, freight, bicycle, pedestrian, aviation and paratransit. The TPO serves the cities of Belleview, Dunnellon, Ocala and Marion County. The 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.

### **TPO Mission**

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

### **TPO Vision**

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

## **COOP ACTIVATION PROTOCOL**

When a county, state or federal State of Emergency is declared, the TPO Director or his/her designee shall notify the TPO Chair (Vice-Chair if Chair is not available). Based upon the circumstances and type of event, the TPO Director will consult with the Chair to determine if the COOP should be activated. Each event will be a case by case situation, including the status of Marion County government operations and impacts or access to the TPO office and meeting facilities.

When the COOP is activated by the TPO Chair, the TPO Director will immediately inform staff members and direct all work activities to only involve Essential Functions. The TPO Director will also send formal email and/or phone notifications to the following:

- TPO Board Members
- Transportation Disadvantaged Local Coordinating Board (TDLCB) Members
- Technical Advisory Committee (TAC) Members
- Citizens Advisory Committee (CAC) Members
- Florida Department of Transportation (FDOT) District Five Government Liaison Team
- Federal Highway Administration (FHWA)
- Federal Transit Administration (FTA)
- Commission for Transportation Disadvantaged (CTD)

The TPO maintains an active directory of email addresses, board and committee phone/cell numbers and staff cell numbers. All TPO employees are provided a copy of a comprehensive contact directory. A listing is provided in the Appendix for emergency and non-emergency partner agency contacts.

## **ESSENTIAL FUNCTIONS**

In the event of an emergency or disaster requiring activation of the COOP, the TPO's responsibilities must continue to meet federal and state requirements, including grant invoicing, expense and contract payments. Actions that require an emergency Board meeting may be called by the Chair when in his/her opinion, an emergency exists which requires immediate action (e.g., budget or project amendments). Per TPO Board bylaws, a 24-hour advance notice of an emergency meeting shall be given prior to the meeting. Per the TPO Public Participation Plan (PPP) Emergency Procedure Resolution (April 28, 2020), the TPO shall also implement alternative virtual public participation during emergency situations. Depending upon the State of Emergency conditions, the use of alternate meeting locations and/or virtual meetings may also be options, including the requirement of proper public notification(s) in accordance with the TPO's PPP and Florida Sunshine Law.

The Essential Functions of the TPO that shall be performed to the maximum extent feasible during an activation of the COOP include:

- Execution core planning activities outlined in TPO’s Unified Planning Work Program (UPWP). Specific activities with strict federal and state deadlines are listed.
  - Unified Planning Work Program document (UPWP) (Biennial, April)
  - Long Range Transportation Plan (LRTP) (Five years, November 2025)
  - Transportation Improvement Program (TIP) (Annual, June)
  - List of Priority Projects (LOPP) (Annual, June)
  - Transportation Disadvantaged Service Plan (TDSP) (Annual, June)
  - Community Transportation Coordinator (CTC) Evaluation (Annual, March)
- Maintain communication with TPO Board, TDLCB, TAC and CAC members; hold emergency or regularly scheduled meetings in-person, virtually or hybrid as deemed appropriate and necessary.
- Maintain contact and process grant invoicing to the Florida Department of Transportation (FDOT) and the Florida Commission for Transportation Disadvantaged (CTD).
- Maintain payments associated with contracts, direct and indirect expenses through Marion County Procurement Services Department.
- As necessary, amend UPWP and adjust TPO budget through Marion County, due to direct costs incurred from the emergency event or disaster.
- Ensure TPO Budget is submitted to Marion County Clerk of the Court (Annual, April).
- Ensure bi-weekly progress reports and timesheets are processed through the TPO.
- Ensure bi-weekly county timesheets are processed through Marion County Payroll.
- Maintain coordination with Marion County Administration regarding status of emergency event and county protocols.
- Review Marion County Human Resources Emergency Response Plan for guidance on personnel management.
- Coordination with Marion County Information Technology (IT) Department, as needed, regarding data and records, software licenses, computer network access, equipment, etc.

## **COOP LEADERSHIP AND DEVOLUTION**

The TPO has a current staff of four approved full-time employees. The TPO Director shall serve as the COOP lead and is responsible for all coordination with staff, board and committee members and partner agencies. The following procedures shall be followed during an emergency or disaster event.

