



FY 2017 - FY 2018
(July 1, 2016 – June 30, 2018)

UPWPP

Unified Planning Work Program

Bay County Transportation Planning Organization

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BAY COUNTY URBANIZED AREA
TRANSPORTATION PLANNING ORGANIZATION

FY 2017 – FY 2018

UNIFIED PLANNING WORK PROGRAM

Catalog of Federal Domestic Assistance (CFDA) Numbers:

20.205 - Highway Planning & Construction (PL) • 20.505 - Federal Transit Administration Metropolitan Planning Grants (FTA Section 5305)

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This document does not necessarily reflect the official views or policies of the U. S. Department of Transportation.

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RESOLUTION BAY 15-15

RESOLUTION BAY 15-15

A RESOLUTION OF THE BAY COUNTY TRANSPORTATION PLANNING ORGANIZATION ADOPTING THE FY 2015 – FY 2016 UNIFIED PLANNING WORK PROGRAM (UPWP) YEAR 2 (FY 2016) AMENDMENTS

WHEREAS, the Bay County Transportation Planning Organization (TPO) is the organization designated by the Governor of Florida as being responsible, together with the State of Florida, for carrying out the provisions of 23 U.S.C. 134, as amended by the Moving Ahead for Progress in the 21st Century Act (MAP-21); and

WHEREAS, the UPWP shall be adopted by the TPO and submitted to the Governor of Florida and to the Federal Transit, Federal Aviation and Federal Highway Administrations, as provided in Title 23 Code of Federal Regulations (CFR) Section 450; Florida Statutes; and

WHEREAS, the FY 2015 – FY 2016 UPWP was adopted on April 23, 2014; and

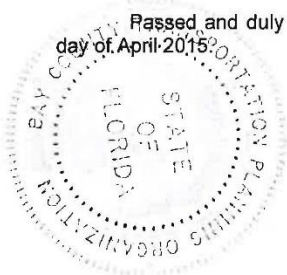
WHEREAS, the FY 2015 – FY 2016 Year 2 (FY 2016) UPWP was reviewed by the Federal Highway Administration and the Florida Department of Transportation;

NOW, THEREFORE, BE IT RESOLVED BY THE BAY COUNTY TRANSPORTATION PLANNING ORGANIZATION THAT:

The FY 2015 – FY 2016 UPWP Year 2 (FY 2016) amendments are as follows:

- **Task A.3 Public Participation Process (PPP)**
Minor edits to Public Outreach and TPO Newsletters tasks
- **Task C.1 Project Priorities**
Adoption of TSM priorities changed to July 2015 because the Legislature convenes in January 2016 instead of March 2016
- **Task C.4 Intelligent Transportation Systems (ITS) Planning**
Minor edits to Regional Intelligent Transportation Systems task
- **Task C.6 Public Transportation Planning**
Added local jurisdictions to the Transit Development Plan Implementation task
Removed the Regional Round Table task
Added local jurisdictions and feasibility studies to the Transit Coordination task
Deleted Bay County in the Transit Coordination task
- **Task C.7 Transportation Disadvantaged Planning,**
Minor edits to the Training and Technical Assistance task
- **Task C.9 Air Quality Planning**
Minor edits to Air Quality Webpage task

Passed and duly adopted by the Bay County Transportation Planning Organization on this 22nd day of April, 2015.



**BAY COUNTY TRANSPORTATION
PLANNING ORGANIZATION**

BY: 

Rodney Friend, Chairman

ATTEST: 

RESOLUTION BAY 16-10

RESOLUTION BAY16-10

A RESOLUTION OF THE BAY COUNTY TRANSPORTATION PLANNING ORGANIZATION ADOPTING THE FISCAL YEAR 2017 – FISCAL YEAR 2018 UNIFIED PLANNING WORK PROGRAM TO INCLUDE THE METROPOLITAN PLANNING ORGANIZATION AGREEMENT

WHEREAS, the Bay County Transportation Planning Organization (TPO) is the organization designated by the governor of Florida, together with the state of Florida, for carrying out the provisions 23 U.S.C. 134, as amended by MAP-21 and the FAST Act;

WHEREAS, the Unified Planning Work Program (UPWP) shall be adopted by the TPO and submitted to the governor of the state of Florida and to the Federal Transit Administration (FTA) and Federal Highway Administration (FHWA), as provided in Title 23 Code of Federal Regulations (CFR) Section 450; Florida Statutes; and

WHEREAS, the FY2015-FY2016 Unified Planning Work Program (UPWP) was adopted in April 2015; and

WHEREAS, the adopted UPWP shall provide the framework for the transportation policy of the TPO; and

WHEREAS, the West Florida Regional Planning Council (WFRPC) executive director or his/her designee is authorized to sign the annual state certification statement and provide a copy to the TPO for review; and

WHEREAS, the TPO shall review and approve the Federal Certification Statement and the TPO chairman and the WFRPC executive director and his/her designee are authorized to sign agreements for state funds and the federal Section 5305 funds and to approve and sign invoices of the TPO; and

WHEREAS, the FY2017-FY2018 UPWP draft was reviewed by the FHWA, Florida Department of Transportation (FDOT), and the TPO and advisory committees; and

WHEREAS, the FY2017-FY2018 UPWP tasks are as follows:

- TPO Administration
- Unified Planning Work Program (UPWP)
- Public Participation Process (PPP)
- Regional Coordination
- Capital Purchases
- Travel
- Direct Expenses
- Transportation Data Collection and Information Management
- Geographical Information System (GIS) Data Collection and Analysis
- Efficient Transportation Decision Making (ETDM)
- Transportation Improvement Program (TIP)
- Long Range Transportation Plan (LRTP)
- Transportation System Management (TSM) and Congestion Management Process Plan (CMPP)

- Intelligent Transportation Systems (ITS) Planning
- Freight Planning
- Public Transportation Planning
- Transportation Disadvantaged (TD) Planning
- Bicycle Pedestrian Planning
- Air Quality Planning
- Corridor Management Planning (CMP)

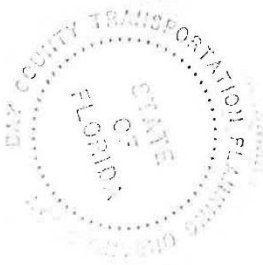
With additional work elements related to short-range planning and other efforts included when applicable;
and

WHEREAS, the Unified Planning Work Program serves as the Scope of Services for the Metropolitan Planning Organization Agreement, an agreement between the Bay County Transportation Planning Organization and the Florida Department of Transportation;

NOW, THEREFORE, BE IT RESOLVED BY THE BAY COUNTY TRANSPORTATION PLANNING ORGANIZATION THAT:


the Fiscal Year 2017 – Fiscal Year 2018 Unified Planning Work Program is hereby adopted to include the Metropolitan Planning Organization Agreement.

Passed and duly adopted by the Bay County Transportation Planning Organization on this 27th day of April 2016.



BAY COUNTY TRANSPORTATION PLANNING ORGANIZATION

BY: 
Mike Nichols, Chairman

ATTEST: 

COST ANALYSIS CERTIFICATION AS REQUIRED BY SECTION 216.3475, FLORIDA STATUTES:
I 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.

District MPO Liaison (Grant Manager) _____

Signature _____ Date _____

I. INTRODUCTION

A Unified Planning Work Program (UPWP) is defined as “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 C.F.R. 450.104) This *Unified Planning Work Program*, therefore, defines the tasks, activities, responsible parties, and anticipated budget for planning activities to be undertaken in the metropolitan area served by the Bay County Urbanized Area Transportation Planning Organization for Fiscal Years 2017-2018.

In January 2007, the Executive Board of the Metropolitan Planning Organization Advisory Council (MPOAC) voted unanimously to implement a two-year UPWP. This was agreed to by the Florida Department of Transportation (FDOT), Federal Transit Administration (FTA) and the Federal Highway Administration (FHWA). The change went into effect with the development of the FY 2008/09 - 2009/10 UPWPs. The UPWP continues to have annual budgets because state and Federal funds are authorized annually. Each task identifies the proposed budget by year based on the first year's (FY 2017) authorization and the second year's (FY 2018) anticipated authorization. The TPO is able to carry forward funds from Year 1 to Year 2 of the existing UPWP without deobligation in order to continue planning activities. However, in order to carry funds forward from Year 2 to the new Year 1 (FY 2018), a deobligation request must be submitted and approved. A budget amendment will be required by May 2016 to confirm the FY 2017 budget request. An annual audit is required.

The TPO provides information on transportation plans and the planning process to the public, according to its Public Participation Process Manual (PPP) adopted in June 2012. The draft FY 2017 – FY 2018 UPWP was initiated in December 2015 with the agency kickoff meeting. This public participation process requires distribution and discussion of the draft UPWP document in February or March, review by TPO, TCC, and CAC members and the public, followed by adoption in April. The FY 2017 – FY 2018 UPWP includes input, as practical, gained through collaboration with the advisory committees.

As a recipient of Federal funds, the Bay County TPO complies with Title VI of the Civil Rights Act; Section 504, Rehabilitation Act of 1973; and Americans with Disabilities Act (ADA) of 1990 which provide that no person shall, on the grounds of race, color, sex, national origin, age or disability, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any program receiving Federal assistance from the United States Department of Transportation. (See Appendix A)

Soft Match Language

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 **\$88,091, 18.07%** of the FHWA funding in the UPWP for FY2017.

Overview – Status of Planning Activities and Major Accomplishments

The Bay County TPO satisfied all federal and state requirements for transportation planning. Additional projects were undertaken or completed to improve the comprehensive transportation planning process. The following reports or studies were completed by the TPO during FY2015 and 2016.

- Transportation Boundaries -- The Metropolitan Planning Area (MPA) and Smoothed Federal Highway Administration (FHWA) Boundaries based on the 2010 Census were approved by the TPO in December 2012. However, the Smoothed FHWA Boundary was revised in 2013 based upon new guidance. This new guidance resulted in tightening of the boundary because of the elimination of the 10 year projected growth.
- Membership Apportionment -- The TPO's membership apportionment based on the 2010 Census was approved by the TPO in June 2013, which added one voting member from the City of Panama City Beach. The Membership Apportionment Report was sent to the Florida Department of Transportation for review in November 2013.
- Transportation Improvement Program (TIP) – Adopted Project Priorities by September 2016 and FY 2017-2021 TIP should be adopted in June 2016; TIP (s) will be amended as needed.
- 2035 Long Range Transportation Plan (LRTP) – An update to the LRTP bringing the planning horizon to the year 2040 will be adopted in July of 2016.
- Unified Planning Work Program – Will adopt two-year UPWP (FY 17 and FY 18) in April 2016.
- Congestion Management Process Plan (CMPP)– Major Update adopted February 2015. The Level of Service tables were updated using the 2014 traffic counts provided by FDOT. Additional information was included on these tables such as the percent of capacity consumed by vehicles and an automated generalized table for future automation system. The multimodal LOS also utilized the 2009 generalized tables. The 2014 plan was a minor update to the 2013 plan and included Multimodal LOS tables based on the 2012 General Tables which are based on Miles per Hour instead of the Number of Signals per Mile. The Safety Maps will be included at a future date when FDOT 2015 crash data becomes available.
- Transit Development Plan (TDP) - TDP Major Update is required of Public Transit Block Grant recipients every five years. The process for the TDP Major Update will begin in March 2015. Adopted TDP Major Update to be submitted to FDOT by Sept 1, 2016 for review and approval.
- Public Transportation- At the direction of the TPO, staff contracted with the TPO's General Planning Consultant, Atkins, Inc. to complete a Request for Proposal (RFP) for a contract operator for Bay Town Trolley. This contract began in 2014. Further work for the completion of a transit facility was completed in 2016.
- Transportation Disadvantaged- TPO staff assisted Bay County with becoming the designated Community Transportation Coordinator (CTC). Minor update to the Bay County Transportation Disadvantaged Service Plan (TDSP) was completed.
- Bay, Gulf, Holmes, Washington Regional Partnership- the Emerald Coast Transportation Symposium was held at the Grand Sandestin in November of 2015.
- Bicycle Pedestrian Planning- new project evaluation criteria was developed for Transportation Alternatives Program (TAP) projects in March 2016.
- Corridor Management Planning- Coordination with FDOT and other entities continues for implementation of past Corridor Management Plans.

Planning Tasks for the Bay County TPO Urbanized Area

The 2040 Bay County Long Range Transportation started in early 2012 with the Florida Department of Transportation assigning socio-economic data for the 2010 base year. At the development of this UPWP,

the LRTP is in its final stages of the Cost Feasible Plan. The 2040 Long Range Transportation Plan should be approved by July 2016. Other priorities are completing the Project Priorities, Transportation Improvements Program, and the Congestion Management Process Plan on an annual basis. The Integration of the Congestion Management Process Plan will be identified in the 2040 Long Range Transportation Plan. Similarly, ITS, Freight, Bicycle/Pedestrian, and Transit plans that are updated or completed prior to the Long Range Transportation Plan being adopted will be summarized in the 2040 LRTP.

Public Participation in Development of the UPWP

As with all the TPO's mandated work products, the public is provided opportunities to make comments and recommendations in the development of the UPWP. The UPWP informs public officials and agencies that contribute manpower and allocate funds to the transportation planning process of the proposed work program. Citizens have an opportunity to provide comment through the TPO and advisory committee meeting process. A draft UPWP update was distributed for review on the WFRPC website at <ftp://wfrpc.org> to the TPO, Technical Coordinating Committee (TCC), and Citizens' Advisory Committee (CAC) members as well as Florida Department of Transportation (FDOT), Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) in March 2015. Comments were requested by March 27, 2015. Citizens were given an opportunity to comment on the document via the CAC, the TPO's website, contacting TPO staff, as well as the April 2014 TCC, CAC and TPO meetings. Final adoption of the UPWP will be at the April 27th, 2014 TPO meeting after final review by the advisory committees and consideration of public comment. All TPO and advisory committee meetings are publicized through the purchase of advertisements and press releases.

