



Website: Ocalamariontpo.org

Unified Planning Work Program

Fiscal Years 2020/2021 and 2021/2022



Adopted April 28, 2020 (Effective July 1, 2020)

Amendment #1 (Revision #1): August 5, 2020

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

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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.

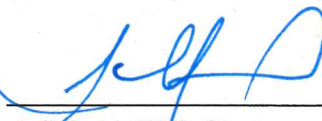
WHEREAS, The 2020/21 - 2021/22 Unified Planning Work Program was approved by the Ocala/Marion County Transportation Planning Organization on April 28, 2020; and

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

Signature

Select Date

CONTENTS

INTRODUCTION	2
TPO PLANNING AREA	3
TPO ORGANIZATION STRUCTURE	4
TPO AGREEMENTS	5
PLANNING EMPHASIS AREAS AND ACTIVITIES	6
PLANNING EMPHASIS AREAS	6
REGIONAL TRANSPORTATION PLANNING ACTIVITIES	10
TPO PLANNING PRIORITIES FOR FISCAL YEARS (FY) 2020/21 AND 2021/22	11
UPWP TASKS	13
TASK 1: ADMINISTRATION	15
TASK 2: DATA COLLECTION	17
TASK 3: LONG RANGE PLANNING	20
TASK 4: SHORT RANGE PLANNING	23
TASK 5: PUBLIC TRANSPORTATION	25
TASK 6: PUBLIC INVOLVEMENT	29
TASK 7: SPECIAL PROJECTS	32
TASK 8: LOCAL FUND	34
SUMMARY BUDGET TABLES	36
FISCAL YEAR 2020/2021 AGENCY PARTICIPATION SUMMARY BY TASK AND FUNDING SOURCE	36
FISCAL YEAR 2021/2022 AGENCY PARTICIPATION SUMMARY BY TASK AND FUNDING SOURCE	37
ESTIMATED BUDGET DETAIL FISCAL YEAR (FY) 2020/2021	38
ESTIMATED BUDGET DETAIL FISCAL YEAR (FY) 2021/2022	39
APPENDIX A: UPWP STATEMENTS AND ASSURANCES	A-1
APPENDIX B: GLOSSARY OF TERMS AND ACRONYMS	B-1
APPENDIX C: STAFF SERVICES AGREEMENT AND COST ALLOCATION	C-1

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 an 18.07% 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 36 to 39.

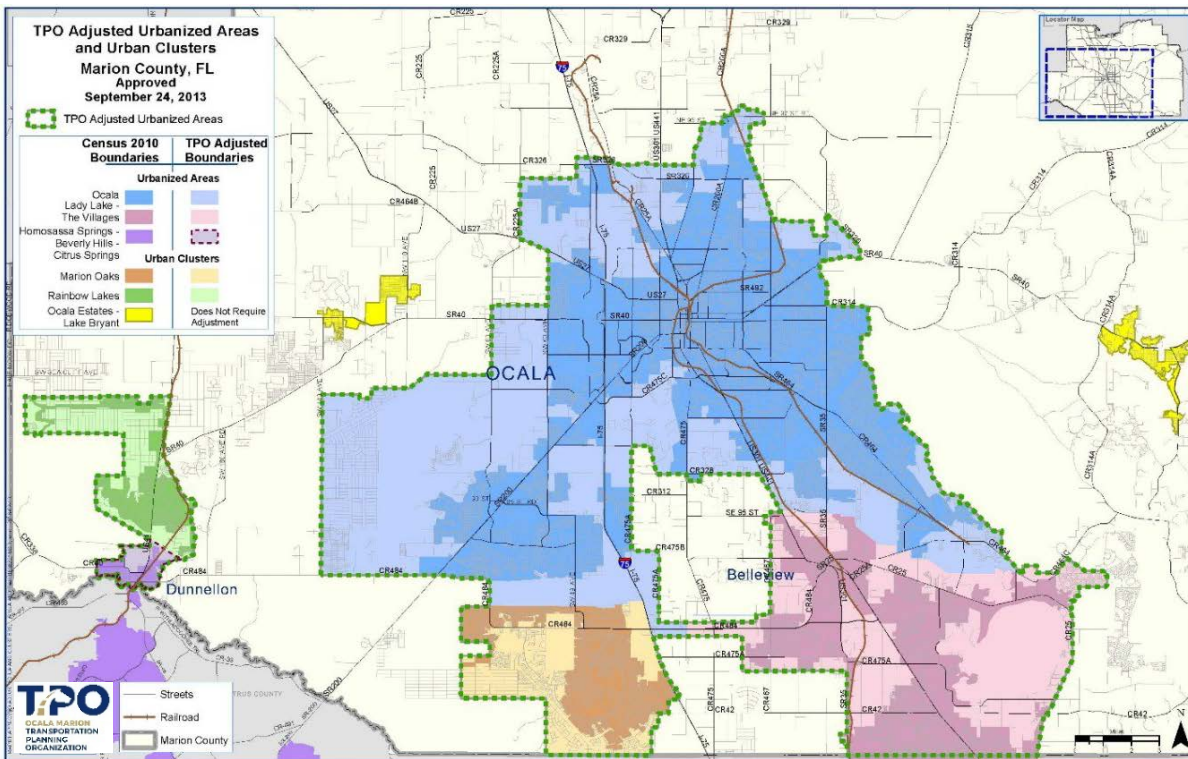
Public and local government involvement for the development of the UPWP is accomplished through regularly scheduled meetings of the TPO's Technical Advisory Committee (TAC) and Citizens Advisory Committee (CAC) (draft only) and the TPO Board (draft and final approval). The TPO also strives to engage 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.