- As the COOP lead, the TPO Director shall retain responsibility for the continued operation and administration of the TPO.
- The TPO Director shall maintain ongoing coordination with the Board Chair and staff, including daily check-ins and weekly meetings.
- The TPO Director shall maintain ongoing coordination with Marion County Administration and pertinent County Departments (e.g., IT, Procurement).
- The TPO Director shall maintain ongoing coordination with partner agencies (e.g., FDOT).

- In the event the TPO Director is not available or incapacitated, the Principal Planner shall be the Acting COOP lead, responsible for coordination with staff members, Board Chair, Marion County and partner agencies. The Grants Coordinator/Fiscal Planner shall be next in order of succession, with the Administrative Specialist serving a key role in all coordination.

## **TPO OFFICE AND MEETING FACILITIES**

Currently, the TPO's office is located in the Growth Services Building at the Marion County McPherson Governmental Campus. In the event the TPO office is unavailable or closed due to an extended emergency event or disaster, the TPO Director or Acting COOP lead will maintain coordination with Marion County Administration to determine the length of the closure and if an alternate office location is necessary. Coordination will also take place with Marion County IT to ensure proper remote-work procedures are followed during the period of time when access to the office is not possible. TPO staff will maintain all operations virtually, until an alternative facility is available or the TPO office is re-opened.

If an event impacts the long-term or permanent condition of the TPO office at the Growth Services Building, the following options will be reviewed in order of preference. Coordination will take place between the TPO Director, TPO Board and Marion County Administration to determine the most feasible solution.

1. Coordinate with Marion County Administration for availability of office space located within the McPherson Campus or other county locations.
2. Assess office space availability in Marion County with local and state government partners.
3. Procurement of new office space of similar size and function to the current TPO office within Marion County.

The TPO conducts board and committee meetings at the following locations:

### **TPO Board Meetings**

McPherson Governmental Campus Auditorium  
601 SE 25th Avenue  
Ocala, FL 34471

### **Transportation Disadvantaged Local Coordinating Board Meetings**

Marion County Growth Services Training Room  
2710 E. Silver Springs Boulevard  
Ocala, FL 34470

### **Technical Advisory Committee (TAC) and Citizen Advisory (CAC) Meetings**

Marion County Library Headquarters  
2720 E. Silver Springs Boulevard  
Ocala, FL 34470

If an event impacts the short-term, long-term or permanent condition of a meeting location, the following alternative locations will be considered.

**TPO Board Meetings**

Marion County Growth Services Training Room  
2710 E. Silver Springs Boulevard  
Ocala, FL 34470

Ocala City Hall  
110 SE Watula Avenue  
Second Floor – Council Chambers  
Ocala, FL 34471

City of Belleview City Commission  
5343 SE Abshier Boulevard  
Commission Room  
Belleview, FL 34420

City of Dunnellon City Hall  
20750 River Drive  
Dunnellon, FL 34431

**Transportation Disadvantaged Local Coordinating Board Meetings**

Marion Senior Services  
1101 SW 20th Court  
Ocala, FL 34471

**Technical Advisory Committee (TAC) and Citizen Advisory (CAC) Meetings**

Ocala/Marion County Visitors and Convention Bureau  
109 West Silver Springs Boulevard  
Ocala, FL 34475

Marion Senior Services  
1101 SW 20th Court  
Ocala, FL 34471

**VITAL FILES, RECORDS AND DATABASES**

The protection of electronic and hardcopy documents, records, and meeting recordings to support essential functions is critical to the operation of the TPO. Currently, the TPO’s electronic files and emails are backed up daily on a cloud-based server managed by the Marion County IT Department. Marion County IT has a Business Continuity Plan (BCP) that is reviewed annually by auditors. It outlines how the County’s technical operations will continue or be restored in the event of a disaster. The County also has two separate Data Centers that mirror each other for redundancy and three levels of backups. Marion County also maintains records of all TPO financial transactions in the cloud-based Tyler Munis Technologies platform.

In the event of a foreseeable emergency, TPO essential document files will be backed up manually by the use of an external hard drive. A folder is maintained by year (starting in 2022) on the County server titled “COOP Essential Documents”. This folder contains essential core planning documents, and will be copied to an external hard drive by the TPO Director only when the COOP is activated. The files may need to be accessed while staff is working virtually, but only used as a backup to the County IT server if unavailable. On an annual basis, the TPO Director places electronic copies of the following files in the “COOP Essential Documents” folder. Hard copies of all core planning documents and agreements are also filed in the TPO office.