FAST ACT and Other Planning Requirements

The Moving Ahead for Progress in the 21st Century (MAP-21) was signed into law on July 6, 2012 and the Fixing America's Surface Transportation (FAST) Act was signed into law on December 4, 2015 by the President of the United States. However, the FAST Act became retroactively effective October 1, 2015. Federal regulations require the Governor to designate a metropolitan planning organization for urbanized areas having a population of 50,000 or greater. Major responsibilities of the designated metropolitan planning organization are:

- Prepare a **Long Range Transportation Plan** that addresses the planning factors, encompasses all modes of surface transportation, addresses potential environmental mitigation activities, is financially constrained, includes operational and management strategies, employs enhanced visualization techniques, and provides opportunities for any person or agency to review and comment on the plan;
- Develop a **Transportation Improvement Program**, covers no less than four years and must be updated at least every four years, The TIP is financially constrained and based on projects included in the approved long range transportation plan;
- Develop a **Unified Planning Work Program**, including the planning budget;
- Develop a **Congestion Management Process** which identifies congestion management strategies for a systematic approach to managing existing and future traffic demands. The results are used in development of the Long Range Transportation Plan;
- Maintain a **continuing, cooperative, and comprehensive planning process** to develop all plans and programs;

- Comply with the **Clean Air Act 42 USC 7401 et al**, if designated non-attainment for the National Ambient Air Quality Standards; develop the transportation portion of the State Implementation Plan (SIP) as required.

The cornerstone of MAP-21's highway program transformation is the transition to a **performance and outcome-based program**.

Metropolitan Planning (PL) funding under Moving Ahead for Progress in the 21st Century (MAP-21) is determined by using a multiplier that is applied to the state lump sum apportionment to determine each state's appropriation of PL fund amounts. The multiplier is the ratio of the state's FY 2009 total apportionment. This formula replaces the previous 1 ¼ percent set-aside from core programs that was apportioned to the states based on urbanized area population used under Safe Accountable Flexible Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU). This change in formula does not present a significant change in funding levels between SAFETEA-LU and MAP-21.

Federal Planning Factors

MAP-21 requires eight (8) factors be considered in the development of transportation plans and programs. Factors 9 and 10 are new and were added as a result of the FAST Act.

1. Support the **economic vitality** of the urbanized 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 options** available for people and freight;
5. Protect and enhance the **environment**, promote **energy conservation**, and **improve quality of life**; and promote **consistency between transportation improvements and state and local planned growth and economic development patterns**.
6. Enhance the **integration and connectivity** of the transportation system, across and between modes, for people and freight;
7. Promote **efficient system management and operation**; and
8. Emphasize the **preservation of the existing transportation system**.
9. **Improve the resiliency and reliability of the transportation system and reduce or mitigate storm water impacts of surface transportation**
10. **Enhance travel and tourism**

The TPO is addressing each of these planning factors, as shown in **Table 1**.

Planning Emphasis Areas - Federal and State

Federal Highway Administration

In 2015, the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) encouraged the Executive Directors of the Metropolitan Planning Organizations (MPO) and the heads of the State Departments of Transportation (State DOT) encouraging them to give priority to the following emphasis areas in your updated unified planning work programs (UPWP) and statewide planning and research

programs:

MAP-21 Implementation

Transition to Performance-based Planning and Programming - FHWA encourages State DOTs and MPOs to further develop their performance management approach to transportation planning and programming. Performance-based planning and programming includes using transportation performance measures, setting targets, reporting performance, and programming transportation investments directed toward the achievement of transportation system performance outcomes. Appropriate UPWP work tasks could include working with local planning partners to identify how to implement performance-based planning provisions such as collecting performance data, selecting and reporting performance targets for the metropolitan area, and reporting actual system performance related to those targets. The MPOs might also explore the option to use scenario planning to develop their metropolitan transportation plan. MPOs are encouraged to use the following resources to help develop your approach: [Performance Based Planning and Programming Guidebook](#); [Model Long Range Transportation Plans Guidebook](#) and [Small Metropolitan Areas: Performance Based Planning](#).

Regional Models of Cooperation

Ensure a Regional Approach to Transportation Planning by Promoting Cooperation and Coordination across Transit Agency, MPO and State Boundaries - To improve the effectiveness of transportation decision making, FHWA encourages State DOTs, MPOs, and providers of public transportation to think beyond traditional borders and adopt a coordinated approach to transportation planning. A coordinated approach supports common goals and capitalizes on opportunities related to project delivery, congestion management, safety, freight, livability, and commerce across boundaries. Improved multi-jurisdictional coordination by State DOTs, MPOs, providers of public transportation, and rural planning organizations (RPO) can reduce project delivery times and enhance the efficient use of resources, particularly in urbanized areas that are served by multiple MPOs. The MPOs can revisit their metropolitan area planning agreements to ensure that there are effective processes for cross-jurisdictional communication among State DOTs, MPOs, and providers of public transportation to improve collaboration, policy implementation, technology use, and performance management. State DOTs and MPOs can explore the opportunity to partner with RPOs to conduct transportation planning in nonmetropolitan areas. Visit FHWA's [Regional Models of Cooperation](#) and [Every Day Counts Initiative Webpages](#) for more information.

Ladders of Opportunity

Access to Essential Services - State DOTs, MPOs, and providers of public transportation are encouraged, as part of the transportation planning process, to identify transportation connectivity gaps in accessing essential services. Essential services include employment, health care, schools/education, and recreation. Suggested UPWP work tasks include developing and implementing analytical methods to identify gaps in the connectivity of the transportation system and developing infrastructure and operational solutions that provide the public, especially the traditionally underserved populations, with adequate access to essential services. Other effective work tasks could include: evaluating the effectiveness of public participation plans for engaging transportation disadvantaged communities in the transportation decision making process; updating the Section 5310 Coordinated Human Service Public Transportation Plans; assessing the safety and condition of pedestrian and bicycle facilities; and evaluating compliance with Americans with Disabilities Act, particularly around schools, concentrations of disadvantaged populations, social services, medical, and transit facilities.

These emphasis areas were outlined in a letter dated March 18, 2015. (See Appendix G)

Florida has been ranked in the top five states in regards to pedestrian and bicyclist deaths over the past decade. A concerted effort from all partners involved is needed to reduce both pedestrian and bicycle crashes. The Florida Highway Safety Plan contains a vulnerable road user's emphasis area. A major strategy within this area is to develop and use a systematic approach to identify locations and behaviors

prone to pedestrian and bicycle crashes and implement multidisciplinary countermeasures. The FDOT Safety Office now has the ability to identify clusters of bicycle and pedestrian safety crashes on a statewide basis. The system they have developed can also access accident reports associated with the crashes to provide specific information in addition to the locational data. Initial "hot spot" maps have been distributed to the Districts during the first quarter of 2014.

Florida Department of Transportation Planning Emphasis Areas-2015

Advancing Multi-Modal Transportation Planning

Transportation planning has expanded to include more emphasis on non-automobile modes with consideration given to freight movements, bicycle and pedestrian planning, complete streets, and integration of transit use into multi-modal plans for agencies and jurisdictions. Plans may be developed to consider multi-modal planning at a jurisdictional or regional system wide level. Many MPOs may already look at some or all of these factors when planning for future transportation improvements. MPOs are encouraged to consider the following areas in all of their modal planning for future system improvements.

Freight Planning

Florida is the third most populous state in the United States. Florida consumes a significant amount of goods and commodities. The challenge for Florida is to keep up with the growing demand for goods. The safe and efficient movement of goods and commodities, including throughput and trade, moves Florida's economy. All freight transportation modes can be considered include trucking, rail, waterborne, air, pipeline and even space play critical roles in moving goods and commodities.

The Florida Department of Transportation (FDOT) has embarked on the development and implementation of a [Freight and Mobility and Trade Plan](#). The plan defines policies and investments that will enhance Florida's economic development efforts in the future. Consideration of this statewide plan should be given as MPOs explore and plan for future transportation investments. In addition, FHWA has many resources on their [Freight Planning](#) website.

Transit Planning

The mission of the FDOT Transit Office is to "identify, support, advance and manage cost effective, efficient and safe transportation systems and alternatives to maximize the passenger carrying capacity of surface transportation facilities." As communities continue to grow, many planners are faced with highway facilities that can no longer accommodate expansion for a variety of reasons or choose not to accommodate through roadway expansion. As congestion increases and travel time reliability decreases, alternative modes of travel are being sought to meet the growing demand and traveling preferences of the public. MPOs and local jurisdictions are planning for transit expansion to accommodate the increasing need for alternatives to automobile travel.

Where appropriate, MPOs should consider transit-oriented development, exclusive bus lanes, bus rapid transit, transit expansion, new starts alternatives and other transit options when planning for transportation system enhancements. MPOs are encouraged to visit FDOT's [Public Transit Office](#) webpage for more information.

Complete Streets

The ability for Florida residents and visitors to have safe and convenient travel and access to economic hubs, shopping centers and public places is a vital part to creating a livable community. To ensure successful livable communities, transportation planning decisions must be made that encourage and consider economic development, appropriate local land uses, community culture and the natural environment. One strategy to accomplish these goals is to implement a Complete Streets plan that integrates people and the environment in the planning, design and construction of transportation networks. Complete Streets is accomplished through contextual design in which transportation planning and road design decisions are determined by the context of the environment versus a one-size fits all planning and design approach.

FDOT has implemented a Complete Streets policy that is targeted to promote safety, quality of life, and economic development in Florida. Successful implementation of this policy requires FDOT to routinely plan, design, construct, reconstruct and operate a context-sensitive transportation system. Implementation of this policy at the regional and local level may require MPOs to incorporate context-sensitive solutions and transportation system designs that consider local safety issues, land use development, and community needs, in their transportation planning process.

As MPOs work to meet the needs of their transportation users, consideration should be given, where appropriate, to complete streets policies that improve accessibility and public safety, address cultural needs, encourage economic development and promote mobility across all modes of transportation.

The following resources are available to help MPOs develop an approach to Complete Streets: [FDOT Complete Streets - Workshops](#) and [Multi-Modal Corridor Planning Guidebook](#).

Bicycle/Pedestrian

Florida continues to be one of the leading states with high fatality and serious injury rates among bicyclists and pedestrians. Tackling this significant safety concern requires collaboration and support from all planning partners to develop effective bicycle and pedestrian planning strategies that reduce crashes, fatalities and injuries.

Florida is committed to working to address the challenge of improving safety for pedestrians and bicyclists. In 2010 FDOT established the Florida Bicycle and Pedestrian Council to provide a forum for stakeholders to participate and provide input into bike and pedestrian considerations. FDOT has updated several of its manuals and guidance documents, such as the Florida Greenbook, FDOT Design Standards and FDOT Plans Preparation Manual, to include guidance on incorporating innovative engineering countermeasures to improve pedestrian and bicyclist safety on Florida roadways. In 2011 FDOT implemented a bicycle and pedestrian focused initiative that targets the reduction of fatalities and serious injuries of pedestrian and bicyclists on Florida roadways through a comprehensive approach that includes engineering, enforcement, education, and emergency response countermeasures. In 2013 FDOT finalized its first Pedestrian and Bicycle Strategic Safety Plan and implemented Florida's Pedestrian and Bicycle Safety Coalition to assist with implementation of the plan.

To support pedestrian and bicycle safety, MPOs are encouraged to develop policies that support the integration of safe and well connected bicycle and walking networks into their overall transportation system. MPOs may also want to explore developing and implementing a Pedestrian Safety Action Plan, as suggested in the 2014 State Planning Emphasis Area bulletin. MPOs are encouraged to continue any efforts started as a result of the issuance of the 2014 State Planning Emphasis Area.

In existing MPO pedestrian safety programs, emphasis could be placed on enhancing or constructing new pedestrian and bicycling facilities, improving roadway and pedestrian lighting, and installing pedestrian safety devices such as marked crosswalks and pedestrian signals. MPOs can also reevaluate the effectiveness of their existing safety plan to determine if the program is still appropriate and producing positive results. MPOs are encouraged to use the following resources to develop your strategies: [FDOT Safety Office Webpage](#), [State of Florida Pedestrian & Bicycle Strategic Safety Plan](#), [Bicycle and Pedestrian Council](#), [Pinellas County Pedestrian Safety Plan](#) and [AlertTodayFlorida.com](#).

According to the Florida Department of Transportation, a major planning emphasis area for 2014 for the MPOs is to develop or further implement a Pedestrian Safety Action Plan. The objective is to adopt and implement a process that identifies locations where bicycle crashes have occurred in the past and to analyze the behaviors that may have contributed to the crash. This process along with working with appropriate partners, would contribute to fewer accident prone locations.

A letter was sent in March of 2015 referencing these Planning Emphasis Areas (SEE APPENDIX G)

FHWA RESOURCES

http://safety.fhwa.dot.gov/ped_bike/ped_focus/docs/fhwasa0512.pdf

http://safety.fhwa.dot.gov/ped_bike/ped_focus/

PEDESTRIAN SAFETY ACTION PLAN EXAMPLES

[http://www.pinellascounty.org/mpo/docs/Pinellas%20PSAP\)%20Final%Report%20083109.pdf](http://www.pinellascounty.org/mpo/docs/Pinellas%20PSAP)%20Final%Report%20083109.pdf)

<http://www.metroplanorlando.com/files/view/pedestrian-safety-action-plan-july-2012.pdf>

II. ORGANIZATION AND MANAGEMENT

TPO Structure- Participants, Roles, and Agreements

The Bay County TPO was established by designation of the Governor and an Interlocal Agreement in 1981, following the 1980 Census. The Interlocal Agreement was most recently updated on February 15, 2015 per Resolution BAY 15-03.