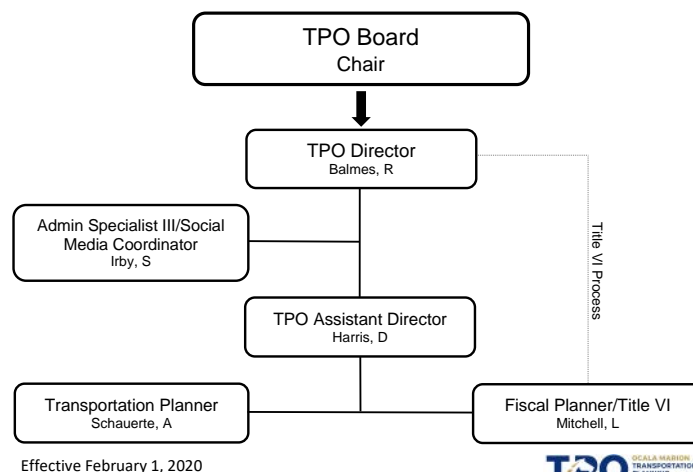
Transportation Disadvantaged Local Coordinating Board (TDLCB): coordinates transportation needs of the disadvantaged in Marion County, including individuals with physical and economic challenges and senior citizens facing mobility issues.

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.

- | | |
|--|---|
| <ul style="list-style-type: none">• 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 | <ul style="list-style-type: none">• 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 in Marion County.

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 36 and 37. For this UPWP, the total soft match by FDOT is 18.07% 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	**\$664	\$ 83	\$ 83	\$ -	\$ -	\$ 285,046
	Total:	\$ 284,216	\$ 664	\$ 83	\$ 83	\$ -	\$ -	\$ 285,046
B. Consultant								
	*Annual Allocation for CFMPO Alliance (funds to MetroPlan Orlando)	\$ 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	\$ 10,087	\$ 1,261	\$ 1,261	\$ 3,927	\$ -	\$ 374,915
* Central Florida Metropolitan Planning Organization Alliance. CFMPO Alliance members include: Metroplan Orlando, River to Sea TPO, Space Coast TPO, Lake Sumter MPO, Ocala Marion MPO and Polk TPO.								
* All Federal funds, including fund transfers, apply the required non-federal match. **5305(d) FY 17/18 funds for a Congestion Management Plan in prio FY 18-20 UPWP will also be used for grant invoicing (\$830).								

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	\$ 1,360	\$ 170	\$ 170	\$ -	\$ -	\$ 297,064
	Total:	\$ 295,364	\$ 1,360	\$ 170	\$ 170	\$ -	\$ -	\$ 297,064
B. Consultant								
	*Annual Allocation for CFMPO Alliance (funds to MetroPlan Orlando)	\$ 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	\$ 45,676	\$ 5,709	\$ 5,709	\$ 3,838	\$ -	\$ 384,886
* Central Florida Metropolitan Planning Organization Alliance. CFMPO Alliance members include: Metroplan Orlando, River to Sea TPO, Space Coast TPO, Lake Sumter MPO, Ocala Marion MPO and Polk TPO.								
* All Federal funds, including fund transfers, apply the required non-federal match.								