- Current COOP document
- Agreements
  - Metropolitan Planning Agreement (2-year Consolidated Planning Grant)
  - Commission for Transportation Disadvantaged grant agreement (current fiscal year)
  - Federal Transit Administration (FTA) 5305d active grant agreements
  - TPO-Marion County Staff Services Agreement
  - Intergovernmental Coordination and Review (ICAR) Joint Agreement
  - Interlocal Agreement of the TPO
  - Planning Agreement with Lake~Sumter MPO
- Boards and Committees Bylaws
- Budget summary and tracking Files
- Recent grant invoice statements (past three months)
- Current consultant contracts
- Core planning documents and template files
  - UPWP (most up to date)
  - LRTP (current adopted)
  - TIP (most up to date)
  - Public Participation Plan (PPP)
  - LOPP (most recent adopted)
  - TDSP (most up to date)
  - Annual CTC Evaluation (prior year)
- Meeting minutes and recordings (past 12 months)
- TPO process documentation (TIP, Budget, Website, Social Media)
- TPO property inventory database

The TPO’s website ([www.ocalamariontpo.org](http://www.ocalamariontpo.org)) is maintained on a cloud-based server by its current consultant vendor (SGS Technologie). The website contains all core planning documents, agreements, historic documents and a six-year history of meeting minutes and agendas. The website also contains the most current version of the COOP. These files may also serve as backup in the case of an extended emergency or disaster event. The website is accessible to staff and the consultant.

In the event of total destruction of the TPO office and there is no immediate access to cloud-based files, FDOT, FHWA, FTA and CTD have copies of the TPO's core planning documents.

## **COMPUTER EQUIPMENT**

All TPO staff members currently operate laptop computers maintained by Marion County IT, with capabilities of connecting to the cloud-based county server via a secure Virtual Private Network (VPN). When the COOP is activated, staff members will be directed to maintain possession of their respective assigned laptops and operate them only in a safe and secure location. This includes the TPO's laptop assigned specifically for board and committee meetings. If staff are required to use laptops remotely for an extended period of time, they will be expected to continue following all County IT directives. This includes access to the county server via VPN and ensuring updates are performed on a regular basis.

## **COOP DEACTIVATION PROTOCOL**

Deactivation of the COOP is based on when recovery from the event is underway and the TPO current or new office space is permitted for normal operations. In coordination with the TPO Board Chair, the TPO Director will notify staff, board and committee members. The following steps will be taken.

- Staff shall return to normal operations in the TPO office.
- Staff shall return all equipment, including laptops, monitors or other supplies that were removed from the TPO office.
- The TPO Director will coordinate with Marion County IT to reestablish phone connectivity, server connectivity, print/copier device function and other equipment.
- The TPO Director will conduct a complete inventory of all equipment, supplies and other property. The TPO maintains an up to date inventory of assets.

## **COOP MAINTENANCE**

The COOP will be reviewed annually by the TPO Director. This includes placement of files in the "COOP Essential Documents" electronic folder. The TPO Board will be requested to review the COOP when updates are made to the document.

## APPENDIX – CONTACT INFORMATION

All Emergencies	911
Federal Emergency Management Administration (FEMA), Region 4 Office	770-220-5200
State of Florida Emergency Information Line	1-800-342-3557
Florida Division of Emergency Management	850-815-4000
Marion County Emergency Management	352-369-8100
Florida Highway Patrol, Troop B	352-512-6630
Marion County Sheriff’s Office	352-732-8181
Marion County Fire Rescue	352-291-8000
Belleview Police Department	352-245-7044
Dunnellon Police Department	352-465-8510
Ocala Police Department	352-369-7000
Ocala Fire Rescue	352-629-8306
Ocala/Marion Transportation Planning Organization (TPO)	352-438-2630
Marion County	352-438-2300
City of Belleview	352-245-7021
City of Dunnellon	352-465-8500
City of Ocala	352-629-2489
Florida Department of Transportation, District 5	386-943-5479
Florida Commission for Transportation Disadvantaged	850-410-5700
Federal Highway Administration, Florida Division	850-553-2200
Federal Transit Administration, Region 4	404-865-5600

# **National Grants Management Association (NGMA)**

## **Virtual Fall Forum Conference**

Through recent legislation there is access to Infrastructure funding.

