

Unified Planning Work Program

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



Board Adoption on April 26, 2022

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Ocala Marion Transportation Planning Organization (TPO)

Governing Board Members

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

Mission

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

Vision

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

www.ocalamariontpo.org

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

Resolution
No. 22-7

RESOLUTION OF THE OCALA/MARION COUNTY TRANSPORTATION PLANNING ORGANIZATION (TPO)
ENDORISING THE ADOPTION OF THE UNIFIED PLANNING WORK PROGRAM FOR
FISCAL YEARS 2022/2023 to 2023/2024

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

WHEREAS, Title 23 CFR Section 450.308(c) and Florida Statute 339.175(9) require each MPO to submit a Unified Planning Work Program; and

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

WHEREAS, the Ocala/Marion County Transportation Planning Organization's 2022/2023 to 2023/2024 Unified Planning Work Program has been prepared consistent with Chapter 3 of the MPO Program Management Handbook.

WHEREAS, the 2022/2023 to 2023/2024 Unified Planning Work Program was approved by the Ocala/Marion County Transportation Planning Organization on April 26, 2022; and

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

By: Ire Bethea Sr.
Ire Bethea Sr., Chair

Attest: Rob Balmes
Rob Balmes, Director



Florida Department of Transportation

RON DESANTIS
GOVERNOR

605 Suwannee Street
Tallahassee, FL 32399-0450

JARED W. PERDUE, P.E.
SECRETARY

Cost Analysis Certification

Ocala/Marion County TPO

Unified Planning Work Program - FY 2023-2024

Adopted 4/26/2022

Revision Number: Initial Adoption

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

Name: Rakinya Hinson

MPO Liaison District Five

Title and District

DocuSigned by:
Rakinya Hinson
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5/16/2022

Signature

TABLE OF CONTENTS

INTRODUCTION	2
FUNDING SOURCES	2
PARTICIPATION PROCESS	3
TPO PLANNING AREA	3
TPO ORGANIZATION STRUCTURE	3
TPO AGREEMENTS	5
PLANNING EMPHASIS AREAS AND ACTIVITIES	7
PLANNING EMPHASIS AREAS	7
TPO PLANNING PRIORITIES	13
UPWP TASKS AND FUNDING	16
TASK 1: ADMINISTRATION	18
TASK 2: DATA COLLECTION	22
TASK 3: LONG RANGE PLANNING	26
TASK 4: SHORT RANGE PLANNING	29
TASK 5: PUBLIC TRANSPORTATION	32
TASK 6: PUBLIC INVOLVEMENT	39
TASK 7: SPECIAL PROJECTS	43
TASK 8: REGIONAL ACTIVITIES	47
TASK 9: LOCAL FUND	50
SUMMARY BUDGET TABLES	53
Table 10A: Budget Summary by Task and Funding Source, FY 2022/2023	53
Table 10B: Agency Participation, FY 2022/2023	53
Table 11A: Budget Summary by Task and Funding Source, FY 2023/2024	53
Table 11B: Agency Participation, FY 2023/2024	54
Table 12: Fiscal Year 2022/2023 Budget Summary by Category and Funding Source	55
Table 13: Fiscal Year 2023/2024 Budget Summary by Category and Funding Source	56
APPENDIX A: UPWP STATEMENTS AND ASSURANCES	A-1
APPENDIX B: GLOSSARY OF TERMS AND ACRONYMS	B-1
APPENDIX C: PARTNER AGENCY PLANNING EMPHASIS AREAS AND ACTIVITIES	C-1
APPENDIX D: PUBLIC NOTICES AND PARTNER AGENCY COMMENTS	D-1
APPENDIX E: COST ALLOCATION AND STAFF SERVICES AGREEMENT	E-1
APPENDIX F: TPO TRAVEL POLICY	F-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, 2022 to June 30, 2024 (fiscal years 2022/2023, 2023/2024). The federal definition of the UPWP is ***“a statement of work identifying the planning priorities and activities to be carried out within a metropolitan planning area. At a minimum, a UPWP includes a description of the planning work and resulting products, who will perform the work, time frames for completing the work, the cost of the work, and the source(s) of funds”*** (23 CFR450.104).

The UPWP is required as a basis and condition for federal funding assistance by the joint planning regulations of the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA). All planning activities in the UPWP must also follow a *Continuing, Cooperative and Comprehensive (‘3C’) transportation process and be in full compliance with Title 23 United States Code (USC), Sections 134 (Metropolitan Transportation Planning), 135 (Statewide Transportation Planning), Title 49 (Public Transportation) Chapter 53 and Florida Statutes (F.S.) 339.175(9).

FUNDING SOURCES

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

The TPO and FDOT participate in the Consolidated Grant Program (CPG). The CPG enables FDOT, in cooperation with the TPO, FHWA, and FTA, to annually consolidate Florida’s FHWA PL and FTA 5305(d) metropolitan planning fund allocations into a single grant that is administered by the FHWA Florida Division. These funds are annually apportioned to FDOT as the direct recipient and allocated to the TPO by FDOT utilizing formulas approved by the TPO, FDOT, FHWA, and FTA, in accordance with 23 Code of Federal Regulations (CFR) 420.109 and 49 USC Chapter 53. FDOT is fulfilling the CPG’s required 18.07% non-federal share (match)

***3C Transportation Planning Process**

The U.S. Department of Transportation (USDOT) requires the TPO to carry out a Continuing, Cooperative and Comprehensive (3C) transportation process. *Continuing*: Planning must be maintained as an ongoing activity and addresses both short-term needs and a long-term vision; *Cooperative*: The process must include the entire region and all partners through a public participation process; and *Comprehensive*: the process must cover all modes of transportation and consistent with local plans and priorities.

using Transportation Development Credits as permitted by 23 CFR 120(i) and FTA C 8100.1D. A summary of all planning activities, budget and matching funds for the two-year period are provided on pages 53 to 56.

PARTICIPATION PROCESS

The development of the UPWP is accomplished through regularly scheduled meetings of the TPO's Technical Advisory Committee (TAC) and Citizens Advisory Committee (CAC) (draft only) and the TPO Board (draft and final approval). The TPO also strives to engage citizens and stakeholders to assist in the development of the UPWP. The draft UPWP is provided to the public for a minimum of 30 days prior to adoption by the TPO Board. The TPO uses a variety of methods to involve the public through posting on its website and social media platforms, sending e-blast and press release notifications, and traditional print media. A printed copy of the UPWP is available for public review at the TPO office during regular business hours. The TPO also ensures the UPWP complies with all public involvement provisions identified in Title VI of the Civil Rights Act of 1964 Nondiscrimination Requirements. The public participation process of the UPWP is described in further detail in the TPO's Public Participation Plan on the TPO's public website. **Appendix A** consists of certification statements and assurances for all tasks in the UPWP. **Appendix B** provides a glossary of terms and acronyms used in this document and on a regular basis by the TPO.

TPO PLANNING AREA

The Ocala Marion TPO is a federally-mandated public agency responsible for the planning and implementation of several modes of transportation, including highway, transit, freight, bicycle, pedestrian and paratransit. The TPO serves the cities of Belleview, Dunnellon, Ocala and Marion County. The TPO was established in 1981 after the 1980 Census determined the urbanized area of Ocala exceeded a threshold of 50,000 people. Due to population growth in the 1980s, the planning boundaries of the entire county were added. **Figure 1** on the next page illustrates the TPO planning area, which includes all of Marion County. The UPWP incorporates all federal, state, regional and local activities to be performed in the census-designated TPO Urbanized Areas and Marion County.

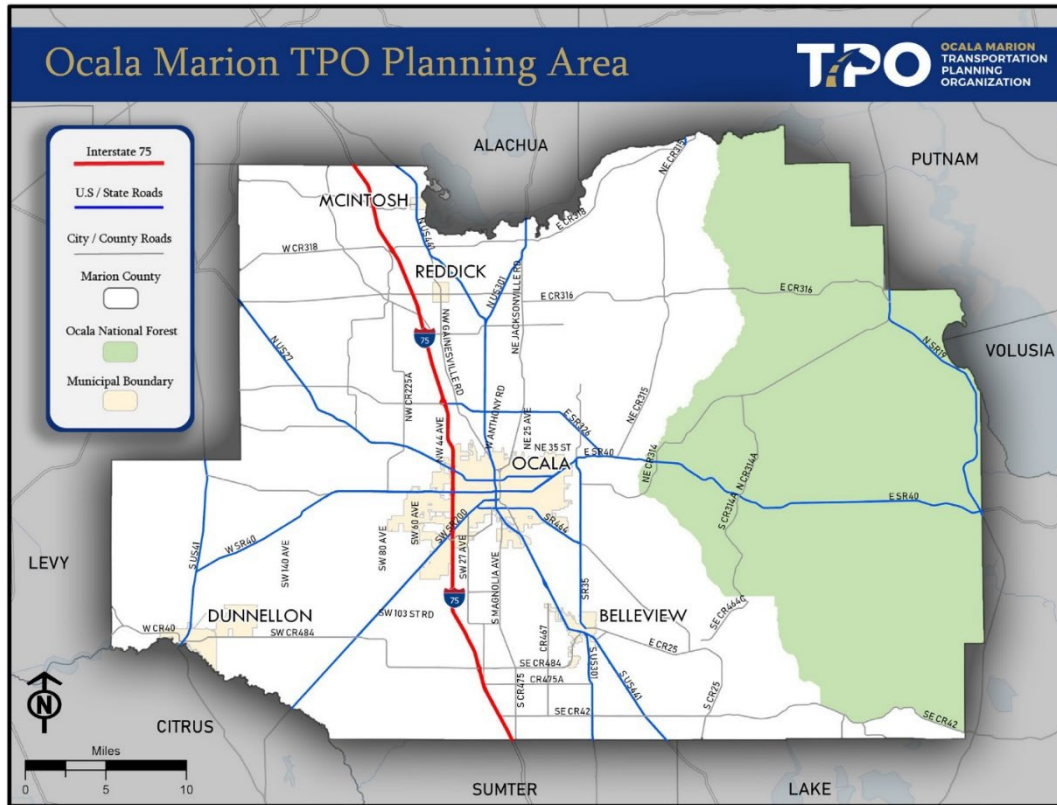
TPO ORGANIZATION STRUCTURE

TPO Governing Board: The Ocala Marion TPO is governed by a 12-member Board of locally elected officials responsible for the overall guidance of the transportation planning process in Marion County. The Board's guidance includes providing leadership and oversight for the development of transportation policies, plans, programs and strategies. The Board is comprised of: City of Ocala Mayor and four members of the City of Ocala Council; all five Marion County Board of County Commissioners; one member of the City of Belleview City Commission; and one member of the City of Dunnellon City Council. The FDOT District Five

Secretary also serves on the TPO Board as a non-voting member. The Board is guided by bylaws, which were adopted in May 2004 and revised in 2021 and 2022

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

Figure 1: TPO Planning Area



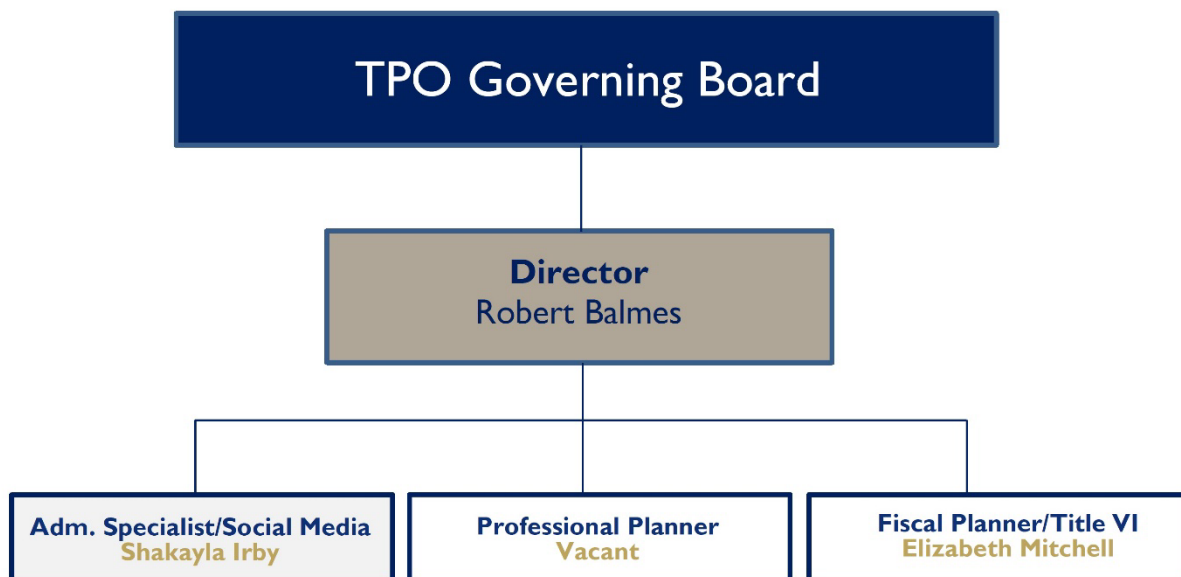
Transportation Disadvantaged Local Coordinating Board (TDLCB): Coordinates transportation needs of the disadvantaged in Marion County, including individuals with physical and economic challenges and senior citizens facing mobility issues.

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

Technical Advisory Committee (TAC): Comprised of planners, engineers, and other local and state professionals that review plans, programs and projects from a technical perspective, offering recommendations to the TPO Board.

TPO Staff: The TPO is comprised of professional staff members, including a Director, Grants Coordinator/Fiscal Planner, Administrative Specialist/Social Media Coordinator and a professional Planner. Figure 2 displays a staff organization chart of the TPO (April 2022).

Figure 2: TPO Staff Organization Chart



TPO AGREEMENTS

The TPO executes a number of required agreements to support and facilitate the transportation planning process in Ocala/Marion County. An updated **Interlocal Agreement** was signed in June 2016 by the TPO's four local governments and FDOT. The Agreement establishes the TPO as the official planning agency for the Ocala urbanized area and other urbanized areas and clusters within Marion County as shown in Figure 1. Additional **Joint Participation Agreements (JPA)** have been executed for maintaining continued federal and state match funding. In August 2018, the TPO approved an extension to the JPA for the administration of all planning funds in Section 5305(d) through September 30, 2023. The Planning Funds (PL) JPA was approved in June 2021 and is reviewed as part of the annual certification process to ensure consistency with FDOT and TPO policies. In December 2020, a revised **Joint Intergovernmental Coordination and Review (ICAR) and Public Transportation Agreement** was approved which requires the TPO to have a continuing, cooperative and comprehensive transportation planning process, and coordinate public transportation planning. The agreement is between FDOT, the TPO, East Central Florida Regional Planning Council, City of Ocala and Marion County.

In January 2020, the TPO entered into a revised **Staff Services Agreement** with the Marion County Board of County Commissioners for the County to provide support services and an office facility to the TPO. The agreement also includes a Cost Allocation Plan that the TPO is responsible for payment on a monthly basis to Marion County for indirect services.