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 2021/22 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. This includes the use of FY 17/18 funds previously allocated for a Congestion Management Plan for a total of \$79,296. A total of \$78,466 of these funds will be applied to the 2045 LRTP. The 2045 LRTP is documented in the prior FY 18-20 UPWP including the use of FY 18/19 5305(d) funds. For more financial information regarding this project in the prior UPWP, access 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 2021/22 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 2021/22 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. This section provides a separate summary of tasks performed by SunTran and associated 5307 FTA funding to support public transportation.

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 2021/22 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

SunTran Required Activities

Public transportation activities planned by SunTran for FY 2020/21 and FY 2021/22 include the following:

- Review congested route segments/intersections for potential ITS applications to improve service.
- Periodically review routes and schedules to determine effectiveness, identify linkages

between residential and employment centers.

- Update SunTran website on a regular basis.
- Annually update the Transit Development Plan (TDP).
- Develop annual NTD Report.
- Develop shelter and bench program for fixed-route service area.

Responsible Agency: SunTran, Consultant

Budget Summary

The estimated SunTran budget for Task 5 in FY 2020/21 and FY 2021/22 is summarized in Tables 5C and 5D.

Table 5C: Task 5 SunTran Planning Estimated Budget for FY 2020/21

Task 5							
Estimated Budget detail for FY 2020/21							
Budget Category	Budget Category Description	FTA 5307				Local	Total:
		FTA	FDOT	TDC	Local Match		
A. Personnel							
	Salaries & Benefits	\$ -	\$ -	\$ -	\$ -		\$ -
	Total:	\$ -	\$ -	\$ -	\$ -		\$ -
B. Consultant							
	Consultants	\$ 40,000	\$ -	\$ 10,000	\$ -	\$ 19,800	\$ 69,800
	Total:	\$ 40,000	\$ -	\$ 10,000	\$ -	\$ 19,800	\$ 69,800
C. Travel							
	Travel Expenses	\$ -	\$ -	\$ -	\$ -		\$ -
	Total:	\$ -	\$ -	\$ -	\$ -		\$ -
D. Direct Expenses							
		\$ -	\$ -	\$ -	\$ -		\$ -
	Total:	\$ -	\$ -	\$ -	\$ -		\$ -
TOTAL BUDGET		\$ 40,000	\$ -	\$ 10,000	\$ -	\$ 19,800	\$ 69,800

Table 5D: Task 5 SunTran Planning Estimated Budget for FY 2021/22

Task 5							
Estimated Budget detail for FY 2021/22							
Budget Category	Budget Category Description	FTA 5307				Local	Total:
		FTA	FDOT	TDC	Local Match		
A. Personnel							
	Salaries & Benefits	\$ -	\$ -	\$ -	\$ -		\$ -
	Total:	\$ -	\$ -	\$ -	\$ -		\$ -
B. Consultant							
	Consultants	\$ 40,000	\$ -	\$ 10,000	\$ -		\$ 50,000
	Total:	\$ 40,000	\$ -	\$ 10,000	\$ -		\$ 50,000
C. Travel							
	Travel Expenses	\$ -	\$ -	\$ -	\$ -		\$ -
	Total:	\$ -	\$ -	\$ -	\$ -		\$ -
D. Direct Expenses							
		\$ -	\$ -	\$ -	\$ -		\$ -
	Total:	\$ -	\$ -	\$ -	\$ -		\$ -
TOTAL BUDGET		\$ 40,000	\$ -	\$ 10,000	\$ -	\$ -	\$ 50,000

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 2021/22 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	\$ 16,631	\$ 2,079	\$ 2,079	\$ -		\$ 184,757
	Total:	\$ 163,968	\$ 16,631	\$ 2,079	\$ 2,079	\$ -		\$ 184,757
C. Travel								
	Travel Expenses	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
	Total:	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
D. Direct Expenses								
		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
	Total:	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
TOTAL BUDGET		\$ 178,514	\$ 16,631	\$ 2,079	\$ 2,079	\$ -		\$ 199,303