The membership of the Bay County TPO is:

- five (5) members from the Bay County Commission
- five (5) members from the Panama City Commission
- two (2) members from the Callaway City Commission
- one (2) members from the Panama City Beach City Commission
- one (1) member from the Parker City Commission
- two (2) members from the Lynn Haven City Commission
- one (1) member from the Springfield City Commission
- one (1) member from the Mexico Beach City Commission.

The TPO maintains several additional agreements. The Transportation Planning Funds Joint Participation Agreement, or PL Agreement, updated and executed on June 1, 2010. This agreement specifies the requirements for and process of receiving federal planning funds passed through the Department of Transportation. The agreement is signed by the TPO and Department of Transportation.

The Intergovernmental Coordination and Review and Public Transportation Coordination Joint Participation Agreement, provides a framework for review of federally funded projects in the urbanized area and for incorporating port, aviation, and transit projects into TPO plans. The West Florida Regional Planning Council is the regional clearinghouse for review of federal funds, the TPO is the transit agency, the City of Panama City is the Port Authority and Panama City and Bay County are the Airport Authority. Therefore, the agreement is signed by the TPO, West Florida Regional Planning Council, Panama City Port Authority, and Panama City-Bay County International Airport Authority. The agreement was updated and executed on January 6, 2011.

The TPO maintains Bylaws, which describe the operating procedures for the TPO and its advisory committees. The Bylaws were adopted on June 17, 2004 and amended on December 4, 2013. A Technical Coordinating Committee, a Citizens Advisory Committee, and the Local Coordinating Board advise the TPO. Prior to August 2009 there was a separate Bicycle – Pedestrian Advisory Committee. However, Resolution 09-23 adopted on August 26, 2009 merged the committee with the Citizens Advisory Committee. Ad hoc committees, to advise the TPO and its Staff are formed as needed. Each committee carries out its

prescribed tasks and responsibilities at regularly scheduled and, at times, special meetings. Areas addressed by these ad hoc committees in the past include freight mobility, transit, congestion management, and corridor management.

The Transportation Division of the West Florida Regional Planning Council (RPC) is the designated professional staff to the Bay County TPO and performs the work required to maintain the continuing, cooperative and comprehensive planning process. The RPC serves seven (7) counties and is unique in role in staffing three (3) separate TPOs in West Florida. A Staff Services Agreement, dated August 1981, between the TPO and the RPC establishes this staffing arrangement.

The Transportation Division of the RPC coordinates with officials serving the rural areas outside the Metropolitan Planning Area Boundary of each TPO. Recently this has been accomplished through a Work Program Liaison contract with the FDOT. Staff assembles and disseminates data, reports, and other information generated through the continuing, comprehensive, and cooperative transportation planning process.

The West Florida Regional Planning Council provides an annual audit of all programs. The Council also develops an indirect cost rate, which is applied to all program budgets. The indirect cost rate is developed according to applicable federal guidelines and is distributed to the Economic Development Administration and the Florida Department of Transportation as the cognizant federal and state agencies.

State assistance is provided primarily through the District 3 Office and the FDOT District 3 Urban Area Liaison. The District provides match for the Federal Transit Administration Section 5303 program for public transportation technical assistance. The TPO receives FDOT District 3 support with data for and output from the regional transportation planning model that covers 10 counties in West Florida. The Department's Bureau of Multi-Modal Systems Planning and Division of Planning and Programming also provide assistance with training programs and policy direction to the TPO. Resource agency input on projects is received through the statewide Efficient Transportation Decision Making Process.

Federal assistance and coordination are provided through the Federal Highway Administration, Federal Transit Administration, and the Environmental Protection Agency. Input is sought from the US Air Force, US Navy, and the Department of Defense due to the large military presence in the Urbanized Area.

Section 1352, Title 31, U.S. Code, requires that no federal appropriated funds may be used for lobbying purposes. Florida Statutes contains a similar requirement for state appropriated funds. The required certification is included as Appendix A-1 to this document. Appendix A-2 contains the assurance that the TPO does not use federal funds for procurement of services from individuals who have been disbarred or suspended in accordance with provisions of 49 CFR Part 29, Subparts A through E.

The Federal Transit Administration Section 5305 Grant Application is included in the UPWP as Appendix B. This appendix includes the "Application for Federal Assistance" and associated forms and certifications.

TPO Boundaries

The Bay County Metropolitan Planning Area (MPA) Boundary includes all of Bay County and a small portion of Walton County along US 98 just past the county line. This was established by the TPO and approved by the Governor. The TPO boundaries will be reviewed and updated, if necessary based on the 2010 Census during the timeframe of the 2013-2014 UPWP.

Regional Planning

Regional planning and coordination of transportation plans is a focus of the Florida Legislature and transportation agencies. In 2006, the Legislature created the Transportation Regional Incentive Program (TRIP), a 50/50 matching program for projects identified by qualifying regional partnerships. The Bay County TPO joined with three surrounding rural counties – Gulf, Holmes, and Washington – to create such a regional partnership – the Bay, Gulf, Holmes Washington Regional Transportation Partnership. The RTP meets quarterly as needed. This regional entity has approved a regionally-significant transportation network, priorities, bylaws, and a public involvement program. The RTP also annually adopts project priorities for TRIP.

The Northwest Florida Transportation Corridor Authority is an 8-county authority focused on US 98 and Roads that connect to and will supplement capacity on US 98; as well as important evacuation routes. The three (3) TPOs in northwest Florida have coordinated with the Authority and provided the adopted Long Range Transportation Plans as reference for its Master Plan. The Authority originally adopted its Master Plan in 2007. A new Master Plan was adopted by the Authority in 2013. However, the Florida Statute Section 343.80 still states that the Board must update the Master Plan prior to July 1st every year.

The Authority is initiating a process to complete a major update to its Master Plan. The NFTCA update process will include outreach to transportation and economic development stakeholders to foster economic development in Northwest Florida through strategic transportation investments. The NFTCA will be refocusing the Master Plan to identify a business case for transportation infrastructure to be developed cooperatively with state, regional, and local agencies. Based on the business case analysis, a plan update will be prepared in coordination with the most recently adopted Long Range Transportation Plans of the local TPOs.

Resolution of State and Federal Certification Review Comments

The joint FDOT/TPO Certification Statement is included as Appendix F.

Scope of the Planning Process
Table 1 Matrix of MAP-21 and FAST Act Planning Factors

(An X in the box indicates that task addresses the evaluation factor)

| FAST Act EVALUATION FACTORS | A.1 | A.2 | B.1 | B.2 | B.3 | C.1 | C.2 | C.3 | C.4 | C.5 | C.6 | C.7 | C.8 | C.9 | C.10 | C.11 |
|---|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|------|------|
| SUPPORT ECONOMIC VITALITY OF THE METROPOLITAN AREA | X | X | | | X | X | X | | | X | X | | | X | X | X |
| INCREASE SAFETY OF THE TRANSPORTATION SYSTEM FOR MOTORIZED AND NON-MOTORIZED USERS | X | X | | | X | X | X | X | X | | X | X | X | | X | |
| INCREASE SECURITY OF THE TRANSPORTATION SYSTEM FOR MOTORIZED AND NON-MOTORIZED USERS | X | | | | | | X | X | X | X | | | | | X | |
| INCREASE ACCESSIBILITY AND MOBILITY OF PEOPLE AND FOR FREIGHT | X | | | | X | X | | X | X | X | X | X | X | | X | |
| PROTECT AND ENHANCE THE ENVIRONMENT, PROMOTE ENERGY CONSERVATION, IMPROVE QUALITY OF LIFE, AND PROMOTE CONSISTENCY BETWEEN TRANSPORTATION IMPROVEMENTS AND STATE AND LOCAL PLANNED GROWTH AND ECONOMIC DEVELOPMENT PATTERNS | X | | | | X | X | X | X | X | | X | X | X | X | | |
| ENHANCE INTEGRATION AND CONNECTIVITY OF TRANSPORTATION SYSTEM, ACROSS MODES, FOR PEOPLE AND FREIGHT | X | X | X | X | X | X | X | | | X | X | X | X | | X | X |
| PROMOTE EFFICIENT SYSTEM MANAGEMENT AND OPERATION | X | X | | | X | X | X | X | X | X | | | | | X | X |
| EMPHASIZE PRESERVATION OF EXISTING TRANSPORTATION SYSTEM | X | | | | X | X | X | X | X | X | | | | X | | |
| IMPROVE RESILIENCY OF THE SYSTEM & REDUCE STORM WATER IMPACT OF SURFACE TRANSPORTATION | X | | | | X | X | X | X | X | X | X | | | X | | |
| ENHANCE TRAVEL & TOURISM | X | X | | | X | X | X | | | X | X | | | X | X | X |

III. WORK PROGRAM

The Bay County Transportation Planning Organization's Unified Planning Work Program, covers the period from July 1, 2016 through June 30, 2018. The UPWP is developed by the Bay County TPO in cooperation with the Florida Department of Transportation and members of its advisory committees.

This section of the UPWP describes each transportation planning task to be undertaken during FY 2017-FY 2018, including the purpose of the task, previous work accomplished, proposed methodology, and agencies providing planning assistance and funding assistance. Work proposed in this UPWP is separated by fiscal year to describe activities for FY 2017 and activities for FY 2018.

The goal of the TPO is to complete federally mandated planning activities. However, unanticipated planning requests received from TPO members, its committees, and local governments during the course of the year can be addressed. The work effort required to satisfy these requests may delay progress on tasks described in the adopted UPWP. However, federally mandated planning tasks will not be delayed or not submitted in favor of completion of non-required tasks. In the event that planning tasks identified in the UPWP are delayed, the TPO will provide an explanation of revised task schedules and reasons for delays.

Status of Planning Tasks in the FY 2016 UPWP

The majority of tasks identified in the FY 2016 UPWP are proceeding as planned. Any deviations from the expected schedule are noted in the individual task descriptions.

UPWP Organization

The UPWP is divided into four (4) major sections, which are further subdivided into tasks, as needed. These are:

1. Section A – General Administrative Activities – Includes functions necessary for management of the transportation planning process on a continuing basis. Work tasks include program administration, program development, program review, staff training, attendance at meetings, workshops, etc., and reporting,.
2. Section B – Transportation Data Collection and Analysis Activities – Includes work tasks required to provide continuous monitoring of travel characteristics and factors affecting travel in the Panama City Urbanized Area. Work tasks include collection and analysis of socioeconomic, land use, environmental, and transportation system data. Information collected in these tasks is used in other tasks of the TPO, such as long range planning, transit planning, and other specific projects.
3. Section C – System Planning Activities – Includes transportation system planning work tasks which support the overall transportation system planning effort. Long range planning, management systems, traffic operations, public transportation planning, public

involvement, regional coordination air quality, Titles 23 & 49, and bicycle/pedestrian systems planning are included.

4. Section D – Short-Term Project Planning Activities – Includes tasks required for preparing detailed plans based on system conceptual needs and tasks having a specific goal or purpose.

The final section contains five (5) summary tables detailing the budget from participating agencies and a detailed budget, according to funding source, for each work task. Tables 1 and 2 describe the sources and amounts of funds needed to support this work program for FY2015. Tables 3 and 4 describe the sources and amounts of funds needed to support this work program for FY2016. Table 5 identifies local funds for match to the Federal Transit Administration Section 5305 funds and to support the Metropolitan Planning Organization Advisory Council.

Appendices

The following Appendices are included:

- Appendix A – Certifications and Assurances
- Appendix B – Federal Transit Administration Section 5305 Grant Application
- Appendix C – List of Commonly Used Acronyms
- Appendix D – Federal, State, and Local Regional Transportation Projects not in the UPWP
- Appendix E – UPWP Review Comments
- Appendix F – Certifications Letter from FDOT
- Appendix G – Indirect Cost Letter from U.S. Department of Commerce
- Appendix H – Letter from U.S. Department of Transportation Regarding Planning Emphasis Area
- Appendix I – Florida Department of Transportation Support to the TPO
- Appendix J – Bay County TPO MPO Boundary Map

Resolution of UPWP Review Comments

Federal, state, and local agencies, as well as citizens, comment on the draft Unified Planning Work Program (UPWP) of the TPO. Appendix E has been added to provide a discussion of comments received and the TPO response to comments. Appendix E includes comments received from TPO Committees and Review Agencies, and the TPO staffs responses to the comments. This appendix describes how the comments have been resolved in the final UPWP.

Task A.1 TPO Administration

Purpose:

The purpose of this task is to manage all administrative and financial record-keeping that supports the work identified in the Unified Planning Work Program. This includes Coordination of the TPO and advisory committees, developing meeting agendas and maintaining meeting minutes. The financial portion of this task includes the filing of progress reports and invoices, ensuring control over eligible expenditures, development of an acceptable indirect cost rate, completion of audits and recording of timesheets and other employment related data. TPO Agreements are included as a function of A.1

Previous Work Completed:

Preparation and distribution of planning documents. Technical assistance and preparation of documents for TPO and committee meetings. Coordination with federal, state, and local partners. Preparation of contacts and agreements. Preparation of certification documents. Attendance at workshops and training sessions.