The JPA of March 4, 1991, involving the Commission for the Transportation Disadvantaged (CTD) established the Ocala Marion County TPO as the **Designated Official Planning Agency**

(DOPA) for transportation disadvantaged planning. This JPA also established the Ocala Marion TDLCB. The TDLCB meets on a quarterly basis as managed by the TPO.

The TPO is part of a coalition of six Metropolitan Planning Organizations (MPO) that are members of the **Central Florida Metropolitan Planning Organization Alliance (CFMPOA)**. The TPO is party to an **Interlocal Agreement** with the six MPOs, updated in 2018 and 2016.

In 2020, the TPO entered in a **Interlocal Metropolitan Planning Agreement** with the Lake-Sumter Metropolitan Planning Organization to formalize ongoing collaboration for transportation activities in Marion, Lake and Sumter counties.

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

PLANNING EMPHASIS AREAS AND ACTIVITIES

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

PLANNING EMPHASIS AREAS

Long Range Transportation Plan

The **2045 Long Range Transportation Plan (LRTP)** outlines the vision for transportation in Marion County for the next 20 to 25 years. The LRTP reflects input and guidance from government officials, citizen's advisory boards, technical experts, community stakeholders and the general public. The LRTP is also used to forecast future travel demands in Marion County. The 2045 LRTP was adopted by the TPO Board on November 24, 2020 and includes a Needs Assessment and Cost Feasible Plan. Selected projects from the Cost Feasible Plan are identified in the Transportation Improvement Program (TIP) and List of Priority Projects (LOPP). These projects are prioritized on an annual basis. The vision and goals of the 2045 LRTP serve as guidance to transportation planning by the TPO, state and local partners.

2045 LRTP Vision

"Develop a safe, convenient and accessible multimodal transportation system that supports a vibrant economy, preserves existing assets, and protects the natural environment."

2045 LRTP Goals

1. Optimize and preserve existing infrastructure.
2. Focus on improving safety and security of the transportation system.
3. Provide efficient transportation that promotes economic development.
4. Promote travel choices that are multimodal and accessible.
5. Ensure the transportation system meets the needs of the community.
6. Protect natural resources and create quality places.

Federal Planning Factors

In November 2021, the Investment in Infrastructure Jobs Act (IIJA) was signed into law. The IIJA serves as the primary five-year surface transportation legislation and is valid until September 30, 2026. Since regulations and guidance for the TPO's development of the UPWP are not yet available from IIJA, this document will continue to follow the current guidelines under the Fixing America's Surface Transportation Act (Fast Act). The Fast Act identifies ten (10) Planning Factors that shall be considered as part of the development of transportation plans and programs of the TPO. The planning factors are outlined in Title 23 USC, Section 134(h) and listed on the next page. The TPO will update the UPWP, as needed, when new federal regulations and guidelines become available.

Ten Federal Planning Factors:

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
2. Increase the safety of the transportation system for motorized and non-motorized users;
3. Increase the security of the transportation system for motorized and non-motorized users;
4. Increase the accessibility and mobility of people and for freight;
5. Protect and enhance the environment, promote energy conservation, improve quality of life, promote consistency between transportation improvements and State and local planned growth and economic development patterns;
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
7. Promote efficient system management and operation;
8. Emphasize the preservation of the existing transportation system;
9. Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation; and
10. Enhance travel and tourism.

Figure 3 summarizes how the TPO's UPWP integrates the ten planning factors in the transportation planning process by Task.

Figure 3: FAST Act Ten (10) Planning Factors and UPWP Tasks

UPWP Task	1	2	3	4	5	6	7	8	9	10
1. Administration	X	X	X	X	X	X	X	X	X	X
2. Data Collection	X	X	X	X		X	X	X	X	
3. Long Range Planning	X	X	X	X	X	X	X	X	X	X
4. Short Range Planning	X	X	X	X	X	X	X	X	X	X
5. Public Transportation	X	X	X	X	X	X	X			X
6. Public Involvement	X	X	X	X	X	X	X	X	X	X
7. Special Projects	X	X	X	X	X	X	X	X	X	X
8. Regional Activities	X	X	X	X	X	X	X	X	X	X
9. Local Fund										

Federal Planning Emphasis Areas (PEA)

On December 30, 2021, FHWA and FTA jointly issued updated Planning Emphasis Areas (PEA). PEAs are specific areas the TPO shall integrate into the ongoing 3C planning work in Ocala/Marion County. The following provides a summary of the eight (8) federal PEAs. **Appendix C** contains more detailed information regarding the eight federal PEAs.

Eight Federal Planning Emphasis Areas (PEA):

1. Tackling the Climate Crisis: Transition to Clean Energy, Resilient Future
2. Equity and Justice in Transportation Planning
3. Complete Streets
4. Public Involvement
5. Strategic Highway Network (STRAHNET)/U.S. Department of Defense (DOD) Coordination
6. Federal Land Management Agency (FLMA) Coordination
7. Planning and Environmental Linkages (PEL)
8. Data in Transportation Planning

Florida Planning Emphasis Areas

The FDOT develops Planning Emphasis Areas on a two-year cycle in coordination with Metropolitan Planning Organizations' UPWP documents. The Emphasis areas set planning priorities that are supportive of the statewide Florida Transportation Plan (FTP), and give importance to topics that all MPO's are encouraged to address in their respective planning programs. **Figure 4** illustrates the TPO's consideration of the Florida Planning Emphasis Areas in the transportation planning process over the two-year period.

Figure 4: Florida Planning Emphasis Areas and UPWP Tasks

UPWP Task	Safety	Equity	Resilience	Emerging Mobility
1. Administration	X	X	X	X
2. Data Collection	X	X	X	
3. Long Range Planning	X	X	X	X
4. Short Range Planning	X	X	X	
5. Public Transportation	X	X		
6. Public Involvement	X	X	X	X
7. Special Projects	X	X	X	X
8. Regional Activities	X	X	X	X
9. Local Fund				

Appendix C contains further background information from FDOT's Office of Policy Planning. The Florida Planning Emphasis Areas are summarized as follows:

Safety

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

Equity

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

Resilience

With the passage of the FAST Act, resilience was introduced as a federal planning factor: “Improve the resilience and reliability of the transportation system and mitigate stormwater impacts of surface transportation.” Resilience is defined as the ability to adapt to changing conditions and prepare for, withstand, and recover from disruption. These conditions can encompass a wide variety of environmental, technological, economic, or social impacts.

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

Emerging Mobility

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

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

FDOT District Five Planning Activities

The following summarizes the major planning activities of FDOT District Five for the two-year period. **Appendix C** contains more detailed information regarding District planning activities.

Improve Safety

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

Enhance Mobility

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

Inspire Innovation

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

Additional Planning Activities

- MPO Program Management
- Regional Planning
- Environmental Management

Regional Transportation Planning Activities

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

I-75 Master Plan

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

Northern Turnpike Extension

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

TPO PLANNING PRIORITIES

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

Transportation Improvement Program (TIP)

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

2045 Long Range Transportation Plan (LRTP)

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

2050 Long Range Transportation Plan (LRTP)

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

Public Participation Plan (PPP)

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

Transportation Disadvantaged Local Coordinating Board (TDLCB)

The TPO serves the transportation disadvantaged community of Ocala/Marion County in partnership with representative agencies and the Community Transportation Coordinator (CTC), currently Marion Senior Services. The TPO will be involved in several major activities including updates to the Transportation Disadvantaged Service Plan (TDSP), annual CTC Evaluation, quarterly TDLCB meetings and annual workshops.

TPO Continuity of Operations Plan (COOP) and Process Documentation

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

Congestion Management Plan (CMP), State of System Report

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

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

Safety Planning Implementation

Improving safety for all modes and users is critical to the future of transportation in Marion County. In 2022, the TPO, in collaboration with its state and local government partners, will adopt the Commitment to Zero Safety Action Plan. As part of future implementation, the TPO will identify and support projects that improve safety, including multimodal and complete streets. The TPO will also be involved in supporting grants; developing online reporting tools and crash reports; improving education and awareness; and the implementation strategies outlined in Commitment to Zero.

Equity in Transportation

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

Resiliency Planning

Improving resiliency is crucial to the long-term viability of the transportation system in Ocala/Marion County. As a follow-up to the Transportation Resilience Guidance Paper published in February 2022, the TPO will assess the further development of planning tools and/or a master planning project. The TPO will also identify and support resilience projects, data/information, grants, education and other opportunities.

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

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

Community Gateway Planning

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

Freight Mobility

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

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

Transportation Studies

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

2020 Census Planning

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

UPWP TASKS AND FUNDING

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

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

Task 2: Data Collection: Includes the collection and analysis of socioeconomic, traffic, crash, land use, and other transportation related data on a continuing basis in order to document changes within the TPO transportation study area.

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

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

Task 5: Public Transportation: Includes all work items related to the Transportation Disadvantaged (TD) Program and the public transportation system in Marion County.

Task 6: Public Involvement: Describes the activities used to encourage public participation in the '3C' transportation planning process.

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

Task 8: Regional Activities: Identifies the transfer of funds to MetroPlan in support of the Central Florida Metropolitan Planning Organization (MPO) Alliance regional planning.

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

Budget categories for the UPWP are as follows:

A. Personnel	Salaries and fringe benefits. Fringe includes retirement, FICA, health insurance, workers compensation, and life insurance.
B. Consultant	Costs for consulting services in support of TPO planning activities.
C. Travel	Costs for travel related to TPO activities. This includes costs associated with training and educational related activities.
D. Direct Expenses	Costs for public advertising, office supplies, computer equipment, furniture, copier, postage, printing and binding, software, professional dues, insurance, etc.
E. Indirect Expenses	Marion County Cost Allocation through Staff Services Agreement.

State Soft Match

Section 120 of Title 23, USC, permits FDOT to use toll revenue expenditures as a credit (non-cash) toward the non-federal matching share of authorized MPO programs. This credit, referred to as a soft-match, is listed as FDOT state funds in the agency participation tables on pages 53 to 56. For this UPWP cycle, the total soft match provided by FDOT is 18.07% of the CPG (consolidated FHWA PL and FTA 5305d funds). The soft-match replaces the required local government cash-match to the TPO's CPG. The soft-match provided by FDOT for carryover FTA 5305d funds is 20%. This soft-match replaces the previous cash-match requirement of 10% state and 10% local.

FHWA Approval

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

Indirect Rate – Cost Allocation Plan

Per the Staff Services Agreement between the TPO and Marion County Board of County Commissioners, calculated indirect rates are used by the Office of the Marion County Clerk of the Circuit Court and Comptroller to recover indirect costs of the TPO. These rates are derived from an annual TPO Cost Allocation Plan completed by the Clerk of the Circuit Court and Comptroller. The Plan is prepared in compliance with Section 200 of Title 2, USC. The Plan was presented to and approved in 2021 by the TPO Board and the FDOT. **Appendix E** contains the most current rate, prior TPO Cost Allocation rates, and the Staff Services Agreement with Marion County.

Funding Summary

The following chart summarizes the total funding by source allocated to the TPO for FY 2022/2023 and FY 2023/2024. The CPG is reflected as FHWA PL in each of the nine (9) task tables in both fiscal years for reporting purposes.

Funding Source	Fiscal Year 2022/2023	Fiscal Year 2023/2024
Consolidated Planning Grant (CPG)	\$723,984	\$669,715
FHWA PL-112	\$622,150	\$567,881
FTA 5305(d)	\$101,834	\$101,834
FTA 5305(d) Carryover (prior grants)	\$146,840	\$0
CTD (Transportation Disadvantaged)	\$27,551	\$27,551
Local Funding	\$2,000	\$2,000
Total:	\$900,375	\$699,266

TASK 1: ADMINISTRATION

Purpose

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

Previous Work Completed

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

- Administration of TPO meetings, workshops, agendas and public notices.
- Documentation of all TPO meetings, including formal minutes, file management.
- Completion of financial and invoicing tasks for the PL-112 and 5305d grant reimbursement process.
- Travel and attendance to Central Florida MPO Alliance (CFMPOA) and Metropolitan Planning Organization Advisory Council (MPOAC) meetings.
- Development of regional priority projects lists, including coordination with local partners and the CFMPOA.
- Coordination and attendance of meetings with local, state and federal partners.
- Completion of UPWP and amendment updates.
- Completion of updates to the bylaws for the TPO Board, CAC and TAC.
- Completion of the annual Joint Certification with FDOT in 2021 and 2022.
- Completed an update to the TPO Disadvantaged Business Enterprise (DBE) Program, to be adopted in summer 2022.
- Monitored DBE participation and report payments for work completed for TPO.
- Staff and TPO Board travel at meetings, trainings, conferences and workshops.
- Review of federal and state legislation involving transportation funding and programs to MPO/TPO's.
- Coordination with Marion County Departments, including Human Resources, Payroll, Procurement, IT, Administration and Clerk of the Court and Comptroller.
- Annual host Marion County budget process conducted through the Marion County Clerk of the Court and Comptroller.
- Staff management, personnel changes and interviews.
- Staff Services Agreement with Marion County, including revisions.
- Ongoing communication with TPO Board regarding budget status.
- Procurement and contracting with consultants for tasks and projects.
- Procurement of office supplies, equipment and software licenses.
- Management of travel and training for staff and TPO Board members.
- Printing of information for meetings and workshops.
- TPO Audit coordination and completion with the FDOT Office of Inspector General.

Required Activities

The Task 1 activities planned for FY 2022/23 and FY 2023/24, including end products and completion dates are summarized as follows.