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	\$ 28,714	\$ 3,589	\$ 3,589	\$ -		\$ 52,195
	Total:	\$ 16,303	\$ 28,714	\$ 3,589	\$ 3,589	\$ -		\$ 52,195
C. Travel								
	Travel Expenses	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
	Total:	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
D. Direct Expenses								
		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
	Total:	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
TOTAL BUDGET		\$ 31,420	\$ 28,714	\$ 3,589	\$ 3,589	\$ -		\$ 67,312

*In addition to the amount for consultant services listed in Tables 7A and 7B, a Congestion Management Plan (CMP) and an Economic Study regarding the impacts of cycling and trails are documented in the previous UPWP FY 18-20. The TPO will utilize authorized 5305(d) funds to complete these projects from executed grants in FY 19/20 and 20/21. For more financial information regarding these projects, access 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 2021/22 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	SunTran	Total			Task Total
		FHWA	**FDOT Soft Match	Local Fund	FY 2020/21 FTA 5305(d)			State	^ FTA 5307	Federal	State	Local	
					FTA	FDOT	Local						
1	Admin (Less 1B)	\$ 353,380	\$ 63,856	\$ -	\$ 10,087	\$ 1,261	\$ 1,261	\$ 3,927	\$ -	\$ 363,467	\$ 5,188	\$ 1,261	\$ 369,915
1B	CFMPOA*	\$ 5,000	\$ 904	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ 5,000
2	Data/Safety	\$ 11,099	\$ 2,006	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,099	\$ -	\$ -	\$ 11,099
3	LRP	\$ 54,733	\$ 9,890	\$ -	\$ 59,987	\$ 7,498	\$ 7,498	\$ -	\$ -	\$ 114,721	\$ 7,498	\$ 7,498	\$ 129,717
4	SRP	\$ 29,214	\$ 5,279	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 29,214	\$ -	\$ -	\$ 29,214
5	Public Trans.	\$ 11,881	\$ 2,147	\$ -	\$ -	\$ -	\$ -	\$ 22,410	\$ 69,800	\$ 11,881	\$ 22,410	\$ -	\$ 34,291
6	Public Inv.	\$ 43,205	\$ 7,807	\$ -	\$ -	\$ -	\$ -	\$ 484	\$ -	\$ 43,205	\$ 484	\$ -	\$ 43,689
7	Special Proj.	\$ 178,514	\$ 32,257	\$ -	\$ 16,631	\$ 2,079	\$ 2,079	\$ -	\$ -	\$ 195,145	\$ 2,079	\$ 2,079	\$ 199,303
8	Local Funds	\$ -	\$ -	\$ 3,500	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ 3,500	\$ 3,500
TOTAL:		\$ 687,026	\$ 124,146	\$ 3,500	\$ 86,705	\$ 10,838	\$ 10,838	\$ 26,821	\$ 69,800	\$ 773,732	\$ 37,659	\$ 14,338	\$ 825,728
*FHWA PL Funds transferred per MetroPlan Orlando for CFMPOA agreement. CFMPO Alliance members include: MetroPlan Orlando, River to Sea TPO, Space Coast TPO, Lake-Sumter MPO, Ocala Marion TPO and Polk TPO													
**All federal funds, including fund transfers, apply the required non-federal match													
^ Total FTA 5307 Funding to SunTran. Not included in TPO Funding totals in this table													

FY 2020/21 AGENCY PARTICIPATION										
TASK	ELEMENT	FHWA	FTA	FDOT	TD	Local	Total	CFMPO Transfer	*Consultant	^ SunTran
1	Admin	\$ 358,380	\$ 10,087	\$ 1,261	\$ 3,927	\$ 1,261	\$ 374,915	\$ 5,000	\$ -	\$ -
2	Data/Safety	\$ 11,099	\$ -	\$ -	\$ -	\$ -	\$ 11,099	\$ -	\$ -	\$ -
3	LRP	\$ 54,733	\$ 59,987	\$ 7,498	\$ -	\$ 7,498	\$ 129,717	\$ -	\$ 91,110	\$ -
4	SRP	\$ 29,214	\$ -	\$ -	\$ -	\$ -	\$ 29,214	\$ -	\$ -	\$ -
5	Public Trans.	\$ 11,881	\$ -	\$ -	\$ 22,410	\$ -	\$ 34,291	\$ -	\$ -	\$ 69,800
6	Public Inv.	\$ 43,205	\$ -	\$ -	\$ 484	\$ -	\$ 43,689	\$ -	\$ 4,020	\$ -
7	Special Proj.	\$ 178,514	\$ 16,631	\$ 2,079	\$ -	\$ 2,079	\$ 199,303	\$ -	\$ 184,757	\$ -
8	Local Funds	\$ -	\$ -	\$ -	\$ -	\$ 3,500	\$ 3,500	\$ -	\$ 500	\$ -
TOTAL:		\$ 687,026	\$ 86,705	\$ 10,838	\$ 26,821	\$ 14,338	\$ 825,728	\$ 5,000	\$ 280,387	\$ 69,800
*Consultant charges not included in total, as they are already calculated within each agencies charges for that specific task										
^SunTran 5307 funding not included in total as agency budget and tasks are separate from TPO										