Grants are available for -

- Passenger rail
- Environmental Remediation
- Electric Vehicle Chargers
- Better Roads and Bridges
- High Speed Internet Access
- Upgrade airports and ports
- Resilient Infrastructure

The American Rescue Plan (ARPA) there is \$1.9 Trillion  
Roughly \$350 Billion in direct relief to state, local, and tribal governments  
Inflation Reduction Act (IRA) – 790 Billion

Bipartisan Infrastructure Law (BIL) - \$973 Billion

Rebuilding American Infrastructure with Sustainability and Equity  
(RAISE)

Infrastructure for Rebuilding America (INFRA)

Transportation Infrastructure Finance & Innovation Act (TIFIA)

Railroad Rehab & Improvement Financing (RRIF)

Surface Transportation Block Grants (STBG)

Nat'l Infrastructure Project Assistance Program (MEGA)

Safe Streets and Roads for All

Bridge Investment Program

Reconnecting Communities Pilot Program & Planning Program

Promoting Resilient Operations for Transformative, Efficient, Cost saving

Transportation Discretionary Grant (PROTECT)

Tribal High Priority Project Program

Congestion Relief Program

Wildlife Crossings Safety Pilot Program

Nat'l Culvert Removal, Replacement & Restorative Grant

Advanced Transportation Technologies & Innovation Program (ATTAIN)

Highway Use Tax Evasion Program (HUTE)

Accelerated Innovation Deployment Demonstration Program (AID)

Tribal Transportation Program Safety Fund

Strategic Innovation for Revenue Collection

Prioritization Process Pilot Program

Nat'l Electric Vehicle Infrastructure Discretionary Grant (NEVI) (community)

Charging & Fueling Infrastructure Grant Program (corridor)

Nat'l Significant Federal Lands & Tribal Projects Program (NSFLTP)

State and Local Fiscal Recovery Funds (SLFRF)

Clean Water State Revolving Fund (CWSRF)  
Drinking Water State Revolving Fund (DWSRF)  
Broadband Equity, Access and Deployment (BEAD)

Those funds can be utilized for projects in:

- State, Territories, and Tribes
- Municipalities, Cities and Counties
- Capital Projects
- Public, Water and Education Infrastructure
- IT Technology and Broadband, Cyber resiliency
- Public Transit/Transportation and Electrification
- Power Infrastructure
- Environment and Climate resiliency
- Pollution, Drought, and Greenhouse Gas Reduction
- Environmental Justice
- Clean manufacturing
- Energy efficiency
- Rural Development
- Forestry
- Safety and Research
- Airports and Freight Rail

Challenges to acquiring these funds:

- Overlapping requirements and timelines
- More Competitive
- More accountability and engagement
- More potential for silos duplication of effort across gov. levels and regional partners
- Inability to manage the funds

In order to achieve a project and/or the community's goals you are able to –

- Braid** funding – multiple funding sources used in coordination for a project/program but expenses are tracked separately.
- Blending** – multiple funding sources are used in coordination for a project/program but expenditures are not tracked separately.
- Stacking** - having programs with overlapping allowable costs – can use funding sources to meet matching obligations for other sources

Stacking, Blending and/or Braiding can be used for:

- Eligibility
- Matching Requirements
- Periods of Performance
- Federal Rules and Regulations
- Reporting Requirements

## Cost Tracking Capabilities

The basic take away is:

many municipalities, cities, counties, and communities are de-centralized or not coordinating in any way with each other. This causes overlap in projects, and overall loss of funding.

Many of these grant programs will be awarded based on interjurisdictional coordination and collaboration. Unite to create one common goal and gain leverage to complete a project. Overcome obstacles, partner up, use creative methods, share responsibility and accountability, create a “Team” environment and it will allow for greater probability of acquiring funding.

The money is there, educate, and partner with each other to access it!

**\*This information is not an exhaustive list of available grants, funds, or programs.**

For details on these grants and others please see the below websites for an overview of each grant, fact sheets and overall guidance.

[https://www.fhwa.dot.gov/bipartisan-infrastructure-law/grant\\_programs.cfm](https://www.fhwa.dot.gov/bipartisan-infrastructure-law/grant_programs.cfm)

<https://www.transportation.gov/bipartisan-infrastructure-law/key-notice-funding-opportunity>