Activity	End Product(s)	Completion Date(s)
Staff support, administration and security of TPO committees, boards, meetings, workshops	Meetings, packets, public notifications, minutes	Monthly
Financial tasks, budget management and maintenance of electronic files and records	Budgets for UPWP and Host Agency	Ongoing
Process timesheets, payroll and monthly/quarterly progress reporting	Staff timesheets, progress reports	Bi-weekly
Prepare and submit invoices for federal grants, progress reports and backup documentation	Invoices, progress reports for federal grants	Monthly, Quarterly
Amend, update FY 22/23 to FY 23/24 UPWP	FY 23-24 updated UPWP	As needed
Complete FY 24/25 to FY 25/26 UPWP	FY 25-26 new UPWP	May 2024
Prepare financial budgets for host agency	Clerk of Court Budgets	June 2023, 2024
TPO Board budget updates	Budget Summary Reports	Quarterly
Participate in annual Joint FDOT/TPO Certification process	Certification Reports, Certification Statements	March/April 2023, 2024
Participation in MPOAC and CFMPOA, regional or statewide partner meetings, trainings	Meetings, trainings,	Quarterly, Ongoing
Coordination with MPOAC on regional and statewide planning, prioritization	State planning and coordination	Ongoing
Coordinate and attend meetings with federal, state and local partners	Meeting participation	Ongoing
Maintain and update TPO agreements, board and committee bylaws	Revised agreements, bylaws	As needed
Update DBE Program guidance	DBE Program document	August 2022
TPO Continuity of Operations Plan (COOP) and Process Documentation	COOP document, Process documentation	December 2022
Monitor legislative activities at the federal, state, local levels affecting transportation	Summary reports, documentation	Ongoing
Manage consultant support services and contracts, task work orders	Consultant contract(s), task orders	Ongoing, As needed
Office supplies, computer equipment, plotter	Supplies and Equipment	As needed
Software license renewal/equipment, purchases (ArcGIS, Pagefreezer, Microsoft Office, BIS/DCR, Kronos, Clockify, Adobe Pro, Adobe Cloud)	Software Licenses/equipment	Ongoing, Annual
Printing of materials for education and outreach	Printed materials	As needed
Travel and training for TPO staff and TPO Board	Meetings, conferences	Ongoing
Monitor DBE participation and report payments	Summary report(s)	Quarterly

Responsible Agency

Ocala Marion TPO

Responsible Staff

Ocala Marion TPO

Budget Summary

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

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

Task 1 Administration, Fiscal Year 2022/2023							
Funding Source Contract	FHWA PL G2797	FTA 5305(d) Carryover G2560	FTA 5305(d) Carryover GU198	FTA 5305(d) Carryover G2458	CTD	Local	Total
Budget Category							
A. Personnel							
Salaries and Benefits	\$ 272,319	\$ -	\$ -	\$ 8,099	\$ -	\$ -	\$ 280,418
Total:	\$ 272,319	\$ -	\$ -	\$ 8,099	\$ -	\$ -	\$ 280,418
B. Consultant							
Security Services for Meetings	\$ 1,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500
Total:	\$ 1,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500
C. Travel							
Travel Expenses	\$ 2,162	\$ -	\$ -	\$ 7,319	\$ 800	\$ -	\$ 10,281
Training and Education	\$ 3,000	\$ -	\$ -	\$ 1,830	\$ 275	\$ -	\$ 5,105
Total:	\$ 5,162	\$ -	\$ -	\$ 9,149	\$ 1,075	\$ -	\$ 15,386
D. Direct Expenses							
Advertising	\$ 1,600	\$ -	\$ -	\$ 240	\$ 725	\$ -	\$ 2,565
Computer Equipment and Plotter	\$ 5,500	\$ -	\$ -	\$ 2,445	\$ -	\$ -	\$ 7,945
Copier Rental	\$ 2,390	\$ -	\$ -	\$ 313	\$ 110	\$ -	\$ 2,813
Insurance	\$ 2,875	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,875
Office Supplies	\$ 3,800	\$ -	\$ -	\$ 467	\$ 110	\$ -	\$ 4,377
Postage	\$ 175	\$ -	\$ -	\$ 48	\$ 20	\$ -	\$ 243
Printing and Binding	\$ 1,300	\$ -	\$ -	\$ 552	\$ -	\$ -	\$ 1,852
Software Licenses	\$ 6,684	\$ -	\$ -	\$ 728	\$ 100	\$ -	\$ 7,512
Total:	\$ 24,324	\$ -	\$ -	\$ 4,793	\$ 1,065	\$ -	\$ 30,182
E. Indirect Expenses							
Marion County Cost Allocation	\$ 22,971	\$ 3,207	\$ -	\$ 29,670	\$ 1,862	\$ -	\$ 57,710
TOTAL TASK BUDGET:	\$ 326,276	\$ 3,207	\$ -	\$ 51,711	\$ 4,002	\$ -	\$ 385,196

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

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

Task 1 Administration, Fiscal Year 2023/2024				
Funding Source Contract Budget Category	FHWA PL G2797	CTD	Local	Total
A. Personnel				
Salaries and Benefits	\$ 295,700	\$ -	\$ -	\$ 295,700
Total:	\$ 295,700	\$ -	\$ -	\$ 295,700
B. Consultant				
Security Services for Meetings	\$ 1,500	\$ -	\$ -	\$ 1,500
Total:	\$ 1,500	\$ -	\$ -	\$ 1,500
C. Travel				
Travel Expenses	\$ 10,800	\$ 800	\$ -	\$ 11,600
Training and Education	\$ 4,800	\$ 275	\$ -	\$ 5,075
Total:	\$ 15,600	\$ 1,075	\$ -	\$ 16,675
D. Direct Expenses				
Advertising	\$ 1,850	\$ 750	\$ -	\$ 2,600
Computer Equipment	\$ 5,500	\$ -	\$ -	\$ 5,500
Copier Rental	\$ 2,750	\$ 110	\$ -	\$ 2,860
Insurance	\$ 2,875	\$ -	\$ -	\$ 2,875
Office Supplies	\$ 4,200	\$ 50	\$ -	\$ 4,250
Postage	\$ 425	\$ 20	\$ -	\$ 445
Printing and Binding	\$ 1,400	\$ -	\$ -	\$ 1,400
Software Licenses	\$ 7,675	\$ 100	\$ -	\$ 7,775
Total:	\$ 26,675	\$ 1,030	\$ -	\$ 27,705
E. Indirect Expenses				
Marion County Cost Allocation	\$ 55,848	\$ 1,862	\$ -	\$ 57,710
TOTAL TASK BUDGET:	\$ 395,323	\$ 3,967	\$ -	\$ 399,290

TASK 2: DATA COLLECTION

Purpose

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

Previous Work Completed

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

- Completion of 2021 and 2020 Traffic Counts Reports.
- Completion of interactive and static maps for TPO website, including Traffic Counts, Transportation and Community Features, Transportation Improvement Program and Long-Range Transportation Plan.
- Coordination and review of traffic counts collection with FDOT, City of Ocala and Marion County.
- Collection of crash data and information from FDOT and University of Florida Signal Four Analytics database.
- Participation in Marion County Community Traffic Safety Team (CTST).
- Participation in statewide GIS coordination meetings.
- Data collection support for the Congestion Management Plan (CMP).
- Participation in the regional Transportation Systems Management and Operations (TSM&O) work group.

Required Activities

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

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

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

Responsible Agency

Ocala Marion TPO

Responsible Staff

Ocala Marion TPO

Budget Summary

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

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

Task 2 Data Collection, Fiscal Year 2022/2023							
Funding Source Contract	FHWA PL G2797	FTA 5305(d) Carryover G2560	FTA 5305(d) Carryover GU198	FTA 5305(d) Carryover G2458	CTD	Local	Total
Budget Category							
A. Personnel							
Salaries and Benefits	\$ 23,030	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 23,030
Total:	\$ 23,030	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 23,030
B. Consultant							
Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
C. Travel							
Travel Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
D. Direct Expenses							
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL TASK BUDGET:	\$ 23,030	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 23,030

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

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

TASK 3: LONG RANGE PLANNING

Purpose

Identifies activities that support the long-term implementation of TPO transportation programs and projects. Also included are activities that support transportation needs on a local or regional level.

Previous Work Completed

Summary of completed long-range planning activities in FY 2020/21 and FY 2021/22.

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

Required Activities

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

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

Responsible Agency

Ocala Marion TPO

Responsible Staff

Ocala Marion TPO, Consultants

Budget Summary

The estimated budgets for Task 3 are summarized in Tables 3A and 3B.

Table 3A: Task 3 Estimated Budget, FY 2022/2023

Task 3 Long-Range Planning, Fiscal Year 2022/2023							
Funding Source Contract	FHWA PL G2797	FTA 5305(d) Carryover G2560	FTA 5305(d) Carryover GU198	FTA 5305(d) Carryover G2458	CTD	Local	Total
Budget Category							
A. Personnel							
Salaries and Benefits	\$ 15,125	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,125
Total:	\$ 15,125	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,125
B. Consultant							
2050 LRTP Placeholder	\$ 125,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 125,000
Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total:	\$ 125,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 125,000
C. Travel							
Travel Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
D. Direct Expenses							
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL TASK BUDGET:	\$ 140,125	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 140,125

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

Task 3 Long-Range Planning, Fiscal Year 2023/2024				
Funding Source Contract	FHWA PL G2797	CTD	Local	Total
Budget Category				
A. Personnel				
Salaries and Benefits	\$ 16,100	\$ -	\$ -	\$ 16,100
Total:	\$ 16,100	\$ -	\$ -	\$ 16,100
B. Consultant				
2050 LRTP Placeholder	\$ 75,000	\$ -	\$ -	\$ 75,000
Congestion Management Report	\$ 15,000	\$ -	\$ -	\$ 15,000
Total:	\$ 90,000	\$ -	\$ -	\$ 90,000
C. Travel				
Travel Expenses	\$ -	\$ -	\$ -	\$ -
Total:	\$ -	\$ -	\$ -	\$ -
D. Direct Expenses				
	\$ -	\$ -	\$ -	\$ -
Total:	\$ -	\$ -	\$ -	\$ -
TOTAL TASK BUDGET:	\$ 106,100	\$ -	\$ -	\$ 106,100

TASK 4: SHORT RANGE PLANNING

Purpose

Identifies activities that support the short-term implementation of TPO transportation programs and projects. Also included are activities in support of the annual development and updates of the Transportation Improvement Program (TIP) and List of Priority Projects (LOPP).

Previous Work Completed

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

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

Required Activities

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

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

Responsible Agency

Ocala Marion TPO

Responsible Staff

Ocala Marion TPO

Budget Summary

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

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

Task 4 Short-Range Planning, Fiscal Year 2022/2023							
Funding Source Contract	FHWA PL G2797	FTA 5305(d) Carryover G2560	FTA 5305(d) Carryover GU198	FTA 5305(d) Carryover G2458	CTD	Local	Total
Budget Category							
A. Personnel							
Salaries and Benefits	\$ 29,650	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 29,650
Total:	\$ 29,650	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 29,650
B. Consultant							
Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
C. Travel							
Travel Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
D. Direct Expenses							
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL TASK BUDGET:	\$ 29,650	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 29,650

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

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

TASK 5: PUBLIC TRANSPORTATION

Purpose

Identifies TPO staff support activities that assist the local public transportation system, which includes services provided by SunTran and Marion Transit (MT). SunTran operates fixed-route service on seven routes. MT provides door-to-door paratransit services as well as Americans with Disabilities Act (ADA) service within the fixed-route area of SunTran service. MT also serves as the designated Community Transportation Coordinator (CTC) through the Florida Commission for Transportation Disadvantaged (CTD).

Previous Work Completed

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

- Provided staff support and administration to the Transportation Disadvantaged Local Coordinating Board (TDLCB), quarterly meetings and annual workshop.
- Conducted administration responsibilities for the Florida Commission for Transportation Disadvantaged grant (TD), including quarterly reports, invoices and financial statements.
- Conducted annual reviews of the local CTC, Marion Transit (MT).
- Completed review and approval of the CTC Annual Operating Report (AOR).
- Reviewed CTC's Annual report.
- Developed Request for Proposal (RFP), procurement process and selection of a CTC.
- Completed a minor update to the Transportation Disadvantaged Service Plan (TDSP).
- Completed a major update to the TDSP.
- Conducted public survey to support the TDSP update.
- Completed updates/reviews of TDLCB Bylaws, Grievance Procedures and TD Service Plan revisions.
- Coordination with the CTD state grant program manager.
- Facilitated coordination between the TDLCB, CTC and MT.
- Coordination with SunTran for UPWP tasks and updates.
- Support to SunTran for selection of the Transit Development Plan (TDP), community amenities and facilities consultant teams.
- Participation with SunTran in the transit route realignments and public meetings.

Required Activities

The Task 5 activities planned for FY 2022/23 and FY 2023/24, including end products and completion dates are on the next page.

Activity	End Product(s)	Completion Date(s)
Staff support and administration of the TDLCB	Meetings, packets, public notifications, minutes	Quarterly
Perform CTC report and annual evaluation process	Annual Report	March 2023, 2024
Financial tasks and maintain records for TD grant	Budget for UPWP and Marion Clerk of Court	Ongoing
Prepare and submit progress reports and invoices for TD grant	Invoices and progress reports	Quarterly
Meetings and coordination with CTC, Commission for Transportation Disadvantaged (CTD) and SunTran	Meetings	Ongoing, As needed
Staff training for Transportation Disadvantaged	CTD Annual Conference and workshops	2022, 2023
Updates/Reviews/Amendments to TDLCB Bylaws, Grievance Procedures and TD Service Plan (TDSP)	Updated documents	Ongoing, As needed
TDSP public survey and public engagement	TDSP survey report	Annual
Review and approval of CTC Annual Operating Report (AOR)	AOR Review	2022, 2023
Conduct TD annual Public workshop	Public workshop meeting	2023, 2024
Coordination and support for TDSP with MT and TDLCB	Annual updated tactical plan	June 2023 June 2024
Prepare and review Actual Expenditure Report (AER)	Annual Expenditure Report (AER)	August 2022 August 2023
Coordinate with SunTran for the Public Transportation Agency Safety Plan (PTASP) and required safety performance targets	PTASP targets	Annual
Coordinate with SunTran on the required PTASP transit safety performance measure targets	Reporting and amendment of targets in annual TIP	Annual
Coordination and support for public transportation in development of short-term and long-term planning needs for TPO area	Technical assistance, meetings, data and information gathering	As needed
Meetings, coordination, support to SunTran	Meetings, services	As needed

Responsible Agency

Ocala Marion TPO, SunTran

Responsible Staff

Ocala Marion TPO, City of Ocala (SunTran)

Budget Summary

The estimated budget for Task 5 in FY 2022/23 and FY 2023/24 is summarized in Tables 5A and 5B.

Table 5A: Task 5 Estimated Budget, FY 2022/2023

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

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

Task 5 Public Transportation, Fiscal Year 2023/2024				
Funding Source Contract	FHWA PL G2797	CTD	Local	Total
Budget Category				
A. Personnel				
Salaries and Benefits	\$ 4,600	\$ 23,584	\$ -	\$ 28,184
Total:	\$ 4,600	\$ 23,584	\$ -	\$ 28,184
B. Consultant				
Consultants	\$ -	\$ -	\$ -	\$ -
Total:	\$ -	\$ -	\$ -	\$ -
C. Travel				
Travel Expenses	\$ -	\$ -	\$ -	\$ -
Total:	\$ -	\$ -	\$ -	\$ -
D. Direct Expenses				
	\$ -	\$ -	\$ -	\$ -
Total:	\$ -	\$ -	\$ -	\$ -
TOTAL TASK BUDGET:	\$ 4,600	\$ 23,584	\$ -	\$ 28,184

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

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

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

Responsible Agency: SunTran

Budget Summary

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

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

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

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

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

TASK 6: PUBLIC INVOLVEMENT

Purpose

Identifies all activities that involve the public in the TPO's '3C' transportation planning process. This includes information dissemination, review of all federally required plans and programs, TPO meetings, public hearings and workshops.

Previous Work Completed

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

- Completed regular updates on the TPO website, including public notices for meetings, meeting agendas and minutes, meeting schedules and all federally required planning document reviews.
- Developed information fact sheets and postcards for public education and awareness.
- Maintained the TPO's Facebook and Twitter social media platforms.
- Regular Facebook and Twitter postings for meeting notices, community events, transportation information and publications.
- Updated the Public Participation Plan (PPP) in 2021.
- Hosted Mobility Week events in 2019 and 2020.
- Maintained social media archive services.
- Participated in American Association of Metropolitan Planning Organization (AMPO) social media and organization spotlight in 2021.
- Provided public notices for all meetings and workshops within seven (7) days to meet state Sunshine Law and PPP directives.
- Developed Limited English Proficiency "I Speak Cards" and Public Comment cards for use in all TPO meetings.
- Instituted non-discrimination statements in English on all public meeting notices and agendas.
- Instituted non-discrimination statement in Spanish on the TPO website.
- Title VI Plan update completed in 2020.
- Documented and responded to all public inquiries and requests for information.
- Developed Annual Reports for 2020 and 2021.
- Created public website page for the Commitment to Zero Safety Action Plan.
- Conducted outreach to solicit interest and applications for the Citizens Advisory Committee (CAC).