Required Activities:

- | | |
|--|--|
| <ul style="list-style-type: none"> • Technical assistance and staff support to TPO and advisory committees • Preparation and distribution of TPO agenda packets, meeting minutes resolutions, plans, documents, etc. • Coordination with partner agencies including FDOT, and provide staff support for joint meetings • Preparation and participation in annual Joint State-TPO Certification • Prepare and submit progress reports and invoices | <ul style="list-style-type: none"> • Review and update agreements and TPO administrative documents • Maintain financial records and perform an annual single audit • TPO staff and board member travel and participation at general trainings, conferences, and meetings, including those of the MPOAC • Selecting and managing consultant support • Purchase of office supplies, postage and equipment |
|--|--|

| | | |
|--------------------------------|---|--------------------------------|
| End product: | Completion Date: | Responsible Agency: TPO |
| TPO and committee meetings | Feb-April-June-Aug-Sept-Oct-Dec and as needed | |
| Joint State -TPO Certification | December 2016 and December 2017 | |
| Annual single Audit | March 2017 / March 2018 | |

| | | |
|--|---------------------|--|
| MPOAC & General meetings, workshops, trainings | As needed | |
| Maintenance of financial records | Ongoing | |
| Invoices and Progress Reports | Monthly / Quarterly | |

| A.1 TPO Administration | | | | | | | | |
|-------------------------------------|-----------------------------|------------------|-------------|-----------------|-----------------|-----------------|---------------|------------------|
| Estimated Budget Detail for FY 2017 | | | | | | | | |
| Budget Category | Budget Category Description | FHWA (PL) | FHWA (SU) | FTA 5305 | FTA State Match | FTA Local Match | Trans. Disad. | Total |
| A. Personnel Services | | | | | | | | |
| | Salaries & Benefits | 100,183 | - | 15,319 | 1,915 | 1,915 | - | 119,332 |
| | Subtotal: | \$100,183 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | 119,332 |
| B. Consultant Services | | | | | | | | |
| | None | - | - | - | - | - | - | - |
| | Subtotal: | - | - | - | - | - | - | - |
| C. Travel | | | | | | | | |
| | See Task A.4 | - | - | - | - | - | - | - |
| | Subtotal: | - | - | - | - | - | - | - |
| D. Other Direct Expenses | | | | | | | | |
| | See Task A.5 | - | - | - | - | - | - | - |
| | Subtotal: | - | - | - | - | - | - | - |
| E. Indirect Rate | | | | | | | | |
| | | \$64,617 | - | 9,881 | 1,235 | 1,235 | - | \$76,968 |
| | Subtotal: | \$64,617 | - | \$9,881 | \$1,235 | \$1,235 | - | \$76,968 |
| | Total: | \$164,800 | \$ 0 | \$25,200 | \$1,235 | \$1,235 | \$ 0 | \$192,470 |

| A.1 TPO Administration | | | | | | | | |
|-------------------------------------|-----------------------------|------------------|-------------|-------------|-----------------|-----------------|---------------|------------------|
| Estimated Budget Detail for FY 2018 | | | | | | | | |
| Budget Category | Budget Category Description | FHWA (PL) | FHWA (SU) | FTA 5305 | FTA State Match | FTA Local Match | Trans. Disad. | Total |
| A. Personnel Services | | | | | | | | |
| | Salaries & Benefits | \$144,000 | - | - | - | - | - | \$144,000 |
| | Subtotal: | \$144,000 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$144,000 |
| B. Consultant Services | | | | | | | | |
| | None | - | - | - | - | - | - | - |

| A.1 TPO Administration | | | | | | | |
|--|------------------|-------------|-------------|-------------|-------------|-------------|------------------|
| Estimated Budget Detail for FY 2018 | | | | | | | |
| Subtotal: | - | - | - | - | - | - | - |
| C. Travel | | | | | | | |
| See Task A.4 | - | - | - | - | - | - | - |
| Subtotal: | - | - | - | - | - | - | - |
| D. Other Direct Expenses | | | | | | | |
| See Task A.5 | - | - | - | - | - | - | - |
| Subtotal: | - | - | - | - | - | - | - |
| E. Indirect Rate | | | | | | | |
| | \$77,000 | - | - | - | - | - | \$77,000 |
| Subtotal: | \$77,000 | - | - | - | - | - | \$77,000 |
| Total: | \$221,000 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$221,000 |

Task A.2 Unified Planning Work Program

Purpose:

The purpose of this task is to prepare the Unified Planning Work Program (UPWP) for FY2019 and FY2020 and to monitor the budgets of the FY 2017-FY 2018 UPWP, and amend as needed. The UPWP is submitted to the following: Florida Department of Transportation, Federal Highway Administration, and Federal Transit Administration. It is to be submitted no later than May 2018 for approval.

Previous Work Completed:

A FY2016 UPWP Budget was submitted to the relevant agencies.

Required Activities:

- | | |
|--|--|
| <ul style="list-style-type: none"> • UPWP Kickoff Meeting • DRAFT FY2018-FY2019 UPWP • Approval of FY2018-2019 UPWP • Monitor and Amend the UPWP | <ul style="list-style-type: none"> • De-obligate funds if necessary |
|--|--|

| End product: | Completion Date: | Responsible Agency: TPO |
|--------------------------------|------------------|--------------------------------|
| • UPWP Kickoff Meeting | December 2017 | |
| • DRAFT FY2018-FY2019 UPWP | February 2017 | |
| • Approval of FY2018-2019 UPWP | April 2017 | |
| • Monitor and Amend the UPWP | As needed | |

| A.2 Unified Planning Work Program | | | | | | | | |
|-------------------------------------|-----------------------------|-----------|-----------|----------|-----------------|-----------------|---------------|----------|
| Estimated Budget Detail for FY 2017 | | | | | | | | |
| Budget Category | Budget Category Description | FHWA (PL) | FHWA (SU) | FTA 5305 | FTA State Match | FTA Local Match | Trans. Disad. | Total |
| A. Personnel Services | | | | | | | | |
| | Salaries & Benefits | \$10,346 | - | - | - | - | - | \$10,346 |
| | Subtotal: | \$10,346 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$10,346 |
| B. Consultant Services | | | | | | | | |
| | None | - | - | - | - | - | - | - |
| | Subtotal: | - | - | - | - | - | - | - |
| C. Travel | | | | | | | | |
| | See Task A.4 | - | - | - | - | - | - | - |
| | Subtotal: | - | - | - | - | - | - | - |
| D. Other Direct Expenses | | | | | | | | |
| | See Task A.5 | - | - | - | - | - | - | - |
| | Subtotal: | - | - | - | - | - | - | - |
| E. Indirect Rate | | | | | | | | |
| | | \$5,654 | - | - | - | - | - | \$5,654 |
| | Subtotal: | \$5,654 | - | - | - | - | - | \$5,654 |
| | Total: | \$16,000 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$16,000 |

| A.2 Unified Planning Work Program | | | | | | | | |
|-------------------------------------|-----------------------------|-----------|-----------|----------|-----------------|-----------------|---------------|----------|
| Estimated Budget Detail for FY 2018 | | | | | | | | |
| Budget Category | Budget Category Description | FHWA (PL) | FHWA (SU) | FTA 5305 | FTA State Match | FTA Local Match | Trans. Disad. | Total |
| A. Personnel Services | | | | | | | | |
| | Salaries & Benefits | \$15,500 | - | - | - | - | - | \$15,500 |
| | Subtotal: | \$15,500 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$15,500 |
| B. Consultant Services | | | | | | | | |
| | None | - | - | - | - | - | - | - |

| A.2 Unified Planning Work Program | | | | | | | |
|--|-----------------|-------------|-------------|-------------|-------------|-------------|-----------------|
| Estimated Budget Detail for FY 2018 | | | | | | | |
| Subtotal: | - | - | - | - | - | - | - |
| C. Travel | | | | | | | |
| See Task A.4 | - | - | - | - | - | - | - |
| Subtotal: | - | - | - | - | - | - | - |
| D. Other Direct Expenses | | | | | | | |
| See Task A.5 | - | - | - | - | - | - | - |
| Subtotal: | - | - | - | - | - | - | - |
| E. Indirect Rate | | | | | | | |
| | \$8,000 | - | - | - | - | - | \$8,000 |
| Subtotal: | \$8,000 | - | - | - | - | - | \$8,000 |
| Total: | \$23,500 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$23,500 |

Task A.3 Capital Purchases

Purpose:

The purpose of this task is to purchase, repair, or replace office equipment including computers to maintain an efficient office environment needed to complete transportation planning tasks. The threshold for approval by FHWA for capital equipment is \$5,000.

Previous Work Completed:

Equipment including plotter, software, and office equipment as needed was purchased in 2016.

Required Activities:

- | | |
|---|---|
| <ul style="list-style-type: none"> • Provide documentation for quotes as required by FDOT/FHWA | <ul style="list-style-type: none"> • Request appropriate approval from FDOT/FHWA |
|---|---|

| End product: | Completion Date: | Responsible Agency: TPO |
|---|-------------------------|--------------------------------|
| Purchase and invoice FDOT for Equipment | June 2017 | |
| Purchase and invoice FDOT for Equipment | June 2018 | |

| A.3 Capital Purchases | | | | | | | | |
|-------------------------------------|-----------------------------|----------------|-------------|-------------|-----------------|-----------------|---------------|----------------|
| Estimated Budget Detail for FY 2017 | | | | | | | | |
| Budget Category | Budget Category Description | FHWA (PL) | FHWA (SU) | FTA 5305 | FTA State Match | FTA Local Match | Trans. Disad. | Total |
| A. Personnel Services | | | | | | | | |
| | Salaries & Benefits | - | - | - | - | - | - | - |
| | Subtotal: | - | - | - | - | - | - | - |
| B. Consultant Services | | | | | | | | |
| | None | - | - | - | - | - | - | - |
| | Subtotal: | - | - | - | - | - | - | - |
| C. Travel | | | | | | | | |
| | See Task A.4 | - | - | - | - | - | - | - |
| | Subtotal: | - | - | - | - | - | - | - |
| D. Capital Purchases | | | | | | | | |
| | Office Equipment | \$1,000 | - | - | - | - | - | \$1,000 |
| | Subtotal: | \$1,000 | - | - | - | - | - | \$1,000 |
| E. Indirect Rate | | | | | | | | |
| | None | - | - | - | - | - | - | - |
| | Subtotal: | - | - | - | - | - | - | - |
| | Total: | \$1,000 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$1,000 |

| A.3 Capital Purchases | | | | | | | | |
|-------------------------------------|-----------------------------|-----------|-----------|----------|-----------------|-----------------|---------------|-------|
| Estimated Budget Detail for FY 2018 | | | | | | | | |
| Budget Category | Budget Category Description | FHWA (PL) | FHWA (SU) | FTA 5305 | FTA State Match | FTA Local Match | Trans. Disad. | Total |
| A. Personnel Services | | | | | | | | |
| | Salaries & Benefits | - | - | - | - | - | - | - |
| | Subtotal: | - | - | - | - | - | - | - |
| B. Consultant Services | | | | | | | | |

| A.3 Capital Purchases | | | | | | | |
|--|----------------|-------------|-------------|-------------|-------------|-------------|----------------|
| Estimated Budget Detail for FY 2018 | | | | | | | |
| None | - | - | - | - | - | - | - |
| Subtotal: | - | - | - | - | - | - | - |
| C. Travel | | | | | | | |
| See Task A.4 | - | - | - | - | - | - | - |
| Subtotal: | - | - | - | - | - | - | - |
| D. Capital Purchases | | | | | | | |
| Office Equipment | \$9,000 | - | - | - | - | - | \$9,000 |
| Subtotal: | \$9,000 | - | - | - | - | - | \$9,000 |
| E. Indirect Rate | | | | | | | |
| None | - | - | - | - | - | - | - |
| Subtotal: | - | - | - | - | - | - | - |
| Total: | \$9,000 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$9,000 |

Task A.4 Travel

Purpose:

The purpose of this task is to arrange for and provide reimbursement for travel to training, conferences, meetings, and other activities to support and stay up to date of current programs, policies and technologies.

Previous Work Completed:

Travel has included routine travel for TPO meetings and FDOT project meetings as well as to conferences and statewide transportation related meetings and workshops.