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	SunTran	Total			Task Total
		FHWA	**FDOT Soft Match	Local Fund	FY 2019/20 FTA 5305(d)			State	^ FTA 5307	Federal	State	Local	
					FTA	FDOT	Local						
1	Admin (Less 1B)	\$ 318,953	\$ 57,635	\$ -	\$ 45,676	\$ 5,709	\$ 5,709	\$ 3,838	\$ -	\$ 364,629	\$ 9,547	\$ 5,709	\$ 379,886
1B	CFMPOA*	\$ 5,000	\$ 904							\$ 5,000			\$ 5,000
2	Data/Safety	\$ 11,533	\$ 2,084	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,533	\$ -	\$ -	\$ 11,533
3	LRP	\$ 40,122	\$ 7,250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,122	\$ -	\$ -	\$ 40,122
4	SRP	\$ 30,360	\$ 5,486	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,360	\$ -	\$ -	\$ 30,360
5	Public Trans.	\$ 12,345	\$ 2,231	\$ -	\$ -	\$ -	\$ -	\$ 22,983	\$ 50,000	\$ 12,345	\$ 22,983	\$ -	\$ 35,328
6	Public Inv.	\$ 45,239	\$ 8,175	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,239	\$ -	\$ -	\$ 45,239
7	Special Proj.	\$ 31,420	\$ 5,678	\$ -	\$ 28,714	\$ 3,589	\$ 3,589	\$ -	\$ -	\$ 60,134	\$ 3,589	\$ 3,589	\$ 67,312
8	Local Funds	\$ -	\$ -	\$ 3,500	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ 3,500	\$ 3,500
TOTAL:		\$ 494,973	\$ 89,442	\$ 3,500	\$ 74,389	\$ 9,299	\$ 9,299	\$ 26,821	\$ 50,000	\$ 569,363	\$ 36,119	\$ 12,799	\$ 618,281
*FHWA PL Funds transferred per MetroPlan Orlando for CFMPOA agreement. CFMPO Alliance members include: MetroPlan Orlando, River to Sea TPO, Space Coast TPO, Lake-Sumter MPO, Ocala Marion TPO and Polk TPO													
**All federal funds, including fund transfers, apply the required non-federal match													
^ Total FTA 5307 Funding to SunTran. Not included in TPO Funding totals in this table													

FY 2021/22 AGENCY PARTICIPATION										
TASK	ELEMENT	FHWA	FTA	FDOT	TD	Local	Total	CFMPO Transfer	*Consultant	^ SunTran
1	Admin	\$ 323,953	\$ 45,676	\$ 5,709	\$ 3,838	\$ 5,709	\$ 384,886	\$ 5,000	\$ -	\$ -
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	\$ -	\$ -	\$ 50,000
6	Public Inv.	\$ 45,239	\$ -	\$ -	\$ -	\$ -	\$ 45,239	\$ -	\$ 4,020	\$ -
7	Special Proj.	\$ 31,420	\$ 28,714	\$ 3,589	\$ -	\$ 3,589	\$ 67,312	\$ -	\$ 52,195	\$ -
8	Local Funds	\$ -	\$ -	\$ -	\$ -	\$ 3,500	\$ 3,500	\$ -	\$ 500	\$ -
TOTAL:		\$ 494,973	\$ 74,389	\$ 9,299	\$ 26,821	\$ 12,799	\$ 618,281	\$ 5,000	\$ 56,715	\$ 50,000
*Consultant charges not included in total, as they are already calculated within each agencies charges for that specific task										
^SunTran 5307 funding not included in total as agency budget and tasks are separate from TPO										