Required Activities

The Task 6 activities planned for FY 2022/23 and FY 2023/24, including end products and completion dates are as follows.

Activity	End Product(s)	Completion Date(s)
Promote more awareness and understanding of the TPO and the 3C planning process	Fact sheets, infographics, postcards	Ongoing
Regular updates to TPO website content	Up to date website	Ongoing
Develop Annual Report to highlight major activities, accomplishments	2022, 2023 Annual Reports	January 2023, 2024
Expand social media outreach to gain greater input and feedback on planning activities	Routine postings via Facebook, Twitter, LinkedIn	Weekly
Advertise all TPO meetings with minimum 7-days notice to meet state Sunshine Law	Meeting notifications	Monthly, As required
Updates to Public Participation Plan	Revised Public Participation Plan (PPP)	As needed
Updates to Title VI Plan	Revised Title VI Plan	As needed
Monitor and respond to all Title VI and ADA complaints	Formal response, documented report(s)	As needed, As required
Document and respond to all public inquiries and information requests	Formal responses, documented	Ongoing
Develop outreach materials and new document templates for public awareness involving specific studies or planning documents	Brochures, summary cards, pamphlets, document templates	Ongoing, As needed
Social media archive subscription renewals	Social Media archives subscription service	April 2023, 2024
Attend Title VI, ADA, DBE, Limited English Proficiency (LEP) and public involvement training	Completed trainings	Ongoing, Annual
Outreach to attain membership for the Citizens Advisory Committee (CAC)	New members of the CAC	Ongoing
Participate in FDOT Mobility Week events	Serve as a local host partner	2022, 2023
Updates to the Safety Action Plan regarding activities and information	Safety Action Plan website updates	Ongoing

Responsible Agency

Ocala Marion TPO

Responsible Staff

Ocala Marion TPO, Consultants

Budget Summary

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

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

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

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

Task 6 Public Involvement, Fiscal Year 2023/2024				
Funding Source Contract	FHWA PL G2797	CTD	Local	Total
Budget Category				
A. Personnel				
Salaries and Benefits	\$ 37,200	\$ -	\$ -	\$ 37,200
Total:	\$ 37,200	\$ -	\$ -	\$ 37,200
B. Consultant				
Consultants	\$ -	\$ -	\$ -	\$ -
Website Maintenance and Hosting	\$ 4,040	\$ -	\$ -	\$ 4,040
Total:	\$ 4,040	\$ -	\$ -	\$ 4,040
C. Travel				
Travel Expenses	\$ -	\$ -	\$ -	\$ -
Total:	\$ -	\$ -	\$ -	\$ -
D. Direct Expenses				
	\$ -	\$ -	\$ -	\$ -
Total:	\$ -	\$ -	\$ -	\$ -
TOTAL TASK BUDGET:	\$ 41,240	\$ -	\$ -	\$ 41,240

TASK 7: SPECIAL PROJECTS

Purpose

Identifies special projects and activities that are non-recurring, such as planning studies and research in support of federal and state planning emphasis areas and TPO planning priorities.

Previous Work Completed

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

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

Required Activities

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

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

Conduct corridor or subarea studies and assessments to improve safety for all users, complete streets and congestion management in Ocala/Marion County	Transportation Studies	As needed and identified
2020 Census planning to prepare for changes impacting the TPO and Ocala/Marion community	2020 Census Planning, preparations	2022 to 2024

Responsible Agency

Ocala Marion TPO

Responsible Staff

Ocala Marion TPO, Consultants

Budget Summary

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

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

Task 7 Special Projects, Fiscal Year 2022/2023							
Funding Source Contract	FHWA PL G2797	FTA 5305(d) Carryover G2560	FTA 5305(d) Carryover GU198	FTA 5305(d) Carryover G2458	CTD	Local	Total
Budget Category							
A. Personnel							
Salaries and Benefits	\$ 16,100	\$ -	\$ -	\$ 3,400	\$ -	\$ -	\$ 19,500
Total:	\$ 16,100	\$ -	\$ -	\$ 3,400	\$ -	\$ -	\$ 19,500
B. Consultant							
Safety Action Plan	\$ 1,100	\$ -	\$ 59,807	\$ -	\$ -	\$ -	\$ 60,907
Consultants	\$ 132,963	\$ -	\$ -	\$ 28,715	\$ -	\$ -	\$ 161,678
Total:	\$ 134,063	\$ -	\$ 59,807	\$ 28,715	\$ -	\$ -	\$ 222,585
C. Travel							
Travel Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
D. Direct Expenses							
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL TASK BUDGET:	\$ 150,163	\$ -	\$ 59,807	\$ 32,115	\$ -	\$ -	\$ 242,085

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

Task 7 Special Projects, Fiscal Year 2023/2024					
Funding Source Contract		FHWA PL G2797	CTD	Local	Total
Budget Category					
A. Personnel					
Salaries and Benefits		\$ 17,500	\$ -	\$ -	\$ 17,500
Total:		\$ 17,500	\$ -	\$ -	\$ 17,500
B. Consultant					
Consultants		\$ 40,252	\$ -	\$ -	\$ 40,252
Total:		\$ 40,252	\$ -	\$ -	\$ 40,252
C. Travel					
Travel Expenses		\$ -	\$ -	\$ -	\$ -
Total:		\$ -	\$ -	\$ -	\$ -
D. Direct Expenses					
		\$ -	\$ -	\$ -	\$ -
Total:		\$ -	\$ -	\$ -	\$ -
TOTAL TASK BUDGET:		\$ 57,752	\$ -	\$ -	\$ 57,752

TASK 8: REGIONAL ACTIVITIES

Purpose

To promote and enhance interregional transportation planning and coordination with neighboring MPOs by supporting common interests through the Central Florida MPO Alliance (CFMPOA). Participating MPOs/TPOs include: Lake~Sumter MPO, MetroPlan Orlando, Ocala Marion TPO, Polk TPO, River to Sea TPO and Space Coast TPO.

Previous Work:

Previous Work	Adoption Date/Status
CFMPOA Regional priority project list	Annual
CFMPOA Quarterly meetings	Quarterly
CFMPOA Annual joint meeting with Sun Coast Transportation Planning Alliance (SCTPA)	Annual

Required Activities:

Required Activities and Work Products	Milestone/Completion Date
CFMPOA Regional Metropolitan Transportation Plan summary	Spring 2024
CFMPOA Regional priority project list	July 2022 July 2023
CFMPOA continued coordination amongst regional MPO partners	Quarterly meetings/Ongoing

Responsible Agencies:

Participating agencies of CFMPOA include Lake-Sumter MPO, MetroPlan Orlando, Ocala-Marion TPO, Polk TPO, River to Sea TPO, and Space Coast TPO

Budget Tables:

The estimated budget for Task 8 in FY 2022/23 and FY 2023/24 is summarized in Tables 8A and 8B on the next page.

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

Task 8 Regional Activities		
Budget Detail for FY 23 (July 1, 2022 - June 30, 2023)		
Funding Source	FHWA (CPG)	Total
Contract Number	G2797	
Source Level	Federal (81.93%)	
Consultant		
Transfer to: MetroPlan Orlando Annual Allocation for CFMPO Alliance*	\$ 5,000	\$ 5,000
TOTAL	\$ 5,000	\$ 5,000

* Central Florida Metropolitan Planning Organization Alliance.
CFMPO Alliance members include: Metroplan Orlando, River to Sea TPO, Space Coast TPO, Lake-Sumter MPO, Ocala-Marion MPO and Polk TPO.



 Orange formatting indicates outgoing funds.

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

Task 8 Regional Activities		
Budget Detail for FY 24 (July 1, 2023 - June 30, 2024)		
Funding Source	FHWA (CPG)	Total
Contract Number	G2797	
Source Level	Federal (81.93%)	
Consultant		
Transfer to: MetroPlan Orlando Annual Allocation for CFMPO Alliance*	\$ 5,000	\$ 5,000
TOTAL	\$ 5,000	\$ 5,000

* Central Florida Metropolitan Planning Organization Alliance.
CFMPO Alliance members include: Metroplan Orlando, River to Sea TPO, Space Coast TPO, Lake-Sumter MPO, Ocala-Marion MPO and Polk TPO.

 Orange formatting indicates outgoing funds.

TASK 9: LOCAL FUND

Purpose

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

Previous Work Completed

Sources of local funds provided by the host agency Marion County supported the following activities in FY 2020/21 and FY 2021/22:

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

Required Activities

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

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

Responsible Agency

Ocala Marion TPO

Responsible Staff

Ocala Marion TPO

Budget Summary

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

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

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

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

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

SUMMARY BUDGET TABLES

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

Fiscal Year 2022/2023 Budget Summary												
Funding Source Contract Number Task Name	*FHWA PL G2797	FDOT Soft Match (18.07%)	FTA 5305(d) Carryover G2560	FDOT Soft Match (20%)	FTA 5305(d) Carryover GU198	FDOT Soft Match (20%)	FTA 5305(d) Carryover G2458	FDOT Soft Match (20%)	CTD	Local	*FTA 5307 SunTran	Total (minus soft match)
1. Administration	\$ 326,276	\$ 58,958	\$ 3,207	\$ 641	\$ -	\$ -	\$ 51,711	\$ 10,342	\$ 4,002	\$ -	\$ -	\$ 385,196
2. Data Collection	\$ 23,030	\$ 4,162	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 23,030
3. Long-Range Planning	\$ 140,125	\$ 25,321	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 140,125
4. Short-Range Planning	\$ 29,650	\$ 5,358	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 29,650
5. Public Transportation	\$ 4,350	\$ 786	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 23,549	\$ -	\$ 200,000	\$ 27,899
6. Public Involvement	\$ 45,390	\$ 8,202	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,390
7. Special Projects	\$ 150,163	\$ 27,134	\$ -	\$ -	\$ 59,807	\$ 11,961	\$ 32,115	\$ 6,423	\$ -	\$ -	\$ -	\$ 242,085
*8. Regional Planning	\$ 5,000	\$ 904	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000
9. Local Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ -	\$ 2,000
TOTAL BUDGET:	\$ 723,984	\$ 130,825	\$ 3,207	\$ 641	\$ 59,807	\$ 11,961	\$ 83,826	\$ 16,765	\$ 27,551	\$ 2,000	\$ 200,000	\$ 900,375

*Orange formatting indicates outgoing funds

All federal funding, including fund transfers, apply the required non-federal match (FDOT State Soft Match with Toll Revenue Credits);

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

Table 10B: Agency Participation, FY 2022/2023

Agency Participation, Fiscal Year 2022/2023									
Task Name	FHWA	FTA	FDOT Soft Match	CTD	Local	Total (minus soft match)	MetroPlan Transfer (CFMPOA)	Consultant	SunTran
1. Administration	\$ 326,276	\$ 54,918	\$ 69,942	\$ 4,002	\$ -	\$ 385,196	\$ -	\$ 1,500	\$ -
2. Data Collection	\$ 23,030	\$ -	\$ 4,162	\$ -	\$ -	\$ 23,030	\$ -	\$ -	\$ -
3. Long-Range Planning	\$ 140,125	\$ -	\$ 25,321	\$ -	\$ -	\$ 140,125	\$ -	\$ 125,000	\$ -
4. Short-Range Planning	\$ 29,650	\$ -	\$ 5,358	\$ -	\$ -	\$ 29,650	\$ -	\$ -	\$ -
5. Public Transportation	\$ 4,350	\$ -	\$ 786	\$ 23,549	\$ -	\$ 27,899	\$ -	\$ -	\$ 200,000
6. Public Involvement	\$ 45,390	\$ -	\$ 8,202	\$ -	\$ -	\$ 45,390	\$ -	\$ 12,890	\$ -
7. Special Projects	\$ 150,163	\$ 91,922	\$ 45,519	\$ -	\$ -	\$ 242,085	\$ -	\$ 222,585	\$ -
*8. Regional Planning	\$ 5,000	\$ -	\$ 904	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ -	\$ -
9. Local Fund	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ 2,000	\$ -	\$ -	\$ -
TOTAL BUDGET:	\$ 723,984	\$ 146,840	\$ 160,192	\$ 27,551	\$ 2,000	\$ 900,375	\$ 5,000	\$ 361,975	\$ 200,000

*Orange formatting indicates outgoing funds

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

Fiscal Year 2023/2024 Budget Summary						
Funding Source Contract Number Task Name	FHWA PL G2797	FDOT Soft Match (18.07%)	CTD	Local	#SunTran	Total (minus soft match)
1. Administration	\$ 395,323	\$ 71,435	\$ 3,967	\$ -	\$ -	\$ 399,290
2. Data Collection	\$ 26,500	\$ 4,789	\$ -	\$ -	\$ -	\$ 26,500
3. Long-Range Planning	\$ 106,100	\$ 19,172	\$ -	\$ -	\$ -	\$ 106,100
4. Short-Range Planning	\$ 33,200	\$ 5,999	\$ -	\$ -	\$ -	\$ 33,200
5. Public Transportation	\$ 4,600	\$ 831	\$ 23,584	\$ -	\$ -	\$ 28,184
6. Public Involvement	\$ 41,240	\$ 7,452	\$ -	\$ -	\$ -	\$ 41,240
7. Special Projects	\$ 57,752	\$ 10,436	\$ -	\$ -	\$ -	\$ 57,752
*8. Regional Planning	\$ 5,000	\$ 904	\$ -	\$ -	\$ -	\$ 5,000
9. Local Fund	\$ -	\$ -	\$ -	\$ 2,000	\$ -	\$ 2,000
TOTAL BUDGET:	\$ 669,715	\$ 121,018	\$ 27,551	\$ 2,000	\$ -	\$ 699,266

*Orange formatting indicates outgoing funds

All federal funding, including fund transfers, apply the required non-federal match (FDOT State Soft Match with Toll Revenue Credits)

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

Table 11B: Agency Participation, FY 2023/2024

Agency Participation, Fiscal Year 2023/2024								
Task Name	FHWA	FDOT Soft Match	CTD	Local	Total (minus soft match)	MetroPlan Transfer (CFMPOA)	Consultant	SunTran
1. Administration	\$ 395,323	\$ 71,435	\$ 3,967	\$ -	\$ 399,290	\$ -	\$ 1,500	\$ -
2. Data Collection	\$ 26,500	\$ 4,789	\$ -	\$ -	\$ 26,500	\$ -	\$ -	\$ -
3. Long-Range Planning	\$ 106,100	\$ 19,172	\$ -	\$ -	\$ 106,100	\$ -	\$ 90,000	\$ -
4. Short-Range Planning	\$ 33,200	\$ 5,999	\$ -	\$ -	\$ 33,200	\$ -	\$ -	\$ -
5. Public Transportation	\$ 4,600	\$ 831	\$ 23,556	\$ -	\$ 28,184	\$ -	\$ -	\$ -
6. Public Involvement	\$ 41,240	\$ 7,452	\$ -	\$ -	\$ 41,240	\$ -	\$ 4,040	\$ -
7. Special Projects	\$ 57,752	\$ 10,436	\$ -	\$ -	\$ 57,752	\$ -	\$ 40,252	\$ -
*8. Regional Planning	\$ 5,000	\$ 904	\$ -	\$ -	\$ 5,000	\$ 5,000		\$ -
9. Local Fund	\$ -	\$ -	\$ -	\$ 2,000	\$ 2,000	\$ -	\$ -	\$ -
TOTAL BUDGET:	\$ 669,715	\$ 121,018	\$ 27,551	\$ 2,000	\$ 699,266	\$ 5,000	\$ 135,792	\$ -