Required Activities:

- | | |
|---|--|
| <ul style="list-style-type: none"> • Requests approval for out of state travel | <ul style="list-style-type: none"> • Coordinate with FDOT on invoice processing |
|---|--|

| | | |
|--|-------------------------|--------------------------------|
| End product: | Completion Date: | Responsible Agency: TPO |
| Completed travel vouchers | Monthly | |
| Disbursement of travel reimbursements, according to FDOT travel policies | Monthly, and as needed | |

| A.4 Travel | | | | | | | | |
|-------------------------------------|-----------------------------|-----------------|-------------|-------------|-----------------|-----------------|---------------|-----------------|
| Estimated Budget Detail for FY 2017 | | | | | | | | |
| Budget Category | Budget Category Description | FHWA (PL) | FHWA (SU) | FTA 5305 | FTA State Match | FTA Local Match | Trans. Disad. | Total |
| A. Personnel Services | | | | | | | | |
| | Salaries & Benefits | - | - | - | - | - | - | - |
| | Subtotal: | - | - | - | - | - | - | - |
| B. Consultant Services | | | | | | | | |
| | None | - | - | - | - | - | - | - |
| | Subtotal: | - | - | - | - | - | - | - |
| C. Travel | | | | | | | | |
| | Planner Travel | \$15,000 | - | - | - | - | - | \$15,000 |
| | Subtotal: | \$15,000 | - | - | - | - | - | \$15,000 |
| D. Other Direct Expense | | | | | | | | |
| | Office Equipment | - | - | - | - | - | - | - |
| | Subtotal: | - | - | - | - | - | - | - |
| E. Indirect Rate | | | | | | | | |
| | None | - | - | - | - | - | - | - |
| | Subtotal: | - | - | - | - | - | - | - |
| | Total: | \$15,000 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$15,000 |

| A.4 Travel | | | | | | | | |
|-------------------------------------|-----------------------------|-----------|-----------|----------|-----------------|-----------------|---------------|-------|
| Estimated Budget Detail for FY 2018 | | | | | | | | |
| Budget Category | Budget Category Description | FHWA (PL) | FHWA (SU) | FTA 5305 | FTA State Match | FTA Local Match | Trans. Disad. | Total |
| A. Personnel Services | | | | | | | | |
| | Salaries & Benefits | - | - | - | - | - | - | - |
| | Subtotal: | - | - | - | - | - | - | - |
| B. Consultant Services | | | | | | | | |

| A.4 Travel | | | | | | | |
|-------------------------------------|-----------------|-------------|-------------|-------------|-------------|-------------|-----------------|
| Estimated Budget Detail for FY 2018 | | | | | | | |
| None | - | - | - | - | - | - | - |
| Subtotal: | - | - | - | - | - | - | - |
| C. Travel | | | | | | | |
| Planner Travel | \$19,000 | - | - | - | - | - | \$19,000 |
| Subtotal: | \$19,000 | - | - | - | - | - | \$19,000 |
| D. Other Direct Expense | | | | | | | |
| Office Equipment | - | - | - | - | - | - | - |
| Subtotal: | - | - | - | - | - | - | - |
| E. Indirect Rate | | | | | | | |
| None | - | - | - | - | - | - | - |
| Subtotal: | - | - | - | - | - | - | - |
| Total: | \$19,000 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$19,000 |

Task A.5 Direct Expenses

Purpose:

The purpose of this task is to purchase goods/services to support the TPO's activities including, but not limited to: printing, office supplies, advertisements and notices of public meetings, postage, software, licenses and maintenance agreements, items for public involvement, and other direct expenses

Previous Work Completed:

Paid invoices for items to support the TPO, including but not limited to: printing, office supplies, advertisements and notices of public meetings, postage, software, licenses and maintenance agreements, items for public involvement, and other direct expenses

Required Activities:

- Purchase of items as needed

End product:

Paid invoices

Paid invoices

Completion Date:

Monthly

Monthly

Responsible Agency: TPO

| A.5 Direct Expense | | | | | | | | |
|-------------------------------------|-----------------------------|-----------------|-------------|-------------|-----------------|-----------------|---------------|-----------------|
| Estimated Budget Detail for FY 2017 | | | | | | | | |
| Budget Category | Budget Category Description | FHWA (PL) | FHWA (SU) | FTA 5305 | FTA State Match | FTA Local Match | Trans. Disad. | Total |
| A. Personnel Services | | | | | | | | |
| | Salaries & Benefits | - | - | - | - | - | - | - |
| | Subtotal: | - | - | - | - | - | - | - |
| B. Consultant Services | | | | | | | | |
| | None | - | - | - | - | - | - | - |
| | Subtotal: | - | - | - | - | - | - | - |
| C. Travel | | | | | | | | |
| | Planner Travel | - | - | - | - | - | - | - |
| | Subtotal: | - | - | - | - | - | - | - |
| D. Other Direct Expense | | | | | | | | |
| | Office Equipment | \$16,000 | - | - | - | - | - | \$16,000 |
| | Subtotal: | \$16,000 | - | - | - | - | - | \$16,000 |
| E. Indirect Rate | | | | | | | | |
| | None | - | - | - | - | - | - | - |
| | Subtotal: | - | - | - | - | - | - | - |
| | Total: | \$16,000 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$16,000 |

| A.5 Direct Expense | | | | | | | | |
|-------------------------------------|-----------------------------|-----------|-----------|----------|-----------------|-----------------|---------------|-------|
| Estimated Budget Detail for FY 2018 | | | | | | | | |
| Budget Category | Budget Category Description | FHWA (PL) | FHWA (SU) | FTA 5305 | FTA State Match | FTA Local Match | Trans. Disad. | Total |
| F. Personnel Services | | | | | | | | |
| | Salaries & Benefits | - | - | - | - | - | - | - |
| | Subtotal: | - | - | - | - | - | - | - |
| G. Consultant Services | | | | | | | | |

| A.5 Direct Expense | | | | | | | |
|--|-----------------|-------------|-------------|-------------|-------------|-------------|-----------------|
| Estimated Budget Detail for FY 2018 | | | | | | | |
| None | - | - | - | - | - | - | - |
| Subtotal: | - | - | - | - | - | - | - |
| H. Travel | | | | | | | |
| Planner Travel | - | - | - | - | - | - | - |
| Subtotal: | - | - | - | - | - | - | - |
| I. Other Direct Expense | | | | | | | |
| Office Equipment | \$16,000 | - | - | - | - | - | \$16,000 |
| Subtotal: | \$16,000 | - | - | - | - | - | \$16,000 |
| J. Indirect Rate | | | | | | | |
| None | - | - | - | - | - | - | - |
| Subtotal: | - | - | - | - | - | - | - |
| Total: | \$16,000 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$16,000 |

Task B.1: Transportation Information Management

Purpose:

The purpose of this task is to collect the data needed by the TPO to support its programs and projects. This task also includes organizing, filing, and managing information, while adhering to the state retention schedule and complying with Florida’s Public Records Law. Data collection and analysis is an ongoing effort each fiscal year.

Previous Work Completed:

Census data was summarized in GIS to illustrate growth.
 TPO files were maintained and reviewed for record retention.
 The WFRPC website was updated with meeting agendas, actions reports, and presentations.
 The database updated routinely with interested parties, committee members and TPO members’ information.

Required Activities:

- | | |
|---|---|
| <ul style="list-style-type: none"> • <u>TPO Files</u> – Maintain TPO files and records as per applicable retention schedule. This includes hard and electronic copy files. | <ul style="list-style-type: none"> • <u>Website</u> – Update and create web pages daily. Post TPO Meeting Agendas, Minutes, Actions Reports and Presentation files monthly. • <u>Web Database</u> – Implement the WFRPC Web Database Address Book. Update and maintain TPO Committee Member data to include TPO and Advisory Members Rosters, mailing labels and email distribution on a daily basis. |
|---|---|

End product:

TPO Files
 Website
 Web Database

Completion Date:

Maintain Files (monthly)
 Ongoing
 Biannually

Responsible Agency: TPO

| B1. Transportation Information Management | | | | | | | | |
|---|-----------------------------|-----------|-----------|----------|-----------------|-----------------|---------------|----------|
| Estimated Budget Detail for FY 2017 | | | | | | | | |
| Budget Category | Budget Category Description | FHWA (PL) | FHWA (SU) | FTA 5305 | FTA State Match | FTA Local Match | Trans. Disad. | Total |
| A. Personnel Services | | | | | | | | |
| | Salaries & Benefits | \$16,500 | - | - | - | - | - | \$16,500 |
| | Subtotal: | \$16,500 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$16,500 |
| B. Consultant Services | | | | | | | | |
| | None | - | - | - | - | - | - | - |
| | Subtotal: | - | - | - | - | - | - | - |
| C. Travel | | | | | | | | |
| | See Task A.4 | - | - | - | - | - | - | - |
| | Subtotal: | - | - | - | - | - | - | - |
| D. Other Direct Expenses | | | | | | | | |
| | See Task A.5 | - | - | - | - | - | - | - |
| | Subtotal: | - | - | - | - | - | - | - |
| E. Indirect Rate | | | | | | | | |
| | | \$9,000 | - | - | - | - | - | \$9,000 |
| | Subtotal: | \$9,000 | - | - | - | - | - | \$9,000 |
| | Total: | \$25,500 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$25,500 |

| B1. Transportation Information Management | | | | | | | | |
|---|-----------------------------|-----------|-----------|----------|-----------------|-----------------|---------------|----------|
| Estimated Budget Detail for FY 2018 | | | | | | | | |
| Budget Category | Budget Category Description | FHWA (PL) | FHWA (SU) | FTA 5305 | FTA State Match | FTA Local Match | Trans. Disad. | Total |
| A. Personnel Services | | | | | | | | |
| | Salaries & Benefits | \$17,500 | - | - | - | - | - | \$17,500 |
| | Subtotal: | \$17,500 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$17,500 |
| B. Consultant Services | | | | | | | | |
| | None | - | - | - | - | - | - | - |

| B1. Transportation Information Management | | | | | | | |
|--|-----------------|-------------|-------------|-------------|-------------|-------------|-----------------|
| Estimated Budget Detail for FY 2018 | | | | | | | |
| Subtotal: | - | - | - | - | - | - | - |
| C. Travel | | | | | | | |
| See Task A.4 | - | - | - | - | - | - | - |
| Subtotal: | - | - | - | - | - | - | - |
| D. Other Direct Expenses | | | | | | | |
| See Task A.5 | - | - | - | - | - | - | - |
| Subtotal: | - | - | - | - | - | - | - |
| E. Indirect Rate | | | | | | | |
| | \$9,500 | - | - | - | - | - | \$9,500 |
| Subtotal: | \$9,500 | - | - | - | - | - | \$9,500 |
| Total: | \$27,000 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$27,000 |

Task B.2 GIS Data Collection and Analysis

Purpose:

The purpose of this task is to develop, collect, maintain and analyze spatial data, and to create digital maps to support all aspects of the TPO planning process. Spatial data are stored in a Geographic Information System (GIS) that provides transportation planners the ability to review and analyze roadway facilities, demographics, levels of service, traffic patterns, freight movement, transportation improvement projects, transit facilities, crash locations, existing and future land use, and other transportation data determined necessary through coordination with transportation staff and the Florida Department of Transportation.

Previous Work Completed:

The GIS Coordinator developed, collected, maintained and analyzed spatial data that support all aspects of the TPO planning process. The GIS annual report, to be completed in June 2018, highlights GIS projects, data sources and applications developed and collected during the year.

Required Activities:

- | | |
|--|---|
| <ul style="list-style-type: none"> • Develop, collect, analyze and present spatial data to support all transportation planning projects and programs. • Educate staff on available GIS resources and participate in local GIS user groups. | <ul style="list-style-type: none"> • Maintain GIS hardware and software and make recommendations regarding upgrades. • Maintain spatial data records and the GIS website. |
|--|---|

| End product: | Completion Date: | Responsible Agency: TPO |
|--------------------------------|-------------------------|--------------------------------|
| GIS Annual Report | June | |
| GIS Education | Ongoing | |
| Data Development & Maintenance | Monthly | |
| 5]] | Quarterly | |

| B2. GIS Data Collection and Analysis | | | | | | | | |
|--------------------------------------|-----------------------------|-----------|-----------|----------|-----------------|-----------------|---------------|----------|
| Estimated Budget Detail for FY 2017 | | | | | | | | |
| Budget Category | Budget Category Description | FHWA (PL) | FHWA (SU) | FTA 5305 | FTA State Match | FTA Local Match | Trans. Disad. | Total |
| A. Personnel Services | | | | | | | | |
| | Salaries & Benefits | \$17,500 | - | - | - | - | - | \$17,500 |
| | Subtotal: | \$17,500 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$17,500 |
| B. Consultant Services | | | | | | | | |
| | None | - | - | - | - | - | - | - |
| | Subtotal: | - | - | - | - | - | - | - |
| C. Travel | | | | | | | | |
| | See Task A.4 | - | - | - | - | - | - | - |
| | Subtotal: | - | - | - | - | - | - | - |
| D. Other Direct Expenses | | | | | | | | |
| | See Task A.5 | - | - | - | - | - | - | - |
| | Subtotal: | - | - | - | - | - | - | - |
| E. Indirect Rate | | | | | | | | |
| | | \$9,000 | - | - | - | - | - | \$9,000 |
| | Subtotal: | \$9,000 | - | - | - | - | - | \$9,000 |
| | Total: | \$26,500 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$26,500 |

| B2. GIS Data Collection and Analysis | | | | | | | | |
|--------------------------------------|-----------------------------|-----------|-----------|----------|-----------------|-----------------|---------------|----------|
| Estimated Budget Detail for FY 2018 | | | | | | | | |
| Budget Category | Budget Category Description | FHWA (PL) | FHWA (SU) | FTA 5305 | FTA State Match | FTA Local Match | Trans. Disad. | Total |
| A. Personnel Services | | | | | | | | |
| | Salaries & Benefits | \$18,000 | - | - | - | - | - | \$18,000 |
| | Subtotal: | \$18,000 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$18,000 |
| B. Consultant Services | | | | | | | | |
| | None | - | - | - | - | - | - | - |

| B2. GIS Data Collection and Analysis | | | | | | | |
|---|-----------------|-------------|-------------|-------------|-------------|-------------|-----------------|
| Estimated Budget Detail for FY 2018 | | | | | | | |
| Subtotal: | - | - | - | - | - | - | - |
| C. Travel | | | | | | | |
| See Task A.4 | - | - | - | - | - | - | - |
| Subtotal: | - | - | - | - | - | - | - |
| D. Other Direct Expenses | | | | | | | |
| See Task A.5 | - | - | - | - | - | - | - |
| Subtotal: | - | - | - | - | - | - | - |
| E. Indirect Rate | | | | | | | |
| | \$10,000 | - | - | - | - | - | \$10,000 |
| Subtotal: | \$10,000 | - | - | - | - | - | \$10,000 |
| Total: | \$28,000 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$28,000 |

Task B.3 Efficient Transportation Decision Making

Purpose:

The purpose of this task is to interact with resource agencies (Environmental Technical Advisory Team [ETAT]) throughout early phases of transportation planning using the Environmental Screening Tool (EST). Early involvement helps identify project changes that avoid or minimize adverse effects on resources and the community. The Planning Screen Phase of the ETDM process screens projects for critical issues, develops and refines the purpose and need of the project, and offers insight into how alternatives could be developed. The ETAT assigns a degree of effect (DOE) for each project resource which can recognize fatal flaws, validate data, and identify resource agency plans in the project area. During the Programming Screen Phase, the ETAT also identifies information for project scoping, prescribes the technical studies to be completed by FDOT during Project Development, and identifies permits that will be required in later phases. The TPO's ETDM Coordinator, in consultation with FDOT, is responsible for submitting, in the Planning Screen, capacity projects listed in the Long Range Transportation Plan (LRTP) and Transportation Improvement Program (TIP) for review and comment by the ETAT. The projects for which the TPO is responsible are state-funded capacity projects (excluding bridge, enhancement, SIS, or FIHS projects). The TPO staff is also an ETAT member and is responsible for providing data and DOE assignments for socio-cultural effects (SCE) issues in the EST in the Planning Screen Phase. This information is also available on the EST public access website.