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	\$ 830	\$ 664	\$ 83	\$ 83	\$ 22,410	\$ -	\$ 452,473
Subtotal:	\$ 429,233	\$ 830	\$ 664	\$ 83	\$ 83	\$ 22,410	\$ -	\$ 452,473
B. Consultant Services								
Consultant Services	\$ 188,630	\$ 95,773	\$ 76,618	\$ 9,577	\$ 9,577	\$ 484	\$ 500	\$ 285,387
Subtotal:	\$ 188,630	\$ 95,773	\$ 76,618	\$ 9,577	\$ 9,577	\$ 484	\$ 500	\$ 285,387
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	\$ 1,700	\$ 664	\$ 83	\$ 83	\$ 22,983	\$ -	\$ 470,744
Subtotal:	\$ 446,061	\$ 1,700	\$ 664	\$ 83	\$ 83	\$ 22,983	\$ -	\$ 470,744
B. Consultant Services								
Consultant Services	\$ 25,323	\$ 35,892	\$ 28,714	\$ 3,589	\$ 3,589	\$ -	\$ 500	\$ 61,715
Subtotal:	\$ 25,323	\$ 35,892	\$ 28,714	\$ 3,589	\$ 3,589	\$ -	\$ 500	\$ 61,715
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	\$ 73,693	\$ 9,212	\$ 9,212	\$ 26,821	\$ 3,500	\$ 618,281
Total Remaining	\$ (0)	\$ 0	\$ 696	\$ 87	\$ 87	\$ 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

4/28/20

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

525-010-08
POLICY PLANNING
05/18

DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION

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

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

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



Name: 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

4-28-20

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.

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.

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.

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.

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.

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.

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.

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.

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: Mr. [Signature]
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
HR	348,291.00	1,581.22	5	0.31621%	COUNT
HR RECRUITMENT	183,812.00	218.00	5	2.29358%	4,216 NEW HIRES
HR TRAINING	69,060.00	4,775.50	18	0.37692%	260 # HOURS (avg per employee)
PROC PUR ORDERS	101,138.00	2,433.00	6	0.24661%	249 ENCUMBRANCES (Used Similar OPER Budget of 6310) 4,659
PROC SOLICITATIONS	166,072.00	499.00	14	2.80561%	NUMBER OF (Sum of Transportation Prior)
PROC PCARD ADMIN	12,259.00	336.00	2	0.59524%	73 NUMBER CARDS
PROC P-CARD	190,270.00	21,437.00	129	0.60176%	1,145 TRANSACTIONS (Used Similar OPER Budget of 6310)
PROC CONTRACTS	159,212.00	536.00	3	0.55970%	891 CONTRACTS (Used Contracts of Water Resources)) 1,947 # INVOICES
PROC INVOICES	344,307.00	23,879.00	135	0.56535%	(USED SIMILAR OPER Budget of 6310)
HEALTH CLINIC	231,793.00	6,591.00	5	0.07586%	176 INTERACTIONS (Est based on new FTE)
FAC GRW SERV BLDG	184,725.00	38,400.00	1920	5.00000%	9,236 SQ FOOTAGE OCCUPIED (Estimated at 5% of office and common area
BCC RECORDS	220,360.00	1,581.22	5	0.31621%	697 FTE COUNT
FIN PAYABLES	688,020.00	30,489.00	137	0.44934%	3,092 # ACCOUNTS PAYABLE (Used Similar OPER budget of 63110)
FIN PAYROLL	300,241.00	1,581.22	5	0.31621%	949 FTE COUNT
FIN CAFR PREP	36,478.00	421,108,335.24	630,416	0.14970%	55 ACT EXPEND
INTERNAL AUDIT	370,285.00	317,653,097.07	630,416	0.19846%	735 ACT EXPEND
BUDG PREP	340,985.00	3,878.00	39	1.00567%	3,429 LINE ITEMS
BUDG POSITIONS	51,837.00	1,761.33	5	0.28388%	147 FTE COUNT
BUDG AMND	57,367.00	738.00	20	2.71003%	1,555 # AMENDED ACCOUNTS (Oper Dept Averages)
BUDG COST ALLOCA	12,500.00	421,108,335.24	630,416	0.14970%	19 ACT EXPEND

51,095