*Orange formatting indicates outgoing funds

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

JULY 1, 2022 - JUNE 30, 2023 FUNDING SUMMARY BY CATEGORY AND SOURCE					
Budget Category	FHWA (PL)	FTA 5305(d) Carry Forward	CTD	Local	Total
A. Personnel					
Salaries and Fringe Benefits	\$ 393,074	\$ 11,499	\$ 23,549	\$ -	\$ 428,122
Subtotal:	\$ 393,074	\$ 11,499	\$ 23,549	\$ -	\$ 428,122
B. Consultant Services					
Consultants	\$ 148,453	\$ 88,522	\$ -	\$ -	\$ 236,975
2050 LRTP Placeholder	\$ 125,000	\$ -	\$ -	\$ -	\$ 125,000
MetroPlan Orlando (CFMPO Alliance)	\$ 5,000	\$ -	\$ -	\$ -	\$ 5,000
Subtotal:	\$ 273,453	\$ 88,522	\$ -	\$ -	\$ 366,975
C. Travel					
Travel and Training	\$ 5,162	\$ 9,149	\$ 1,075	\$ -	\$ 15,386
Subtotal:	\$ 5,162	\$ 9,149	\$ 1,075	\$ -	\$ 15,386
D. Direct Expenses					
Advertising	\$ 1,600	\$ 240	\$ 725	\$ -	\$ 2,565
Computer Equipment and Plotter	\$ 5,500	\$ 2,445	\$ -	\$ -	\$ 7,945
Copier/Printer Rental	\$ 2,390	\$ 313	\$ 110	\$ -	\$ 2,813
Insurance	\$ 2,875	\$ -	\$ -	\$ -	\$ 2,875
Office Supplies	\$ 3,800	\$ 467	\$ 110	\$ 300	\$ 4,677
Postage	\$ 175	\$ 48	\$ 20	\$ -	\$ 243
Printing and Binding	\$ 1,300	\$ 552	\$ -	\$ -	\$ 1,852
Professional Membership Dues	\$ -	\$ -	\$ -	\$ 1,700	\$ 1,700
Software Licenses	\$ 6,684	\$ 728	\$ 100	\$ -	\$ 7,512
Subtotal:	\$ 24,324	\$ 4,793	\$ 1,065	\$ 2,000	\$ 32,182
E. Indirect Expenses					
Marion County Cost Allocation	\$ 22,971	\$ 32,877	\$ 1,862	\$ -	\$ 57,710
Subtotal:	\$ 22,971	\$ 32,877	\$ 1,862	\$ -	\$ 57,710
Budget Totals					
Revenues:	\$ 723,984	\$ 146,840	\$ 27,551	\$ 2,000	\$ 900,375
Expenditures:	\$ 723,984	\$ 146,840	\$ 27,551	\$ 2,000	\$ 900,375

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

JULY 1, 2023 - JUNE 30, 2024 FUNDING SUMMARY BY CATEGORY AND SOURCE				
Budget Category	FHWA (PL)	CTD	Local	Total
A. Personnel				
Salaries and Fringe Benefits	\$ 430,800	\$ 23,584	\$ -	\$ 454,384
Subtotal:	\$ 430,800	\$ 23,584	\$ -	\$ 454,384
B. Consultant Services				
Consultants	\$ 60,792	\$ -	\$ -	\$ 60,792
2050 LRTP Placeholder	\$ 75,000	\$ -	\$ -	\$ 75,000
MetroPlan Orlando (CFMPO Alliance)	\$ 5,000	\$ -	\$ -	\$ 5,000
Subtotal:	\$ 135,792	\$ -	\$ -	\$ 140,792
C. Travel				
Travel and Training	\$ 15,600	\$ 1,075	\$ -	\$ 16,675
Subtotal:	\$ 15,600	\$ 1,075	\$ -	\$ 16,675
D. Direct Expenses				
Advertising	\$ 1,850	\$ 750	\$ -	\$ 2,600
Computer Equipment	\$ 5,500	\$ -	\$ -	\$ 5,500
Copier/Printer Rental	\$ 2,750	\$ 110	\$ -	\$ 2,860
Insurance	\$ 2,875	\$ -	\$ -	\$ 2,875
Office Supplies	\$ 4,200	\$ 50	\$ 300	\$ 4,550
Postage	\$ 425	\$ 20	\$ -	\$ 445
Printing and Binding	\$ 1,400	\$ -	\$ -	\$ 1,400
Professional Membership Dues	\$ -	\$ -	\$ 1,700	\$ 1,700
Software Licenses	\$ 7,675	\$ 100	\$ -	\$ 7,775
Subtotal:	\$ 26,675	\$ 1,030	\$ 2,000	\$ 29,705
E. Indirect Expenses				
Marion County Cost Allocation	\$ 55,848	\$ 1,862	\$ -	\$ 57,710
Subtotal:	\$ 55,848	\$ 1,862	\$ -	\$ 57,710
Budget Totals				
Revenues:	\$ 669,715	\$ 27,551	\$ 2,000	\$ 699,266
Expenditures:	\$ 669,715	\$ 27,551	\$ 2,000	\$ 699,266

APPENDIX A: UPWP STATEMENTS AND ASSURANCES

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

525-010-08
POLICY PLANNING
05/18

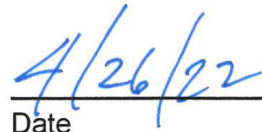
DEBARMENT and SUSPENSION CERTIFICATION

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

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



Name: Ire Bethea Sr.
Title: TPO Chair



Date

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

525-010-08
POLICY PLANNING
05/18

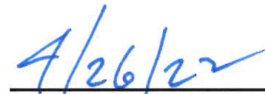
LOBBYING CERTIFICATION for GRANTS, LOANS and COOPERATIVE AGREEMENTS

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

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



Name: Ire Bethea Sr.
Title: TPO Chair



Date

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

525-010-08
POLICY PLANNING
05/18

DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION

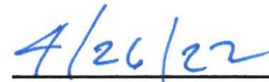
It is the policy of the Ocala/Marion County TPO that disadvantaged businesses, as defined by 49 Code of Federal Regulations, Part 26, shall have an opportunity to participate in the performance of MPO contracts in a nondiscriminatory environment. The objectives of the Disadvantaged Business Enterprise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

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

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



Name: Ire Bethea Sr.
Title: TPO Chair



Date

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

Title: TPO Chair



Date

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

525-010-08
POLICY PLANNING
05/18

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.

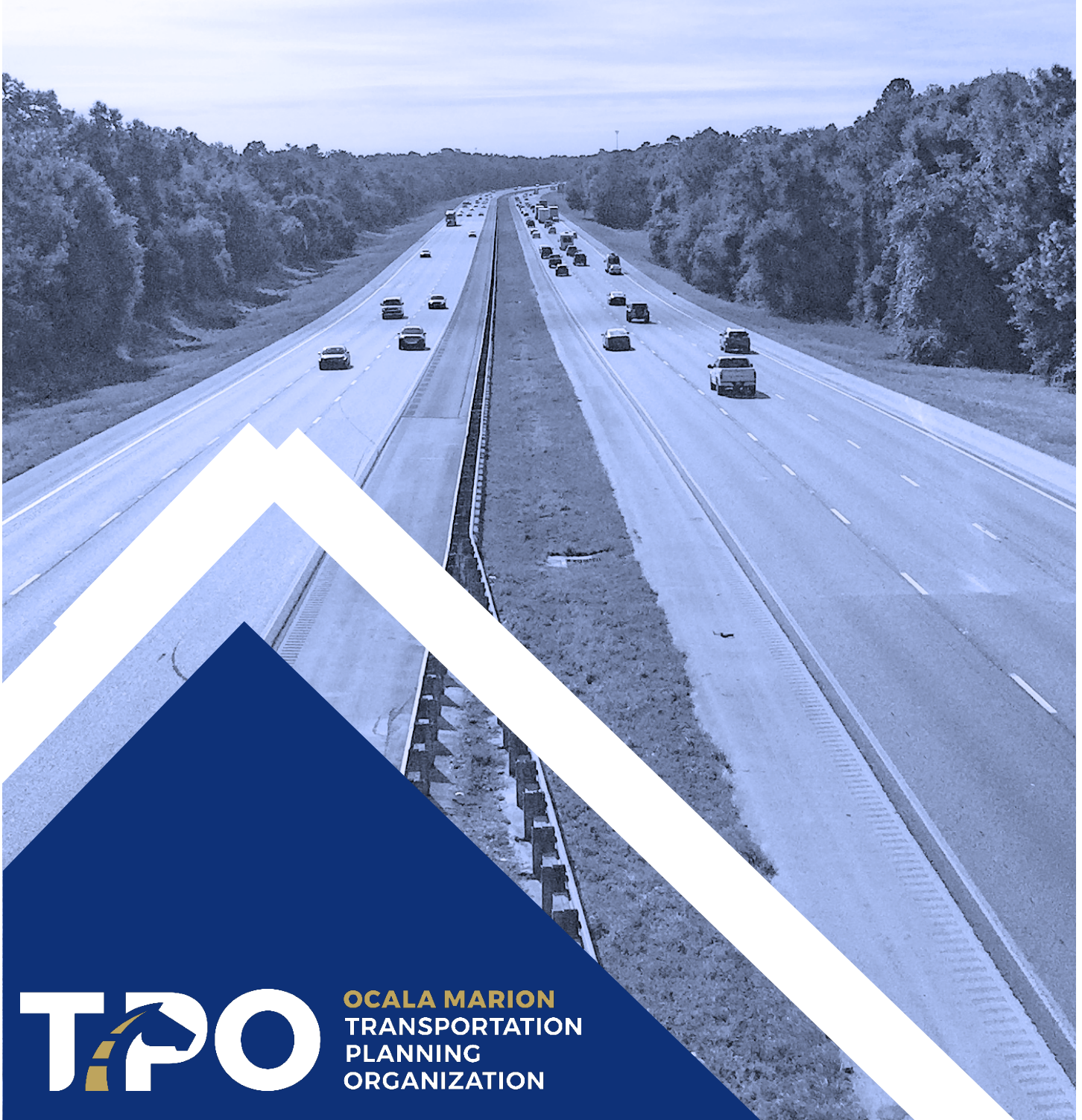
FLORIDA DEPARTMENT OF TRANSPORTATION
UNIFIED PLANNING WORK PROGRAM (UPWP)
STATEMENTS AND ASSURANCES

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

February 2022

ACRYONYM	NAME	DESCRIPTION
3C	Continuing, Cooperative and Comprehensive	A Continuing, Cooperative and Comprehensive (3C) process is required for all Metropolitan Planning Organizations (MPO) to be eligible for Federal transportation funding.
ACS	American Community Survey	The American Community Survey is an ongoing survey that provides vital information on a yearly basis about our nation and its people.
ADA	Americans with Disabilities Act	The Americans with Disabilities Act (ADA) prohibits discrimination against people with disabilities in employment, transportation, public accommodation, communications, and governmental activities.
ATMS	Automated Traffic Management System	ATMS is used to improve the efficiency of the transportation network. ATMS utilizes data-analysis and communication technology to reduce congestion in real-time due to crashes and other traffic problems.
BEA	Bureau of Economic Analysis	Federal agency within the Department of Commerce that provides economic data and projections.
BLS	Bureau of Labor Statistics	Federal agency within the Department of Labor that tracks federal employment data.
BTS	Bureau of Transportation Statistics	The Bureau of Transportation Statistics was established as a statistical agency in 1992. The Intermodal Surface Transportation Efficiency Act (ISTEA) of 1991 created BTS to administer data collection, analysis, and reporting and to ensure the most cost-effective use of transportation- monitoring resources.
CAAA	Clean Air Act Amendments of 1990	The original Clean Air Act was passed in 1963, but the national air pollution control program is actually based on the 1970 revision of the law. The Clean Air Act as amended in 1990 made major changes and contains the most far reaching revisions of the 1970 law.
CAC	Citizen Advisory Committee	The Citizens Advisory Committee (CAC) advises the TPO on local transportation issues based on the input of citizens they represent in the area. The TPO strives to keeps the composition of the CAC diverse in terms of geographic location and professions represented.
CBSA	Core Based Statistical Areas	CBSAs consist of the county or counties or equivalent entities associated with at least one core (urbanized area or urban cluster) of at least 10,000 population plus adjacent counties having a high degree of social and economic integration with the core. Social and economic integration is measured in the form of commuting and other reoccurring travel.
CFMPOA	Central Florida Metropolitan Planning Organization Alliance	A partnership of Transportation Planning Organizations in Central Florida created to provide transportation solutions throughout the region.
CFR	Code of Federal Regulations	The codification of the rules published in the Federal Register by the executive departments and agencies of the Federal Government. These are the administrative rules and regulations that clarify the impact of the United States Code (USC) or the law.

ACRYONYM	NAME	DESCRIPTION
CFRPM	Central Florida Regional Planning Model	Travel demand forecasting tool used by numerous planning agencies throughout central Florida.
CMAQ	Congestion Mitigation and Air Quality Improvement Program	The CMAQ program funds transportation projects and programs in air quality non-attainment and maintenance areas that reduce traffic congestion and transportation related emissions (ozone, carbon monoxide, particulate matter, etc.).
CMP	Congestion Management Process	A systematic approach required in transportation management areas (TMAs) that provides for effective management and operation. Provides information on transportation system performance and finds alternative ways to alleviate congestion and enhance the mobility of people and goods, to levels that meet state and local needs.
CTC	Community Transportation Coordinator	Community Transportation Coordinators are businesses or county departments responsible for arrangement of transportation services delivered to the transportation disadvantaged. (Definition taken from Lee MPO - http://leempo.com/programs-products/transportation-disadvantaged/).
CTD	Commission for Transportation Disadvantaged	Created in 1989, the CTD was created to provide statewide policy guidance to Florida's Transportation Disadvantaged Program, which coordinates funds to provide older adults, persons with disabilities and people with limited access to employment, health care and educational opportunities (Definition taken from NCFRPC - http://www.ncfrpc.org/TD/td.html).
CTPP	Census Transportation Planning Products	The CTPP is a set of special tabulations designed by and for transportation planners using large sample surveys conducted by the Census Bureau.
CTST	Community Traffic Safety Team	An organization created to inform the public about transportation safety issues. Major events conducted by the Marion County CTST include "Walk Your Child to School Day", a mock DUI scenario, and a Battle of the Belts competition.
DBE	Disadvantaged Business Enterprise	The DBE program ensures that federally-assisted contracts for transportation projects are made available for small businesses owned/ controlled by socially and economically disadvantaged individuals (Definition taken from FHWA - https://www.fhwa.dot.gov/civilrights/programs/dbe/).
DOPA	Designated Official Planning Agency	An agency that assists the Florida Commission for the Transportation Disadvantaged (CTD) in the coordination of safe, efficient, cost effective transportation services to those who are transportation disadvantaged. (Definition taken from CTD - https://ctd.fdot.gov/communitytransystem.htm)
DRI	Development of Regional Impact	A large-scale development project that may impact multiple counties or jurisdictions
EIS	Environmental Impact Statement	Report developed as part of the National Environmental Policy Act requirements, which details any adverse economic, social, and environmental effects of a proposed transportation project for which Federal funding is part of the project.