Previous Work Completed:

1. Served as ETDM coordinator, ETAT member, and communicated with TPO staff, FDOT District 3, and the Central Office, Tallahassee.
2. Entered TPO projects into the EST, including those projects in the 2030 and 2035 LRTP.
3. Completed ETDM project Summary Reports within the EST and assigned appropriate DOE. These reports, particularly for Cost Feasible projects, will eventually be presented to the applicable TPO as information for comment and review.
4. Continued development of SCE data collection, processing, and input methods for reporting within ETDM/EST review and summary screens.
5. Provided project EST findings and briefings as requested to local government staff, elected officials, consultants, and the general public.
6. Attended meetings, training events, and workshops, and coordinated and consulted with FDOT District and State ETDM staff, and FHWA and resource agency contacts, to improve ETDM project data accuracy and ETDM/EST process effectiveness.

Required Activities:

- | | |
|---|--|
| <ul style="list-style-type: none">• Enter TPO projects into the EST, including those new projects in the 2040 LRTP. The LRTP consultant will develop Purpose and Need statements. | <ul style="list-style-type: none">• Develop Community Profiles, based upon 2010 Census Designated Places, and Community Impact Assessments for use in the EST. |
|---|--|

- Complete ETDM project Summary Reports within the EST and assign appropriate DOE.
- Maintain a log of active projects in the EST, and update monthly with project status. All active projects are viewable on the public ETDM website.
- Attend meetings, training events, and workshops, and coordinate and consult with FDOT District and State ETDM development staff, and FHWA and resource agency contacts, to improve ETDM project data accuracy and ETDM/EST process effectiveness.

| | | |
|------------------------|-------------------------|--------------------------------|
| End product: | Completion Date: | Responsible Agency: TPO |
| ETDM Summary Reports | Quarterly | |
| ETDM Summaries | Quarterly | |
| L RTP and TIP Projects | Quarterly | |
| Socio-cultural Effects | Quarterly | |

| B.3 Efficient Transportation Decision Making (ETDM) | | | | | | | | |
|--|------------------------------------|------------------|------------------|-----------------|------------------------|------------------------|----------------------|----------------|
| Estimated Budget Detail for FY 2017 | | | | | | | | |
| Budget Category | Budget Category Description | FHWA (PL) | FHWA (SU) | FTA 5305 | FTA State Match | FTA Local Match | Trans. Disad. | Total |
| A. Personnel Services | | | | | | | | |
| | Salaries & Benefits | \$3,880 | - | - | - | - | - | \$3,880 |
| | Subtotal: | \$3,880 | - | - | - | - | - | \$3,880 |
| B. Consultant Services | | | | | | | | |
| | None | - | - | - | - | - | - | - |
| | Subtotal: | - | - | - | - | - | - | - |
| C. Travel | | | | | | | | |
| | Planner Travel | - | - | - | - | - | - | - |
| | Subtotal: | - | - | - | - | - | - | - |
| D. Other Direct Expense | | | | | | | | |
| | Office Equipment | - | - | - | - | - | - | \$ 0 |
| | Subtotal: | \$ 0 | - | - | - | - | - | \$ 0 |
| E. Indirect Rate | | | | | | | | |
| | None | \$2,120 | - | - | - | - | - | \$2,120 |
| | Subtotal: | \$2,120 | - | - | - | - | - | \$2,120 |

| B.3 Efficient Transportation Decision Making (ETDM) | | | | | | | |
|--|----------------|-------------|-------------|-------------|-------------|-------------|----------------|
| Estimated Budget Detail for FY 2017 | | | | | | | |
| Total: | \$6,000 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$6,000 |

| B.3 Efficient Transportation Decision Making (ETDM) | | | | | | | | |
|--|------------------------------------|------------------|------------------|------------------|------------------------|------------------------|----------------------|----------------|
| Estimated Budget Detail for FY 2018 | | | | | | | | |
| Budget Category | Budget Category Description | FHWA (PL) | FHWA (SU) | FTA 53053 | FTA State Match | FTA Local Match | Trans. Disad. | Total |
| A. Personnel Services | | | | | | | | |
| | Salaries & Benefits | \$2,500 | - | - | - | - | - | \$2,500 |
| | Subtotal: | \$2,500 | - | - | - | - | - | \$2,500 |
| B. Consultant Services | | | | | | | | |
| | None | - | - | - | - | - | - | - |
| | Subtotal: | - | - | - | - | - | - | - |
| C. Travel | | | | | | | | |
| | Planner Travel | - | - | - | - | - | - | - |
| | Subtotal: | - | - | - | - | - | - | - |
| D. Other Direct Expense | | | | | | | | |
| | Office Equipment | - | - | - | - | - | - | \$ 0 |
| | Subtotal: | - | - | - | - | - | - | \$ 0 |
| E. Indirect Rate | | | | | | | | |
| | None | \$1,500 | - | - | - | - | - | \$1,500 |
| | Subtotal: | \$1,500 | - | - | - | - | - | \$1,500 |
| | Total: | \$4,000 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$4,000 |

Task C.1 Transportation Improvement Program

Purpose:

To prepare and maintain Project Priorities, the Transportation Improvement Program (TIP), review the FDOT Tentative Work Program, and amend the TIP as needed.

Previous Work Completed:

FY 2014-2018 Transportation Improvement Program was administratively amended on July 29, 2014
 FY 2015-2019 Transportation Improvement Program was administratively amended on June 26 and July 14, 2015
 FY 2015-2019 Transportation Improvement Program was amended by resolution on April 22, 2015
 FY 2016-2020 Project Priorities adopted by resolution on September 24, 2014
 FY 2016-2020 Tentative Work Program endorsed by the TPO on December 3, 2014
 FY 2016-2020 Transportation Improvement Program adopted by resolution on June 24, 2015
 FY 2016-2020 Transportation Improvement Program was administratively amended on July 6, 2015
 FY 2016-2020 Transportation Improvement Program was amended by resolution on February 24, 2015
 FY 2017-2021 Project Priorities adopted by resolution on July 22, 2015
 FY 2017-2021 Project Priorities amended by resolution on October 28, 2015
 FY 2017-2021 Tentative Work Program endorsed by the TPO on October 28, 2015
 FY 2017-2021 Transportation Improvement Program adopted resolution on June 22, 2016

Required Activities:

- | | |
|--|--|
| <ul style="list-style-type: none"> • End of Public Involvement • Draft and Adoption of FY 2018-2022 Project Priorities • Adoption of FY 2018-2022 Transportation Improvement Program. • Public Involvement | <ul style="list-style-type: none"> • Adoption of FY 2019-2023 Project Priorities • Adoption of FY 2019-2023 Transportation Improvement Program. Amendments |
|--|--|

| End product: | Completion Date: | Responsible Agency: TPO and FDOT |
|---|-------------------------|---|
| FY 2018-2022 Project Priorities | September 2016 | |
| FY 2018-2022 FDOT Tentative Work Program | December 2016 | |
| FY 2018-2022 Transportation Improvement Program | June 2017 | |

| | | |
|---|----------------|--|
| FY 2019-2023 Project Priorities | September 2017 | |
| FY 2019-2023 FDOT Tentative Work Program | December 2017 | |
| FY 2019-2023 Transportation Improvement Program | June 2018 | |
| Amendments | As necessary | |

| C.1 Transportation Improvement Program | | | | | | | | |
|--|-----------------------------|-----------------|-------------|-------------|-----------------|-----------------|---------------|-----------------|
| Estimated Budget Detail for FY 2017 | | | | | | | | |
| Budget Category | Budget Category Description | FHWA (PL) | FHWA (SU) | FTA 5305 | FTA State Match | FTA Local Match | Trans. Disad. | Total |
| A. Personnel Services | | | | | | | | |
| | Salaries & Benefits | \$14,549 | - | - | - | - | - | \$14,549 |
| | Subtotal: | \$14,549 | - | - | - | - | - | \$14,549 |
| B. Consultant Services | | | | | | | | |
| | None | - | - | - | - | - | - | - |
| | Subtotal: | - | - | - | - | - | - | - |
| C. Travel | | | | | | | | |
| | Planner Travel | - | - | - | - | - | - | - |
| | Subtotal: | - | - | - | - | - | - | - |
| D. Other Direct Expense | | | | | | | | |
| | Office Equipment | - | - | - | - | - | - | \$ 0 |
| | Subtotal: | - | - | - | - | - | - | \$ 0 |
| E. Indirect Rate | | | | | | | | |
| | None | \$7,951 | - | - | - | - | - | \$7,951 |
| | Subtotal: | \$7,951 | - | - | - | - | - | \$7,951 |
| | Total: | \$22,500 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$22,500 |

| C.1 Transportation Improvement Program | | | | | | | | |
|--|-----------------------------|----------------|-------------|-------------|-----------------|-----------------|---------------|----------------|
| Estimated Budget Detail for FY 2018 | | | | | | | | |
| Budget Category | Budget Category Description | FHWA (PL) | FHWA (SU) | FTA 5305 | FTA State Match | FTA Local Match | Trans. Disad. | Total |
| A. Personnel Services | | | | | | | | |
| | Salaries & Benefits | \$5,500 | - | - | - | - | - | \$5,500 |
| | Subtotal: | \$5,500 | - | - | - | - | - | \$5,500 |
| B. Consultant Services | | | | | | | | |
| | None | - | - | - | - | - | - | - |
| | Subtotal: | - | - | - | - | - | - | - |
| C. Travel | | | | | | | | |
| | Planner Travel | - | - | - | - | - | - | - |
| | Subtotal: | - | - | - | - | - | - | - |
| D. Other Direct Expense | | | | | | | | |
| | Office Equipment | - | - | - | - | - | - | \$ 0 |
| | Subtotal: | - | - | - | - | - | - | \$ 0 |
| E. Indirect Rate | | | | | | | | |
| | None | \$3,500 | - | - | - | - | - | \$3,500 |
| | Subtotal: | \$3,500 | - | - | - | - | - | \$3,500 |
| | Total: | \$9,000 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$9,000 |

Task C.2 Long Range Transportation Plan

Purpose:

To maintain the TPO's LRTP, confirm its validity and its consistency with current and forecasted transportation and land use conditions and trends, and to extend the forecast period. This maintains the continuing, cooperative, and comprehensive planning requirements. 23 Code of Federal Regulations 450.322, requires a long range transportation plan shall be reviewed and updated at least every four years in air quality non-attainment areas and at least every five years in air quality attainment years.

Previous Work Completed:

2040 Long Range Transportation Plan Scope of Services was adopted by Resolution on August 27, 2014.
 2040 Long Range Transportation Plan Public Involvement Plan was adopted by Resolution on September 24, 2014.
 2040 Long Range Transportation Plan Goals and Objectives was adopted by Resolution on December 3, 2014.
 2040 Long Range Transportation Plan Financial Resources was adopted by Resolution on April 22, 2015.
 2040 Long Range Transportation Plan Evaluation Criteria was adopted by Resolution on June 24, 2015.
 2040 Long Range Transportation Plan Needs Plan was adopted by Resolution on December 2 2015.
 Congestion Management Process Plan Major Update was adopted by Resolution on February 24, 2016.
 2040 Long Range Transportation Plan Cost Feasible Plan was adopted by Resolution on June 22, 2016.