ACRYONYM	NAME	DESCRIPTION
EPA	Environmental Protection Agency	The federal regulatory agency responsible for administering and enforcing federal environmental laws, including the Clean Air Act, the Clean Water Act, the Endangered Species Act, and others.
ETDM	Efficient Transportation Decision Making	Developed by the Florida Department of Transportation (FDOT) to streamline the environmental review process, ETDM helps protect natural resources by involving stakeholders early in the transportation planning process. Specifically, ETDM is used to identify the impacts may occur from planned transportation projects.
FAA	Federal Aviation Administration	FAA provides a safe, secure, and efficient global aerospace system that contributes to national security and the promotion of US aerospace safety.
FAST Act	Fixing America's Surface Transportation Act	The Fixing America's Surface Transportation (FAST) Act is five-year legislation that was enacted into law on December 4, 2015. The main focus of the legislation is to improve the Nation's surface transportation infrastructure, including our roads, bridges, transit systems, and rail transportation network.
FDOT	Florida Department of Transportation	Originally named the Florida State Road Department, the Florida Department of Transportation (FDOT) was created in 1969. FDOT's mission is to ensure the mobility of people and goods, enhance economic prosperity, and preserve the quality of the environment and community (Definition taken from State of Florida- https://jobs.myflorida.com/go/ Department-of-Transportation/2817700/).
FHWA	Federal Highway Administration	A branch of the U.S. Department of Transportation that administers the federal-aid highway program, providing financial assistance to states to construct and improve highways, urban and rural roads, and bridges.
FMTP	Freight Mobility and Trade Plan	FDOT's Freight Mobility and Trade Plan (FMTP) defines policies and investments that will enhance Florida's economic development into the future.
FSUTMS	Florida Standard Urban Transportation Modeling Structure	FSUTMS is a computerized planning model that allows users to better predict the impact of transportation policies and programs by providing a standardized framework for the development, use and sharing of models.
FTA	Federal Transit Administration	A branch of the U.S. Department of Transportation that administers federal funding to transportation authorities, local governments, and states to support a variety of locally planned, constructed, and operated public transportation systems throughout the U.S., including buses, subways, light rail, commuter rail, streetcars, monorail, passenger ferry boats, inclined railways, and people movers.
FTP	Florida Transportation Plan	Florida's long-range plan that guides current transportation decisions. The plan outlines transportation issues and solutions related to improving safety, efficiency, population growth, economic development, and access to transit and other modes of transportation.
FY	Fiscal Year/ Federal Fiscal Year	The TPO's Fiscal Year is from July 1 to June 30. The Federal Fiscal Year is from October 1 to September 30.

ACRYONYM	NAME	DESCRIPTION
GIS	Geographic Information System	Computerized data management system designed to capture, store, retrieve, analyze, and display geographically referenced information.
HOV	High-Occupancy Vehicle	Vehicles carrying two or more people.
HSIP	Highway Safety Improvement Program	The goal of the HSIP program is to achieve a significant reduction in traffic fatalities and serious injuries on all public roads, including non-State-owned public roads and roads on tribal lands.
HUD	Department of Housing and Urban Development	HUD's mission is to increase homeownership, support community development and increase access to affordable housing free from discrimination. HUD's Community Development Block Grant Program (CDBG) is a program with many resources that are used to help address a wide array of community development needs, including sidewalks and other transportation infrastructure.
IIJA	Infrastructure Investment and Jobs Act	Commonly referred to as the Bipartisan Infrastructure Bill, IIJA was signed into law by President Biden on November 15, 2021. IIJA includes \$550 billion in new funding for transportation infrastructure. IIJA authorizes \$1.2 trillion in total spending.
IRI	International Roughness Index	International Roughness Index (IRI) is used by transportation professionals around the world as a standard to quantify road surface roughness. IRI is highly useful for assessing overall roadway pavement ride quality; a higher IRI value indicates a rougher road surface.
ITS	Intelligent Transportation Systems	Electronics, photonics, communications, or information processing to improve the efficiency or safety of the surface transportation system.
LOS	Level of Service	Level of Service (LOS) is a term that describes the operating conditions a driver, transit users, bicyclist, or pedestrian will experience while traveling on a particular street, highway or transit vehicle. LOS is used in transportation planning as a data friendly tool to help aid in the decision making process regarding road capacity. LOS data allows planners to make more informed decisions regarding transportation projects.
LOPP	List of Priority Projects	The List of Priority Projects (LOPP) is a formalized list developed each year by the TPO in collaboration with local government partners, and as required by state statute. The LOPP contains the highest priorities for future transportation projects and investments to receive consideration for federal and state funding.
LRTP/MTP	Long-Range Transportation Plan (or Metropolitan Transportation Plan)	A document that serves as the defining vision for the region's transportation systems and services. The LRTP addresses a planning horizon of no less than a 20-years and is developed, adopted, and updated every five years by the TPO. The most recent LRTP was adopted in December 2015. The plan can be viewed on the TPO website at: https://ocalamariontpo.org/plans-and-programs/long-range-transportation-plan-lrtp/ .

ACRYONYM	NAME	DESCRIPTION
LOTTR	Level of Travel Time Reliability	The Level of Travel Time Reliability (LOTTR) is the ratio of the 80th percentile travel time to the normal travel time (50th percentile) throughout a full calendar year. Data for this measure is derived from the FHWA National Performance Management Research Data set (NPMRDS).
MAP-21	Moving Ahead for Progress in the 21st Century	The Moving Ahead for Progress in the 21st Century Act (P.L. 112-141), was signed into law in 2012. Funding surface transportation programs at over 105 billion for fiscal years (FY) 2013 and 2014, MAP-21 is the first long-term highway authorization enacted since 2005. MAP-21 creates a streamlined and performance-based surface transportation program and builds on many of the highway, transit, bike, and pedestrian programs and policies established in 1991.
MPA	Metropolitan Planning Area	The geographic area determined by agreement between the transportation planning organization (TPO) for the area and the Governor, in which the metropolitan transportation planning process is carried out.
MPO	Metropolitan Planning Organization	An MPO, also known as a TPO, is a forum for cooperative transportation decision-making for metropolitan planning areas. In order for a TPO to be designated as an MPO, an urban area must have a population of at least 50,000 as defined by the US Census Bureau.
MPOAC	Metropolitan Planning Organization Advisory Council	A planning and policy organization created to assist individual MPO/TPOs across Florida in building a more collaborative transportation planning process.
MSA	Metropolitan Statistical Area	A Core Based Statistical Areas associated with at least one urbanized area that has a population of at least 50,000. The metropolitan statistical area comprises the central county or counties or equivalent entities containing the core, plus adjacent outlying counties having a high degree of social and economic integration with the central county or counties as measured through commuting.
NTD	National Transit Database	The National Transit Database (NTD) is the repository of data for the financial, operating and asset conditions of the nation's transit systems.
NEPA	National Environmental Policy Act of 1969	Established requirements that any project using federal funding or requiring federal approval, including transportation projects, examine the effects of proposed and alternative choices on the environment before a federal decision is made.
NHPP	National Highway Performance Program	The NHPP provides support for the condition and performance of the National Highway System (NHS), for the construction of new facilities on the NHS.
NHPP (Bridge)	National Highway Performance Program (Bridge)	Reconstruction, resurfacing, restoration, rehabilitation, or preservation of a bridge on a non-NHS Federal-aid highway (if Interstate System and NHS Bridge Condition provision requirements are satisfied) [23 U.S.C. 119(i)].
NHS	National Highway System	This system of highways designated and approved in accordance with the provisions of 23 U.S.C. 103(b) (23CFR500).

ACRYONYM	NAME	DESCRIPTION
PD&E	Project Development and Environmental Study	A study conducted to determine feasible building alternatives for transportation projects and their social, economic and environmental impacts. PD&E studies are required per the National Environmental Policy Act (NEPA). (Definition taken from FDOT, District 7 - https://www.fdotd7studies.com/what-is-a-pde-study.html).
PEA	Planning Emphasis Area	Planning Emphasis Areas set planning priorities that are supportive of the statewide Florida Transportation Plan (FTP), and give importance to topics that all MPOs are encouraged to address in their respective planning programs.
PM	Performance Management	Performance Management (PM) serves as federally required strategic approach that uses system data and information guide investment and policies to achieve national goals.
PPP	Public Participation Plan	The Public Participation Plan documents the goals, objectives and strategies for ensuring all individuals have every opportunity to be involved in transportation planning decisions. The plan is designed to provide a transparent planning process that is free from any cultural, social, racial or economic barriers and offers multiple opportunities for public participation and input.
PTASP	Public Transportation Agency Safety Action Plan	A plan that is developed by transit agencies to identify responsibilities for safety and day to day implementation of a safety management system.
RPC	Regional Planning Council	Organizations designated by Florida law to provide planning and technical expertise to local governments in order to promote regional collaboration.
SHSP	Strategic Highway Safety Plan	This is a statewide and coordinated safety plan that provides a comprehensive framework for eliminating highway fatalities and reducing serious injuries on all public roads.
SIS	Strategic Intermodal System	A network of transportation facilities important to the state's economy and mobility. The SIS was created to focus the state's limited resources on the facilities most significant for interregional, interstate and international travel (Definition taken from FDOT - https://www.fdot.gov/planning/sis/default.shtm).
SOV	Single-Occupancy Vehicle	Any motor vehicle operated or driven by a single person.
STBG	Surface Transportation Block Grant Program	The STBG federal funding promotes flexibility in State and local transportation decisions and provides flexible funding to best address State and local transportation needs.
STIP	Statewide Transportation Improvement Program	The STIP is a statewide prioritized listing/program of transportation projects covering a period of four years that is consistent with the long-range statewide transportation plan, metropolitan transportation plans, and TIPs, and required for projects to be eligible for funding under title 23 U.S.C. and title 49 U.S.C. Chapter 53.
STP	Surface Transportation Program	Federal-aid highway funding program that supports a broad range of surface transportation capital needs, including many roads, transit, sea and airport access, vanpool, bike, and pedestrian facilities.

ACRYONYM	NAME	DESCRIPTION
TAC	Technical Advisory Committee	The Technical Advisory Committee provides technical expertise to the TPO by reviewing transportation plans, programs and projects primarily from a technical standpoint. The TAC is comprised of professional planners, engineers, and other state and local professionals.
TAMP	Transportation Asset Management Plan	The TAMP outlines the process for effectively operating, maintaining and improving the physical transportation assets in Florida (e.g., roads, bridges, culverts).
TAZ	Traffic Analysis Zone	A defined geographic area used to tabulate traffic-related land use data and forecast travel demand. Traffic Analysis Zones typically consist of one or more Census blocks/tracts or block groups.
TD	Transportation Disadvantaged	Transportation Disadvantaged includes individuals with physical and economic challenges and senior citizens facing mobility issues.
TDLCB	Transportation Disadvantaged Local Coordinating Board	The TDLCB coordinates transportation needs of the disadvantaged, including individuals with physical and economic challenges and senior citizens facing mobility issues. The Board helps the TPO identify local service needs of the Transportation Disadvantaged (TD) community to the Community Transportation Coordinator (CTC).
TDM	Transportation Demand Management	Programs designed to reduce demand for transportation through various means, such as the use of public transit and of alternative work hours.
TDP	Transit Development Plan	The Transit Development Plan (TDP) represents the community's vision for public transportation in the Ocala Marion TPO service area for a 10- year span. Updated every five years, the Plan provides a comprehensive assessment of transit services in Marion County. Specifically, the TDP details SunTran's transit and mobility needs, cost and revenue projections, and community transit goals, objectives, and policies.
TIP	Transportation Improvement Program	A TIP is a prioritized listing/program of transportation projects covering a period of five years that is developed and formally adopted by a TPO as part of the metropolitan transportation planning process, consistent with the metropolitan transportation plan, and required for projects to be eligible for funding under title 23 U.S.C. and title 49 U.S.C. Chapter 53.
TMA	Transportation Management Area	An urbanized area with a population over 200,000 (as determined by the latest decennial census) or other area when TMA designation is requested by the Governor and the TPO (or affected local officials), and officially designated by the Administrators of the FHWA and FTA. The TMA designation applies to the entire metropolitan planning area.
TMIP	Travel Model Improvement Program	TMIP supports and empowers planning agencies through leadership, innovation and support of planning analysis improvements to provide better information to support transportation and planning decisions.

ACRYONYM	NAME	DESCRIPTION
TOD	Transit Oriented Development	Transit-oriented development, or TOD, is a type of community development that includes a mixture of housing, office, retail and/or other amenities integrated into a walkable neighborhood and located within a half-mile of quality public transportation (Definition taken from Reconnecting America-www.reconnectingamerica.org).
TPM	Transportation Performance Management	FHWA defines Transportation Performance Management as a strategic approach that uses system information to make investment and policy decisions to achieve national performance goals.
TPO	Transportation Planning Organization	A TPO, also known as an MPO, is a forum for cooperative transportation decision-making for metropolitan planning areas. In order for a TPO to be designated, an urban area must have a population of at least 50,000 as defined by the US Census Bureau.
TRB	Transportation Research Board	The mission of the Transportation Research Board (TRB) is to promote innovation and progress in transportation through research.
TRIP	Transportation Regional Incentive Program	Created in 2005, the program provides state matching funds to improve regionally significant transportation facilities.
TTTR	Truck Travel Time Reliability Index	The Truck Travel Time Reliability Index (TTTR) is defined as the ratio of longer truck travel times (95th percentile) compared to normal truck travel times (50th percentile) on the interstate system.
UA	Urbanized Area	A statistical geographic entity delineated by the Census Bureau, consisting of densely settled census tracts and blocks and adjacent densely settled territory that together contain at least 50,000 people.
ULB	Useful Life Benchmark	The expected lifecycle or the acceptable period of use in service for a transit capital asset, as determined by the transit agency or by a default benchmark provided by the Federal Transit Administration.
UPWP	Unified Planning Work Program	UPWP means a Scope of Services identifying the planning priorities and activities to be carried out within a metropolitan planning area. At a minimum, a UPWP includes a description of planning work and resulting products, who will perform the work, time frames for completing the work, the cost of the work, and the source(s) of funds.
USC	United States Code	The codification by subject matter of the general and permanent laws of United States.
USDOT	United States Department of Transportation	When used alone, indicates the U.S. Department of Transportation. In conjunction with a place name, indicates state, city, or county transportation agency.
YOE	Year of Expenditure	The current dollar in the year (adjusted for inflation) during which an expenditure is made or benefit realized, such as a project being constructed.
VMT	Vehicle Miles Traveled	A measurement of miles traveled by vehicles within a specified region for a specified time period (Definition taken from Wikipedia).