Required Activities:

- | | |
|--|---|
| <ul style="list-style-type: none"> • 2040 Long Range Transportation Plan Summary Report • 2040 Long Range Transportation Plan Final Report • Training • Florida Transportation Model Task Force • There is a \$35,000 existing contract SU funds for these activities | <ul style="list-style-type: none"> • Review Fixing America's Surface Transportation Act • 2040 Long Range Transportation Plan Amendments • Obtain FDOT Performance Measures Source Book • (\$35,000 in SU funds from and existing contract funding LRTP activities) |
|--|---|

| End product: | Completion Date: | |
|--|-------------------------|--------------------------------|
| 2040 Long Range Transportation Plan Summary Report | September 2016 | Responsible Agency: TPO |
| 2040 Long Range Transportation Plan Final Report | September 2016 | |
| Amendments | On-going | |

| C.2 Long Range Transportation Plan | | | | | | | | |
|-------------------------------------|-----------------------------|-----------------|-------------|-------------|-----------------|-----------------|---------------|-----------------|
| Estimated Budget Detail for FY 2017 | | | | | | | | |
| Budget Category | Budget Category Description | FHWA (PL) | FHWA (SU) | FTA 5305 | FTA State Match | FTA Local Match | Trans. Disad. | Total |
| A. Personnel Services | | | | | | | | |
| | Salaries & Benefits | \$14,226 | - | - | - | - | - | 14,226 |
| | Subtotal: | \$14,226 | - | - | - | - | - | \$14,226 |
| B. Consultant Services | | | | | | | | |
| | None | - | - | - | - | - | - | - |
| | Subtotal: | - | - | - | - | - | - | - |
| C. Travel | | | | | | | | |
| | Planner Travel | - | - | - | - | - | - | - |
| | Subtotal: | - | - | - | - | - | - | - |
| D. Other Direct Expense | | | | | | | | |
| | Office Equipment | - | - | - | - | - | - | \$ 0 |
| | Subtotal: | - | - | - | - | - | - | \$ 0 |
| E. Indirect Rate | | | | | | | | |
| | None | \$7,774 | - | - | - | - | - | \$7,774 |
| | Subtotal: | \$7,774 | - | - | - | - | - | \$7,774 |
| | Total: | \$22,000 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | 22,000 |

| C.2 Long Range Transportation Plan | | | | | | | | |
|-------------------------------------|-----------------------------|-----------------|-----------|----------|-----------------|-----------------|---------------|-----------------|
| Estimated Budget Detail for FY 2018 | | | | | | | | |
| Budget Category | Budget Category Description | FHWA (PL) | FHWA (SU) | FTA 5305 | FTA State Match | FTA Local Match | Trans. Disad. | Total |
| A. Personnel Services | | | | | | | | |
| | Salaries & Benefits | \$20,000 | - | - | - | - | - | \$20,000 |
| | Subtotal: | \$20,000 | - | - | - | - | - | \$20,000 |
| B. Consultant Services | | | | | | | | |

| C.2 Long Range Transportation Plan | | | | | | | |
|--|-----------------|-------------|-------------|-------------|-------------|-------------|-----------------|
| Estimated Budget Detail for FY 2018 | | | | | | | |
| None | - | - | - | - | - | - | \$ 0 |
| Subtotal: | - | - | - | - | - | - | \$ 0 |
| C. Travel | | | | | | | |
| Planner Travel | - | - | - | - | - | - | - |
| Subtotal: | - | - | - | - | - | - | - |
| D. Other Direct Expense | | | | | | | |
| Office Equipment | - | - | - | - | - | - | \$ 0 |
| Subtotal: | - | - | - | - | - | - | \$ 0 |
| E. Indirect Rate | | | | | | | |
| None | \$11,000 | - | - | - | - | - | \$11,000 |
| Subtotal: | \$11,000 | - | - | - | - | - | \$11,000 |
| Total: | \$31,000 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$31,000 |

Task C.3 Transportation System Management (TSM) Planning and Congestion Management Process Plan (CMPP)

Purpose:

The purpose of TSM planning is to identify operational improvements to enhance the capacity of the existing system. Through better management and operation of existing transportation facilities, these techniques are designed to improve traffic flow, air quality, and movement of people and goods, as well as enhance system accessibility and safety. Transportation systems management strategies are lower-cost but effective in nature, which include, but are not limited to: intersection and signal improvements; freeway bottleneck removal programs; data collection to monitor system performance; and special events management strategies. The purpose of the CMPP is to use a systematic approach, collaboratively developed and implemented throughout the metropolitan area that provides for the safe and effective management and operation of new and existing transportation facilities through the use of demand reduction and operational management strategies. Congestion Management Process in an “8 Step” process, as follows:

1. Develop Congestion Management Objectives;
2. Identify Area of Application;
3. Define System or Network of Interest;
4. Develop Performance Measures;
5. Institute System Performance Monitoring Plan;
6. Identify and evaluate Strategies;
7. Implement Selected Strategies and Manage Transportation System; and
8. Monitor Strategy Effectiveness.

The key word is “management” of the transportation system.

Previous Work Completed:

TSM Projects – Solicited TSM candidate projects from local stakeholders for inclusion in the FY 2017-2021 Project Priority document.

TSM Project Criteria – The adopted criteria used to rank candidate projects was reevaluated and updated. (December 2015 – April 2016)

TSM Priorities – The Project Priorities was presented to the TPO as draft in June 2015 and was adopted in July 2015.

CMP LOS Tables – Updated LOS tables using the 2014 traffic counts.

CMP Plan – Adopted 2013 LOS Tables (Spring 2015)

CMP LOS Tables - Developed formulas on the Level of Service table and Multi-Modal Level of Service table for automation.

CTST Participation and Support – Attended Community Traffic Safety Team (CTST) meetings; summarized relevant issues and actions; and assisted the CTST with planning and implementation of Safety Events, helmet fittings, technical planning and grant/funding inquiries. (Monthly)
Training – Attended Level of Service Training sponsored by FDOT Spring 2015.

Required Activities:

- | | |
|--|---|
| <ul style="list-style-type: none"> • <u>TSM Projects</u> – Identify through public, committee, TPO and staff input, projects to consider and areas for study. Submit to appropriate agency (ex: FDOT, city or county) for study (As needed) • <u>TSM Project Criteria</u> – Reevaluate adopted criteria used to rank candidate projects. • <u>TSM Priorities</u> – Submit new projects consistent with recommendations from adopted Corridor Management Plans. Prioritize candidate projects and adopt TSM Priorities. • <u>CMP LOS Tables</u> – Update LOS tables using the 2014 traffic counts • <u>CMP LOS Tables</u> – Update LOS tables using the 2015 traffic counts- after their release during summer 2016. | <ul style="list-style-type: none"> • <u>CMP Plan</u> – Adoption 2014 LOS Tables (Spring 2016) • <u>CTST Participation and Support</u> – Offer continuous technical support to the local CTST. Attend monthly meeting and coordinate the planning and implantation of safety events. • <u>CMP LOS Tables</u> –Local government recommended roads can be evaluated and possibly included in the CMPP per the current Functional Classification updates • <u>CMP & LOS Training</u> – Attend training, as appropriate. |
|--|---|

| End product: | Completion Date: | Responsible Agency: TPO |
|----------------------|--------------------------|--------------------------------|
| TSM Projects | As needed | |
| TSM Project Criteria | Spring 2017, Spring 2018 | |
| TSM Priorities | June 2017, June 2018 | |
| LOS Tables 2015 | Fall 2016 | |

| C.3 Transportation System Management (TSM) Planning and Congestion Management Process Plan (CMPP) | | | | | | | | |
|---|-----------------------------|----------------|-------------|-------------|-----------------|-----------------|---------------|----------------|
| Estimated Budget Detail for FY 2017 | | | | | | | | |
| Budget Category | Budget Category Description | FHWA (PL) | FHWA (SU) | FTA 5305 | FTA State Match | FTA Local Match | Trans. Disad. | Total |
| A. Personnel Services | | | | | | | | |
| | Salaries & Benefits | \$5,500 | - | - | - | - | - | \$5,500 |
| | Subtotal: | \$5,500 | - | - | - | - | - | \$5,500 |
| B. Consultant Services | | | | | | | | |
| | None | - | - | - | - | - | - | - |
| | Subtotal: | - | - | - | - | - | - | - |
| C. Travel | | | | | | | | |
| | Planner Travel | - | - | - | - | - | - | - |
| | Subtotal: | - | - | - | - | - | - | - |
| D. Other Direct Expense | | | | | | | | |
| | Office Equipment | - | - | - | - | - | - | - |
| | Subtotal: | - | - | - | - | - | - | - |
| E. Indirect Rate | | | | | | | | |
| | None | \$3,000 | - | - | - | - | - | \$3,000 |
| | Subtotal: | \$3,000 | - | - | - | - | - | \$3,000 |
| | Total: | \$8,500 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$8,500 |

| C.3 Transportation System Management (TSM) Planning and Congestion Management Process Plan (CMPP) | | | | | | | | |
|---|-----------------------------|----------------|-----------|----------|-----------------|-----------------|---------------|----------------|
| Estimated Budget Detail for FY 2018 | | | | | | | | |
| Budget Category | Budget Category Description | FHWA (PL) | FHWA (SU) | FTA 5305 | FTA State Match | FTA Local Match | Trans. Disad. | Total |
| A. Personnel Services | | | | | | | | |
| | Salaries & Benefits | \$2,000 | - | - | - | - | - | \$2,000 |
| | Subtotal: | \$2,000 | - | - | - | - | - | \$2,000 |

| C.3 Transportation System Management (TSM) Planning and Congestion Management Process Plan (CMPP) | | | | | | | |
|---|----------------|-------------|-------------|-------------|-------------|-------------|----------------|
| Estimated Budget Detail for FY 2018 | | | | | | | |
| B. Consultant Services | | | | | | | |
| None | - | - | - | - | - | - | - |
| Subtotal: | - | - | - | - | - | - | - |
| C. Travel | | | | | | | |
| Planner Travel | - | - | - | - | - | - | - |
| Subtotal: | - | - | - | - | - | - | - |
| D. Other Direct Expense | | | | | | | |
| Office Equipment | - | - | - | - | - | - | - |
| Subtotal: | - | - | - | - | - | - | - |
| E. Indirect Rate | | | | | | | |
| None | \$1,000 | - | - | - | - | - | \$1,000 |
| Subtotal: | \$1,000 | - | - | - | - | - | \$1,000 |
| Total: | \$3,000 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$3,000 |

Task C.4 Intelligent Transportation Systems (ITS) Planning

Purpose:

The purpose of this task is to plan for the use of advanced information and communications technologies, such as Incident Management and Dynamic Message Signs, to achieve a safer and more efficient operation of existing transportation facilities. ITS can be a component of the Congestion Management Process, Corridor Management and Long Range Transportation Plans.

Previous Work Completed:

Regional ITS Plan Implementation – Provided a report to the TPO on ITS Plan implementation.

Required Activities:

- Regional ITS Plan Implementation – TPO Report on ITS plan Implementation.

End product:

Report on regional ITS plan implementation

Completion Date:

June 2017 and June 2018

Responsible Agency: TPO

| C.4 Intelligent Transportation Systems (ITS) Planning Estimated Budget Detail for FY 2017 | | | | | | | | |
|--|-----------------------------|----------------|-------------|-------------|-----------------|-----------------|---------------|----------------|
| Budget Category | Budget Category Description | FHWA (PL) | FHWA (SU) | FTA 5305 | FTA State Match | FTA Local Match | Trans. Disad. | Total |
| A. Personnel Services | | | | | | | | |
| | Salaries & Benefits | \$970 | - | - | - | - | - | \$970 |
| | Subtotal: | \$970 | - | - | - | - | - | \$970 |
| B. Consultant Services | | | | | | | | |
| | None | - | - | - | - | - | - | - |
| | Subtotal: | - | - | - | - | - | - | - |
| C. Travel | | | | | | | | |
| | Planner Travel | - | - | - | - | - | - | - |
| | Subtotal: | - | - | - | - | - | - | - |
| D. Other Direct Expense | | | | | | | | |
| | Office Equipment | - | - | - | - | - | - | - |
| | Subtotal: | - | - | - | - | - | - | - |
| E. Indirect Rate | | | | | | | | |
| | None | \$530 | - | - | - | - | - | \$530 |
| | Subtotal: | \$530 | - | - | - | - | - | \$530 |
| | Total: | \$1,500 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$1,500 |

| C.4 Intelligent Transportation Systems (ITS) Planning Estimated Budget Detail for FY 2018 | | | | | | | | |
|--|-----------------------------|----------------|-----------|----------|-----------------|-----------------|---------------|---------|
| Budget Category | Budget Category Description | FHWA (PL) | FHWA (SU) | FTA 5305 | FTA State Match | FTA Local Match | Trans. Disad. | Total |
| A. Personnel Services | | | | | | | | |
| | Salaries & Benefits | \$2,500 | - | - | - | - | - | \$2,500 |
| | Subtotal: | \$2,500 | - | - | - | - | - | \$2,500 |
| B. Consultant Services | | | | | | | | |

| C.4 Intelligent Transportation Systems (ITS) Planning | | | | | | | |
|--|----------------|-------------|-------------|-------------|-------------|-------------|----------------|
| Estimated Budget Detail for FY 2018 | | | | | | | |
| None | - | - | - | - | - | - | - |
| Subtotal: | - | - | - | - | - | - | - |
| C. Travel | | | | | | | |
| Planner Travel | - | - | - | - | - | - | - |
| Subtotal: | - | - | - | - | - | - | - |
| D. Other Direct Expense | | | | | | | |
| Office Equipment | - | - | - | - | - | - | - |
| Subtotal: | - | - | - | - | - | - | - |
| E. Indirect Rate | | | | | | | |
| None | \$1,500 | - | - | - | - | - | \$1,500 |
| Subtotal: | \$1,500 | - | - | - | - | - | \$1,500 |
| Total: | \$4,000 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$4,000 |

Task C.5 Freight Planning

Purpose:

The purpose of this task is to integrate freight planning into the TPO planning process.

Previous Work Completed:

Performance Measures – Continued coordination through the MPOAC and FDOT led efforts to develop performance measures based on standardized data.

Third Annual Emerald Coast Transportation Symposium – In developing the program for this event staff coordinated two freight-related panels. The Logistical Implementation panel featured speakers from FDOT, Florida Ports Council, Florida Trucking Association, and CSX. The Transit, Trains, and Aviation panel featured speakers from the National Association of Railroad Passengers, Southern Rail Commission, Amtrak, Federal Aviation Administration, and Federal Transit Association.

MPOAC Freight Committee – Attended MPOAC Freight Committee meetings.

LRTP Update – Coordinated freight process for inclusion into the 2040 Long Range Transportation Plan (LRTP) update. The LRTP update was adopted in November 2015.

District Freight Advisory Committee – A FDOT District 3 Freight Advisory Committee was formed and met in August 2015.