APPENDIX C: PARTNER AGENCY PLANNING EMPHASIS AREAS AND ACTIVITIES



U.S. Department
of Transportation
**Federal Highway
Administration**

Office of the Administrator

1200 New Jersey Ave., SE
Washington, D.C. 20590

Federal Transit
Administration

December 30, 2021

Attention: FHWA Division Administrators
FTA Regional Administrators

Subject: 2021 Planning Emphasis Areas for use in the development of Metropolitan and
Statewide Planning and Research Work programs.

With continued focus on transportation planning the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) Offices of Planning are jointly issuing updated Planning Emphasis Areas (PEAs). The PEAs are areas that FHWA and FTA field offices should emphasize when meeting with the metropolitan planning organizations, State departments of transportation, Public Transportation Agencies, and Federal Land Management Agency counterparts to identify and develop tasks associated with the Unified Planning Work Program and the Statewide Planning and Research Program. We recognize the variability of work program development and update cycles, so we encourage field offices to incorporate these PEAs as programs are updated.

Please note that this letter is intended only to provide clarity regarding existing requirements. It is not binding and does not have the force and effect of law. All relevant statutes and regulations still apply.

Sincerely,

Nuria Fernandez
Administrator
Federal Transit Administration

Stephanie Pollack
Acting Administrator
Federal Highway Administration

Enclosure

2021 Planning Emphasis Areas:

Tackling the Climate Crisis – Transition to a Clean Energy, Resilient Future

Federal Highway Administration (FHWA) divisions and Federal Transit Administration (FTA) regional offices should work with State departments of transportation (State DOT), metropolitan planning organizations (MPO), and providers of public transportation to ensure that our transportation plans and infrastructure investments help achieve the national greenhouse gas reduction goals of 50-52 percent below 2005 levels by 2030, and net-zero emissions by 2050, and increase resilience to extreme weather events and other disasters resulting from the increasing effects of climate change. Field offices should encourage State DOTs and MPOs to use the transportation planning process to accelerate the transition toward electric and other alternative fueled vehicles, plan for a sustainable infrastructure system that works for all users, and undertake actions to prepare for and adapt to the impacts of climate change. Appropriate Unified Planning Work Program work tasks could include identifying the barriers to and opportunities for deployment of fueling and charging infrastructure; evaluating opportunities to reduce greenhouse gas emissions by reducing single-occupancy vehicle trips and increasing access to public transportation, shift to lower emission modes of transportation ; and identifying transportation system vulnerabilities to climate change impacts and evaluating potential solutions. We encourage you to visit FHWA's [Sustainable Transportation](#) or FTA's [Transit and Sustainability](#) Webpages for more information.

(See [EO 14008](#) on “Tackling the Climate Crisis at Home and Abroad,” [EO 13990](#) on “Protecting Public Health and the Environment and Restoring Science to Tackle the Climate Crisis.” [EO 14030](#) on “Climate-Related Financial Risk,” See also [FHWA Order 5520](#) “Transportation System Preparedness and Resilience to Extreme Weather Events,” FTA’s “[Hazard Mitigation Cost Effectiveness Tool](#),” FTA’s “[Emergency Relief Manual](#),” and “[TCRP Document 70: Improving the Resilience of Transit Systems Threatened by Natural Disasters](#)”)

Equity and Justice⁴⁰ in Transportation Planning

FHWA Division and FTA regional offices should work with State DOTs, MPOs, and providers of public transportation to advance racial equity and support for underserved and disadvantaged communities. This will help ensure public involvement in the planning process and that plans and strategies reflect various perspectives, concerns, and priorities from impacted areas. We encourage the use of strategies that: (1) improve infrastructure for non-motorized travel, public transportation access, and increased public transportation service in underserved communities; (2) plan for the safety of all road users, particularly those on arterials, through infrastructure improvements and advanced speed management; (3) reduce single-occupancy vehicle travel and associated air pollution in communities near high-volume corridors; (4) offer reduced public transportation fares as appropriate; (5) target demand-response service towards communities with higher concentrations of older adults and those with poor access to essential services; and (6) consider equitable and sustainable practices while developing transit-oriented development including affordable housing strategies and consideration of environmental justice populations.

[Executive Order 13985](#) (*Advancing Racial Equity and Support for Underserved Communities*) defines the term “equity” as the consistent and systematic fair, just, and impartial treatment of all individuals, including individuals who belong to underserved communities that have been denied such treatment, such as Black, Latino, and Indigenous and Native American persons, Asian

Americans and Pacific Islanders and other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons; persons with disabilities; persons who live in rural areas; and persons otherwise adversely affected by persistent poverty or inequality. The term “underserved communities” refers to populations sharing a particular characteristic, as well as geographic communities, that have been systematically denied a full opportunity to participate in aspects of economic, social, and civic life, as exemplified by the list in the preceding definition of “equity.” In addition, [Executive Order 14008](#) and [M-21-28](#) provides a whole-of-government approach to advancing environmental justice by stating that 40 percent of Federal investments flow to disadvantaged communities. FHWA Division and FTA regional offices should work with State DOTs, MPOs, and providers of public transportation to review current and new metropolitan transportation plans to advance Federal investments to disadvantaged communities.

To accomplish both initiatives, our joint planning processes should support State and MPO goals for economic opportunity in disadvantaged communities that have been historically marginalized and overburdened by pollution and underinvestment in housing, transportation, water and wastewater infrastructure, recreation, and health care.

Complete Streets

FHWA Division and FTA regional offices should work with State DOTs, MPOs and providers of public transportation to review current policies, rules, and procedures to determine their impact on safety for all road users. This effort should work to include provisions for safety in future transportation infrastructure, particularly those outside automobiles.

A complete street is safe, and feels safe, for everyone using the street. FHWA and FTA seek to help Federal aid recipients plan, develop, and operate streets and networks that prioritize safety, comfort, and access to destinations for people who use the street network, including pedestrians, bicyclists, transit riders, micro-mobility users, freight delivery services, and motorists. The goal is to provide an equitable and safe transportation network for travelers of all ages and abilities, including those from marginalized communities facing historic disinvestment. This vision is not achieved through a one-size-fits-all solution – each complete street is unique and developed to best serve its community context and its primary role in the network.

Per the National Highway Traffic Safety Administration’s 2019 data, 62 percent of the motor vehicle crashes that resulted in pedestrian fatalities took place on arterials. Arterials tend to be designed for vehicle movement rather than mobility for non-motorized users and often lack convenient and safe crossing opportunities. They can function as barriers to a safe travel network for road users outside of vehicles.

To be considered complete, these roads should include safe pedestrian facilities, safe transit stops (if present), and safe crossing opportunities on an interval necessary for accessing destinations. A safe and complete network for bicycles can also be achieved through a safe and comfortable bicycle facility located on the roadway, adjacent to the road, or on a nearby parallel corridor. Jurisdictions will be encouraged to prioritize safety improvements and speed management on arterials that are essential to creating complete travel networks for those without access to single-occupancy vehicles.

Public Involvement

Early, effective, and continuous public involvement brings diverse viewpoints into the decisionmaking process. FHWA Division and FTA regional offices should encourage MPOs, State DOTs, and providers of public transportation to increase meaningful public involvement in transportation planning by integrating Virtual Public Involvement (VPI) tools into the overall public involvement approach while ensuring continued public participation by individuals without access to computers and mobile devices. The use of VPI broadens the reach of information to the public and makes participation more convenient and affordable to greater numbers of people. Virtual tools provide increased transparency and access to transportation planning activities and decisionmaking processes. Many virtual tools also provide information in visual and interactive formats that enhance public and stakeholder understanding of proposed plans, programs, and projects. Increasing participation earlier in the process can reduce project delays and lower staff time and costs. More information on VPI is available [here](#).

Strategic Highway Network (STRAHNET)/U.S. Department of Defense (DOD) Coordination

FHWA Division and FTA regional offices should encourage MPOs and State DOTs to coordinate with representatives from DOD in the transportation planning and project programming process on infrastructure and connectivity needs for STRAHNET routes and other public roads that connect to DOD facilities. According to the Declaration of Policy in 23 U.S.C. 101(b)(1), it is in the national interest to accelerate construction of the Federal-aid highway system, including the Dwight D. Eisenhower National System of Interstate and Defense Highways, because many of the highways (or portions of the highways) are inadequate to meet the needs of national and civil defense. The DOD's facilities include military bases, ports, and depots. The road networks that provide access and connections to these facilities are essential to national security. The [64,200-mile STRAHNET system](#) consists of public highways that provide access, continuity, and emergency transportation of personnel and equipment in times of peace and war. It includes the entire 48,482 miles of the Dwight D. Eisenhower National System of Interstate and Defense Highways and 14,000 miles of other non-Interstate public highways on the National Highway System. The STRAHNET also contains approximately 1,800 miles of connector routes linking more than 200 military installations and ports to the primary highway system. The DOD's facilities are also often major employers in a region, generating substantial volumes of commuter and freight traffic on the transportation network and around entry points to the military facilities. Stakeholders are encouraged to review the STRAHNET maps and recent Power Project Platform (PPP) [studies](#). These can be a useful resource in the State and MPO areas covered by these route analyses.

Federal Land Management Agency (FLMA) Coordination

FHWA Division and FTA regional offices should encourage MPOs and State DOTs to coordinate with FLMA's in the transportation planning and project programming process on infrastructure and connectivity needs related to access routes and other public roads and transportation services that connect to Federal lands. Through joint coordination, the State DOTs, MPOs, Tribal Governments, FLMA's, and local agencies should focus on integration of their transportation planning activities and develop cross-cutting State and MPO long range transportation plans, programs, and corridor studies, as well as the Office of Federal Lands

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

Planning and Environment Linkages (PEL)

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

Data in Transportation Planning

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

Florida Planning Emphasis Areas 2021

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

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

Safety

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

Equity

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

Resilience

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

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

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

Emerging Mobility

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

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

Contact Information:

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Florida Department of Transportation
District Five

District Planning Activities

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

Improve Safety

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

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



Florida Department of Transportation
District Five

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

Enhance Mobility

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

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



Florida Department of Transportation
District Five

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

Inspire Innovation

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

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



Florida Department of Transportation
District Five

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

Additional Planning Activities

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

APPENDIX D: PUBLIC NOTICES AND PARTNER AGENCY COMMENTS

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



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



Pending Board Adoption April 26, 2022

This document was prepared with financial assistance from the Federal Highway Administration and the Federal Transit Administration of the U.S. Department of Transportation through the Florida Department of Transportation.
Federal Aid Project (FAP) Number: 0314-056-M; FDOT Financial Project Number: 439331-4
Catalog of Federal Domestic Assistance Numbers:
20.205 Highway Planning and Construction; 20.505 Federal Transit Technical Studies Grant (Metropolitan Planning)

2710 E. Silver Springs Boulevard • Ocala, FL 34470 • 352-438-2630

March 15, 2022

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

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

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

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

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

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

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

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

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PROOF OF PUBLICATION

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

STATE OF FLORIDA, COUNTY OF MARION

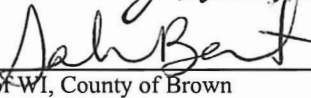
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03/15/2022

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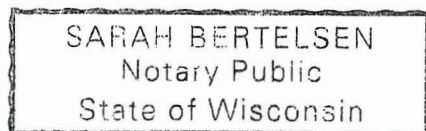
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PO #:

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

The TPO's UPWP is a federally required financial budget document that outlines all activities and expenditures anticipated to occur over a two-year period from July 1, 2022 to June 30, 2024. The draft UPWP is available for public review and comment by accessing the TPO's

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

To comment on the UPWP, please use the TPO's online Feedback Form, or contact the Director by phone or email. Comments are accepted from March 15 to April 15, 2022. <https://ocalamariontpo.org/contact-us/tpo-feedback-form>

Rob Balmes

Ocala Marion TPO Director

rob.balmes@marionfl.org

352-438-2631

#6978876

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

**Federal Highway Administration**

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

Federal Transit Administration

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

Planning Comments

Document Name: _____

MPO: _____

Date of Document: _____

Date Received _____

Date Reviewed _____

District: _____

Reviewed by: _____

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

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

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

The TPO signed and dated in final UPWP version.

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

The TPO included all planning activities from SunTran.

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

The TPO will process a UPWP amendment as needed.

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

FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) COMMENTS



UNIFIED PLANNING WORK PROGRAM (UPWP) REVIEW CHECKLIST

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

MPO: **Ocala Marion TPO**

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

Review #: **1**

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

Reviewed By: **LLH**

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

Comments should be categorized as:

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

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

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

TPO Response

Thank you District 5 for the thorough review and feedback.

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

UPWP Cover & Title Page

Does the cover or title page include the following information?

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

Editorial

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

Required Content

Does the UPWP have the following information?

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

Unified Planning Work Program (UPWP)

Review Checklist

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

Critical

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

TPO Responses

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

Introduction

Does the introduction include the following elements?

- Definition and purpose of the UPWP? [Yes](#) If yes, page number: 5
- Overview of MPO's comprehensive transportation planning activities? [Yes](#) If yes, page number: 5
- Discussion of planning priorities, both MPO and local? [Yes](#) If yes, page number: 16
- Statement of CPG participation: "The FDOT and the (insert organization name) participate in the Consolidated Planning Grant (CPG). The CPG enables FDOT, in cooperation with the MPO, FHWA, and FTA, to annually consolidate Florida's FHWA PL and FTA 5305(d) metropolitan planning fund allocations into a single grant that is administered by the FHWA Florida Division. These funds are annually apportioned to FDOT as the direct recipient and allocated to the MPO by FDOT utilizing formulas approved by the MPO, FDOT, FHWA and FTA in accordance

Unified Planning Work Program (UPWP)

Review Checklist

with 23 CFR 420.109 and 49, U.S.C. Chapter 53. The FDOT is fulfilling the CPG's required 18.07% non-federal share (match) using Transportation Development Credits as permitted by 23 CFR 120(i) and FTA C 8100.1D". [Yes If yes, page number: 5](#)

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

[No comment](#)

[Click here to enter comments](#)

MPO Organization and Management

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

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

Unified Planning Work Program (UPWP)

Review Checklist

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

Critical

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

TPO Responses

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

Work Elements/Tasks Sheets

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

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

No comment

[Click here to enter comments](#)

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

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

Critical

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

TPO Responses

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

Work Elements/Tasks Sheets Budget Tables

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

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

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

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

Unified Planning Work Program (UPWP)

Review Checklist

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

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

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

TPO Responses

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

Editorial

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

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

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

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

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

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

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

Unified Planning Work Program (UPWP)

Review Checklist

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

Editorial

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

Funding Source Budget Table

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

[Yes](#)

Total FY 2023 contract amounts:

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

[No comment](#)

[Click here to enter comments](#)

Total FY 2024 contract amounts:

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

[Choose a category](#)

[Click here to enter comments](#)

Unified Planning Work Program (UPWP)

Review Checklist

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

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

[Editorial](#)

New MPO agreements forthcoming

Summary Budget Table

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

[Yes](#)

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

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

[No comment](#)

[Click here to enter comments](#)

General UPWP Comments

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

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

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

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

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

UPWP Guide provided by Central Office states:

MPO Regional Activities

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

MPO Regional Activities

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

All Regional Accounting

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

Regional Activities

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

Task X – Regional Activities

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

Previous Work:

Previous Work	Adoption Date/Status
CFMPOA Regional priority project list	Annual
CFMPOA Quarterly meetings	Quarterly
CFMPOA Annual joint meeting with Sun Coast Transportation Planning Alliance (SCTPA)	Annual

Required Activities:


Required Activities and Work Products	Milestone/Completion Date
CFMPOA Regional Metropolitan Transportation Plan summary	Spring 2024
CFMPOA Regional priority project list	July 2022 July 2023
CFMPOA continued coordination amongst regional MPO partners	Quarterly meetings/Ongoing

Responsible Agencies:


Participating agencies of CFMPOA include Lake-Sumter MPO, MetroPlan Orlando, Ocala-Marion TPO, Polk TPO, River to Sea TPO, and Space Coast TPO.

Budget Tables:


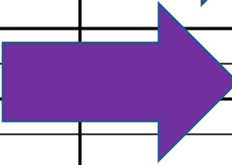

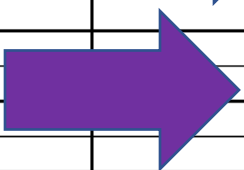
Task 1.1 Regional Activities		
Budget Detail for FY 23 (July 1, 2022 - June 30, 2023)		
Funding Source	FHWA (CPG)	Total
Contract Number	XX	
Source Level	Federal (81.93%)	
Consultant		
Transfer to: MetroPlan Orlando Annual Allocation for CFMPO Alliance*	\$ 5,000	\$ 5,000
TOTAL	\$ 5,000	\$ 5,000

 Orange formatting indicates outgoing funds.

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

 Orange formatting indicates outgoing funds.

All Regional Accounting (MetroPlan)

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

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

APPENDIX E: COST ALLOCATION AND STAFF SERVICES AGREEMENT

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

105100 BR407, 408, 409 BR407, 408, 409

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

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

CAUTION: THIS MESSAGE IS FROM AN EXTERNAL SENDER

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Rob,

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

Thank you,



Jaime McLaughlin

Assistant Director, Budget Division

[352-671-5507](tel:352-671-5507) | JaimeM@marioncountyclerk.org

Office of Gregory C. Harrell

Marion County Clerk of Court and Comptroller

PO Box 1030, Ocala FL 34478-1030

352-671-5604 | www.marioncountyclerk.org

"Here to serve and protect the public trust"

STAFF SERVICES AGREEMENT

THIS STAFF SERVICES AGREEMENT is made and entered into this 21 day of January, 2020 between the Ocala/Marion County Transportation Planning Organization, created and operating pursuant to Section 339.175, Florida Statutes (hereinafter called the "TPO"), and the Marion County Board of County Commissioners, a political subdivision of the State of Florida (hereinafter called the "COUNTY").

WITNESSETH:

WHEREAS, 23 U.S.C. 134 and Section 339.175, Florida Statutes provides for the designation of a metropolitan planning organization for each urbanized area of the state; and

WHEREAS, pursuant to Section 339.175(4), F.S., the Governor, by letter dated the 13th day of February 2014, approved the apportionment and boundary plan submitted by the TPO; and

WHEREAS, the TPO, pursuant to the power conferred upon it by Section 339.175(6)(g), Florida Statutes, and Section 5.00 of the Interlocal Agreement between Marion county, the City of Ocala, the City of Belleview, and the City of Dunnellon, and the Florida Department of Transportation, (FDOT), dated May 18, 2004, as amended, may enter into agreements with local agencies to utilize the staff resources of such agencies or for the performance of certain services by such agencies; and

WHEREAS, pursuant to Section 339.175(2)(b), Florida Statutes, the TPO is an independent governmental entity separate and distinct from the COUNTY; and

WHEREAS, the TPO is desirous of obtaining certain services from the COUNTY to assist with the TPO functions of managing the continuing, cooperative and comprehensive transportation planning process as mandated by State and Federal law; and

WHEREAS, it is deemed by the parties to be appropriate and necessary that the duties and obligation of the TPO and the COUNTY in relation to the staffing of the TPO be defined and fixed by formal agreement.

NOW, THEREFORE, in consideration the mutual covenants, premises, and representations herein, the parties agree as follows:

1. **Purpose.** For the reasons recited in the preamble, which are hereby adopted as part thereof, this Staff Services agreement (Agreement) is to provide for professional services to carry out the term of the Intergovernmental Coordination and Review and Public Transportation Coordination Joint Participation Agreement, dated September 19, 2017 between the TPO and the FDOT and to provide personnel for the administration of the TPO.
2. **Scope of Services.** It is agreed by the COUNTY that it shall support the TPO with the staff necessary for professional, technical, administrative, and clerical services, office and other space, and other incidental items as may be required and necessary to manage the business and affairs of the TPO and to carry on the transportation planning and programming process specified by the Transportation Planning Joint Participation Agreement; provided, it is understood and agreed that, unless otherwise provided for, the performance of such service and functions shall be limited to those specified and allocated in the TPO's federally approved two-year Unified Planning Work Program (UPWP) budget and all approved budgets and management reports under Federal or State grant contracts with the TPO. The UPWP shall be prepared by the TPO support Staff in cooperation

with all related State and Federal agencies and TPO committees in accordance with the rules and regulations governing the TPO and shall be subject to the approval of the TPO Governing Board before submittal to State or Federal Agencies.

3. **Cost Allocation.** The TPO shall be responsible for all direct and indirect costs of services provided by the COUNTY. A Cost Allocation Plan will be maintained and updated to identify the costs to the TPO for the use of COUNTY facilities, resources and staff services during each fiscal year. A cost allocation rate will be monitored by the Budget Office of the Clerk of the Circuit Court to specifically reflect the TPO organizational needs and staff size, including occupation of office space at the Marion County Growth Services Building.

4. **TPO Director.** The TPO Director shall be selected by the TPO Governing Board. Pursuant to Section 339.715(6)(g) Florida Statutes, the TPO Director shall report directly to the TPO Governing Board for all matters relating to the administration and operation of the TPO. **The County Administrator shall serve as a resource to assist the TPO Director in the execution of the TPO's operations and priorities.** The TPO Director shall be responsible for the development of an appropriate organizational structure to carry out the responsibilities set forth in this Agreement, development of procedures to monitor and coordinate the planning process, as well as the overall administration of TPO programs. Addition of new personnel shall be subject to approval of the TPO Governing Board. The TPO chairman and his/her designee shall be responsible for the annual performance evaluation of the TPO Director using the standard COUNTY performance evaluation process.

5. **TPO Personnel.** The TPO Director shall be responsible for full oversight and supervision of TPO support staff. Subject to TPO Governing Board approval and within the existing COUNTY's Job Classifications Plan, the TPO Director responsibilities include adding or deleting staff or staff positions, adjusting responsibilities and salaries, and to recommend through the COUNTY HR department when to hire, terminate, discipline or suspend personnel in accordance with the rules and procedures established in the COUNTY's Employee Handbook. TPO support staff, as COUNTY employees, shall abide by the COUNTY's Employee Handbook. When the TPO Governing Board approves TPO personnel changes, all records shall be submitted to the COUNTY for documentation purposes only and no further action shall be necessary by the COUNTY.

- 5.1 The TPO Director shall be responsible for submitting all the necessary information to establish job descriptions and pay grades within the COUNTY's Job Classification Plan for TPO positions. Each pay grade will define a minimum, mid-point and a maximum for the position. The TPO Director shall be responsible for coordinating with Marion County Human Resources to determine the salary for new hires up to 75% of the paygrade range in accordance with the rules and procedures established in the COUNTY's Employee Handbook.

7. **Legal Representation.** The TPO shall utilize the services of the COUNTY's attorney as needed. The TPO may employ special legal counsel for specific needs when it is deemed necessary.

9. **Financial Administration**

- 9.1 The records and accounts of the TPO including receipts, expenditures and deposits shall be administered by the TPO support staff with final processing of such by the COUNTY. The COUNTY shall include TPO revenues and expenditures in the COUNTY budget, and will authorize the Marion County Clerk of the Circuit Court

without further action by the COUNTY to pay expenses from the appropriated funds subject to reimbursement, subject to meeting all appropriate State and Federal Regulations. .

- 9.2 Contracts and bids for the purchase of materials and services shall be in accordance with COUNTY procedures for the same purposes. The TPO shall follow the County Procurement process for all contracts and bids. The TPO Director and TPO Governing Board shall review and approve all Requests for Proposals (RFP) and subsequent contracts. Subject to meeting all appropriate State and Federal Regulations, when the TPO Governing Board approves a contract or bid, all records shall be submitted to the COUNTY for documentation purposes only and no further action shall be necessary by the COUNTY.

10. **Asset Management.** All equipment and supplies purchased by the TPO with federal funding are the property of the TPO. The TPO will maintain a property inventory per federal regulations [C.F.R.200.313(d)], and update at least once every two years. Any disposition of TPO property with assistance or support by the COUNTY must be approved by the TPO and in accordance with federal regulation outlined in 2 C.F.R.200.313(3).

11. **Training.** Pursuant to Section 339.715(6)(h) Florida Statutes, the TPO shall provide training opportunities and training funds specifically for local elected officials and others who serve on the TPO Governing Board. These training opportunities may be conducted by the TPO or through statewide and federal training programs and initiative that are specifically designed to meet the needs of TPO Governing Board members.

12. **Travel.** All travel by TPO personnel and Governing Board members shall be approved by the TPO Director. All travel by the TPO Director shall be approved by the TPO Board. All travel expenses shall be paid consistent with the provisions of Section 112.061, Florida Statutes. The TPO shall pay all Class "C" travel expenses, as defined in Section 112.061, in accordance with the policies established in the UPWP. The COUNTY shall have no function or responsibility with respect to the approval of travel of any TPO staff or Governing Board members.

12.1 Each year the TPO Governing Board shall follow the per diem rates outlined in the TPO Travel Policy as part of the annual UPWP process.

13. **Reimbursement to Marion County.** The TPO hereby agrees that it shall reimburse the COUNTY for all services rendered under this Agreement as specified in the UPWP budget and all approved budgets under Federal or State grant contracts. The determination of eligible costs shall be in accordance with 23 CFR Section 420, Federal Management Circular (FMC) 74-4, as appropriate.

14. **Local Share.** The COUNTY will provide cash for the required match for Federal funds from the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA).

15. **Invoices and Progress Reports.** The TPO shall provide to the FDOT or appropriate Federal agencies progress reports and an invoice for reimbursement for all Federal grants with FHWA and FTA. The progress reports and invoices shall be in sufficient detail for audit purposes.

16. **Payment.** Payment to the COUNTY of any and all monies by the TPO is contingent upon the TPO first receiving the funds for the work tasks from the FDOT, FHWA, or FTA.

17. **Information and Reports.** The TPO will provide all required information and reports and will permit access to its books, records, accounts, and other sources of information, and its facilities as may be determined by FDOT, FHWA, or FTA to be pertinent to ascertain compliance with such regulations, orders and instructions. The TPO shall adhere to Chapter 119 Florida Statutes regarding public records. Where any information required of the TPO is in the exclusive possession of another who fails or refuses to furnish this information, the TPO shall certify to FDOT, FHWA, or FTA as appropriate, and shall set forth what efforts it has made to obtain the information.

18. **Amendment of Agreement.** The COUNTY and the TPO may, upon initiation of either party, amend this Agreement to cure any ambiguity, defect, omission or to grant any additional powers, or to confer additional duties which are consistent with the intent and purpose of this Agreement subject to formal approval by resolution of each party.

19. **Effective Date and Term.** This Agreement shall become effective on January 28, 2020 upon approval by the TPO and the Marion County Board of County Commission and remain in effect for a period of five years. At that time, the TPO shall review this Agreement to determine if any changes are warranted.

20. **Termination.** Either party may terminate this Agreement by providing written notice of intent to terminate to the other party at least ninety (90) days prior to the then current fiscal year; provided, that financial commitments made prior to termination are effective and binding for their full term and amount regardless of termination. The effective date of any termination shall be the end of the then current fiscal year, unless both parties agree to an alternative date of termination.

IN WITNESS WHEREOF, the undersigned parties have caused this Staff Services Agreement to be duly executed in their behalf this 21 day of January, 2020.

MARION COUNTY BOARD OF
COUNTY COMMISSIONERS

By: Kathy Bryant
Kathy Bryant, Chairman

OCALA / MARION COUNTY
TRANSPORTATION PLANNING
ORGANIZATION

By: Jeff Gold
Jeff Gold, TPO Chair

ATTEST: David R. Ellspermann
David R. Ellspermann,
Marion County Clerk of the
Circuit Court

ATTEST: Mr. [Signature]
TPO Director

Approved as to form and legality

Mathew G. Minter
Mathew G. Minter, County Attorney

APPENDIX F: TPO TRAVEL POLICY

Ocala Marion County Transportation Planning Organization



Travel Policy

Resolution
No. 22-6

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

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

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

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

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

CERTIFICATE

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

By: 
Ire Bethea Sr., Chair

Attest: 
Rob Balmes, Director

TABLE OF CONTENTS

Section 1: General	2
1.1 Purpose	2
1.2 Scope and Applicability	2
1.3 Roles and Responsibility	2
1.4 Authorizations	3
1.5 Procurement Card Use.....	3
1.6 Missing Receipts	3
1.7 Letter of Agreement	3
Section 2: Travel Expense Requirements/Guidelines	4
2.1 General Principles.....	4
2.2 Registration Fees	5
2.3 Transportation.....	5
2.4 Meals and Incidentals	6
2.5 Lodging	7
2.6 Miscellaneous Expenses	7
2.7 Nonrefundable Travel Expenses in Connection with Canceled Travel	8
2.8 Same Day Travel – Out of County	8
2.9 Intra-County Travel	8

Section 1: General

1.1 Purpose

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

1.2 Scope and Applicability

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

1.3 Roles and Responsibility

1) Director

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

2) Travelers

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

1.4 Authorizations

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

1.5 Procurement Card Use

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

1.6 Missing Receipts

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

1.7 Letter of Agreement

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

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

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

Section 2: Travel Expense Requirements/Guidelines

2.1 General Principles

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

2.2 Registration Fees

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

2.3 Transportation

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

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

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

4) Rental Vehicle

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

2.4 Meals and Incidentals

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

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

2.5 Lodging

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

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

2.6 Miscellaneous Expenses

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

2.7 Nonrefundable Travel Expenses in Connection with Canceled Travel

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

2.8 Same Day Travel – Out of County

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

2.9 Intra-County Travel

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