Required Activities:

- | | |
|---|--|
| <ul style="list-style-type: none"> • <u>Performance Measures</u> – Work through the MPOAC and FDOT led efforts to develop performance measures based on standardized data. • <u>Transportation Symposium</u> – Provide information regarding and discuss issues related to movement of freight. | <ul style="list-style-type: none"> • <u>MPOAC Freight Committee</u> – Participate in committee meetings and projects. • <u>Freight Advisory Committee</u> – Continue to explore the development of a freight advisory committee. |
|---|--|

| End product: | Completion Date: | Responsible Agency: TPO |
|----------------------------|-------------------------|--------------------------------|
| Performance Measures | As needed | |
| Transportation Symposium | Fall 2016 and Fall 2017 | |
| MPOAC Freight Committee | Attend quarterly | |
| Freight Advisory Committee | Spring 2018 | |

| C.5 Freight Planning | | | | | | | | |
|-------------------------------------|-----------------------------|----------------|-------------|-------------|-----------------|-----------------|---------------|----------------|
| Estimated Budget Detail for FY 2017 | | | | | | | | |
| Budget Category | Budget Category Description | FHWA (PL) | FHWA (SU) | FTA 5305 | FTA State Match | FTA Local Match | Trans. Disad. | Total |
| A. Personnel Services | | | | | | | | |
| | Salaries & Benefits | \$3,000 | - | - | - | - | - | \$3,000 |
| | Subtotal: | \$3,000 | - | - | - | - | - | \$3,000 |
| B. Consultant Services | | | | | | | | |
| | None | - | - | - | - | - | - | - |
| | Subtotal: | - | - | - | - | - | - | - |
| C. Travel | | | | | | | | |
| | Planner Travel | - | - | - | - | - | - | - |
| | Subtotal: | - | - | - | - | - | - | - |
| D. Other Direct Expense | | | | | | | | |
| | Office Equipment | - | - | - | - | - | - | - |
| | Subtotal: | - | - | - | - | - | - | - |
| E. Indirect Rate | | | | | | | | |
| | None | \$1,500 | - | - | - | - | - | \$1,500 |
| | Subtotal: | \$1,500 | - | - | - | - | - | \$1,500 |
| | Total: | \$4,500 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$4,500 |

| C.4 Freight Planning | | | | | | | | |
|-------------------------------------|-----------------------------|----------------|-----------|----------|-----------------|-----------------|---------------|---------|
| Estimated Budget Detail for FY 2018 | | | | | | | | |
| Budget Category | Budget Category Description | FHWA (PL) | FHWA (SU) | FTA 5305 | FTA State Match | FTA Local Match | Trans. Disad. | Total |
| A. Personnel Services | | | | | | | | |
| | Salaries & Benefits | \$3,000 | - | - | - | - | - | \$3,000 |
| | Subtotal: | \$3,000 | - | - | - | - | - | \$3,000 |
| B. Consultant Services | | | | | | | | |

| C.4 Freight Planning | | | | | | | |
|--|----------------|-------------|-------------|-------------|-------------|-------------|----------------|
| Estimated Budget Detail for FY 2018 | | | | | | | |
| None | - | - | - | - | - | - | - |
| Subtotal: | - | - | - | - | - | - | - |
| C. Travel | | | | | | | |
| Planner Travel | - | - | - | - | - | - | - |
| Subtotal: | - | - | - | - | - | - | - |
| D. Other Direct Expense | | | | | | | |
| Office Equipment | - | - | - | - | - | - | - |
| Subtotal: | - | - | - | - | - | - | - |
| E. Indirect Rate | | | | | | | |
| None | \$1,500 | - | - | - | - | - | \$1,500 |
| Subtotal: | \$1,500 | - | - | - | - | - | \$1,500 |
| Total: | \$4,500 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$4,500 |

Task C.6 Public Transportation

Purpose:

The purpose of this task is to complete public transportation planning activities that address the long-term and short-term public transportation needs in the urbanized area. This includes but is not limited to: assisting local jurisdictions in the Panama City Urbanized Area (UZA) with updates to and implementation of the Transit Development Plan (TDP), working with Bay Town Trolley for annual updates of the public transportation section of Project Priorities and the Transportation Improvement Plan (TIP) and amendments as required and submitting the DBE reports for the FTA Section 5305 Public Transportation Planning grant to FDOT.

Previous Work Completed:

Co-managed the major update of the Transit Development Plan (TDP) Major Update , arranged for and participated in an ECAT tour and Beach trolley ride with ECAT and BTT staff, assisted with the Triennial Review, attended a Transit Advisory Group meeting in Panama City, assisted with the development of a Disadvantaged Business Enterprise goal for the TPO, submitted 5305 DBE reports to FDOT, attended the Florida Public Transportation Association conference in Jacksonville, attended the annual FDOT grant workshop in Chipley and assisted the Chautauqua Learn and Serve Charter School with an application for FTA Section 5310 grant funds to enhance the mobility of elderly persons and individuals with disabilities.

Required Activities:

- Technical assistance and staff support to Bay County for transit related issues/tasks.

| End product: | Completion Date: | Responsible Agency: TPO |
|--|------------------|-----------------------------------|
| Public Transportation Priorities | July 2016 | |
| Public transportation TIP | September 2017 | |
| Public Transportation in FDOT Work Program | December 2017 | |

| C.6: Public Transportation Planning | | | | | | | | |
|-------------------------------------|-----------------------------|-----------------|-------------|-----------------|-----------------|-----------------|---------------|-----------------|
| Estimated Budget Detail for FY 2017 | | | | | | | | |
| Budget Category | Budget Category Description | FHWA (PL) | FHW A (SU) | FTA 5305 | FTA State Match | FTA Local Match | Trans. Disad. | Total |
| A. Personnel Services | | | | | | | | |
| | Salaries & Benefits | 21,459 | - | 11,384 | 1,423 | 1,423 | - | 35,689 |
| | Subtotal: | \$21,459 | - | \$11,384 | \$1,423 | \$1,423 | - | \$35,689 |
| B. Consultant Services | | | | | | | | |
| | None | - | - | 25,973 | 3,247 | 3,247 | - | 32,467 |
| | Subtotal: | - | - | \$25,973 | \$3,247 | \$3,247 | - | \$32,467 |
| C. Travel | | | | | | | | |
| | See Task A.4 | - | - | - | - | - | - | - |
| | Subtotal: | - | - | - | - | - | - | - |
| D. Other Direct Expenses | | | | | | | | |
| | See Task A.5 | - | - | - | - | - | - | - |
| | Subtotal: | - | - | - | - | - | - | - |
| E. Indirect Rate | | | | | | | | |
| | | 13,841 | - | 7,343 | 918 | 918 | - | 23,020 |
| | Subtotal: | \$13,841 | - | \$7,343 | \$918 | \$918 | - | \$23,020 |
| | Total: | \$35,300 | \$ 0 | \$44,700 | \$5,588 | \$5,588 | \$ 0 | \$91,175 |

| C.6: Public Transportation Planning | | | | | | | | |
|-------------------------------------|-----------------------------|-----------|-----------|-----------------|-----------------|-----------------|---------------|-----------------|
| Estimated Budget Detail for FY 2018 | | | | | | | | |
| Budget Category | Budget Category Description | FHWA (PL) | FHWA (SU) | FTA 5305 | FTA State Match | FTA Local Match | Trans. Disad. | Total |
| A. Personnel Services | | | | | | | | |
| | Salaries & Benefits | - | - | \$39,616 | 4,952 | \$4,952 | - | \$49,520 |
| | Subtotal: | - | - | \$39,616 | \$4,952 | \$4,952 | - | \$49,520 |

| C.6: Public Transportation Planning | | | | | | | |
|--|-------------|-------------|-----------------|-----------------|-----------------|-------------|------------------|
| Estimated Budget Detail for FY 2018 | | | | | | | |
| B. Consultant Services | | | | | | | |
| None | - | - | \$21,787 | 2,723 | \$2,723 | - | \$27,233 |
| Subtotal: | - | - | \$21,787 | \$2,723 | \$2,723 | - | \$27,233 |
| C. Travel | | | | | | | |
| See Task A.4 | - | - | - | - | - | - | - |
| Subtotal: | - | - | - | - | - | - | - |
| D. Other Direct Expenses | | | | | | | |
| See Task A.5 | - | - | - | - | - | - | - |
| Subtotal: | - | - | - | - | - | - | - |
| E. Indirect Rate | | | | | | | |
| | - | - | \$20,997 | 2,625 | 2,625 | - | \$26,247 |
| Subtotal: | - | - | \$20,997 | \$2,625 | \$2,625 | - | \$26,247 |
| Total: | \$ 0 | \$ 0 | \$82,400 | \$10,300 | \$10,300 | \$ 0 | \$103,000 |

Task C.7 Transportation Disadvantaged Program Planning

Purpose:

The purpose of this task is to accomplish the TPO's duties in Florida's Transportation Disadvantaged Program as set forth in Chapter 427, Florida Statutes, Rule 41-2, Florida Administrative Code, and Commission policies.

Previous Work Completed:

All required activities are to be completed annually and were completed for prior years.

Required Activities:

- | | |
|--|--|
| <ul style="list-style-type: none"> Jointly develop and annually update the Transportation Disadvantaged Service Plan (TDSP) with the community transportation coordinator and the local coordinating board (LCB). | <ul style="list-style-type: none"> Develop, annually update, and implement local coordinating board grievance procedures. Review and comment on the Annual Operating Report (AOR) for submittal to the local coordinating board, and forward comments/concerns to the |
|--|--|

- When necessary and in cooperation with the LCB solicit and recommend a community transportation coordinator.
- **Or** Provide staff support to the LCB in conducting an annual evaluation of the community transportation coordinator, including local developed standards as delineated in the adopted Transportation Disadvantaged Service Plan.
- Organize and provide staff support and related resources for at least four (4) LCB meetings per year (quarterly).
- Provide at least one public hearing annually by each LCB, and assist the Commission, as requested, in co-sponsoring public hearings.
- Develop and annually update by-laws for local coordinating board approval.

Commission for the Transportation Disadvantaged.

- Research and complete the Actual Expenditures Report (**AER**) for direct federal and local government transportation funds to the Commission for the Transportation Disadvantaged.
- Develop and provide the LCB with quarterly progress reports of transportation disadvantaged planning accomplishments and planning contract deliverables.
- Planning Agency staff attend at least one Commission sponsored training, including but not limited to, the Commission's regional meetings, the Commission's annual training workshop, or other sponsored training.

| End product: | Completion Date: | Responsible Agency: TPO |
|-------------------------------|-------------------------|--------------------------------|
| Staff Support | Continuous | |
| Quarterly Reports Completed | Quarterly | |
| By-Laws Reviewed | August 2017 | |
| Grievance Procedures Approved | August 2017 | |
| AER Completed | September 2016 | |
| Training Completed | December 2016 | |
| AOR Reviewed | December 2016 | |
| Evaluation Approved | February 2017 | |
| TDSP Update | Scheduled for May 2018 | |
| Public Hearing | Scheduled for May 2018 | |

| C.7 Transportation Disadvantaged Planning | | | | | | | | |
|---|-----------------------------|-------------|-------------|-------------|-----------------|-----------------|-----------------|-----------------|
| Estimated Budget Detail for FY 2017 | | | | | | | | |
| Budget Category | Budget Category Description | FHWA (PL) | FHWA (SU) | FTA 5305 | FTA State Match | FTA Local Match | Trans. Disad. | Total |
| A. Personnel Services | | | | | | | | |
| | Salaries & Benefits | - | - | - | - | - | \$14,000 | \$14,000 |
| | Subtotal: | - | - | - | - | - | \$14,000 | \$14,000 |
| B. Consultant Services | | | | | | | | |
| | None | - | - | - | - | - | - | - |
| | Subtotal: | - | - | - | - | - | - | - |
| C. Travel | | | | | | | | |
| | Planner Travel | - | - | - | - | - | - | - |
| | Subtotal: | - | - | - | - | - | - | - |
| D. Other Direct Expense | | | | | | | | |
| | Office Equipment | - | - | - | - | - | - | - |
| | Subtotal: | - | - | - | - | - | - | - |
| E. Indirect Rate | | | | | | | | |
| | None | - | - | - | - | - | \$7,000 | \$7,000 |
| | Subtotal: | - | - | - | - | - | \$7,000 | \$7,000 |
| | Total: | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$21,000 | \$21,000 |

| C.7 Transportation Disadvantaged Planning | | | | | | | | |
|---|-----------------------------|-----------|-----------|----------|-----------------|-----------------|-----------------|----------|
| Estimated Budget Detail for FY 2018 | | | | | | | | |
| Budget Category | Budget Category Description | FHWA (PL) | FHWA (SU) | FTA 5305 | FTA State Match | FTA Local Match | Trans. Disad. | Total |
| A. Personnel Services | | | | | | | | |
| | Salaries & Benefits | - | - | - | - | - | \$14,500 | \$14,500 |
| | Subtotal: | - | - | - | - | - | \$14,500 | |
| B. Consultant Services | | | | | | | | |
| | None | - | - | - | - | - | - | - |

| C.7 Transportation Disadvantaged Planning | | | | | | | |
|--|-------------|-------------|-------------|-------------|-------------|-----------------|-----------------|
| Estimated Budget Detail for FY 2018 | | | | | | | |
| Subtotal: | - | - | - | - | - | - | - |
| C. Travel | | | | | | | |
| Planner Travel | - | - | - | - | - | - | - |
| Subtotal: | - | - | - | - | - | - | - |
| D. Other Direct Expense | | | | | | | |
| Office Equipment | - | - | - | - | - | - | - |
| Subtotal: | - | - | - | - | - | - | - |
| E. Indirect Rate | | | | | | | |
| None | - | - | - | - | - | \$7,500 | \$7,500 |
| Subtotal: | - | - | - | - | - | \$7,500 | \$7,500 |
| Total: | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$22,000 | \$22,000 |

Task C.8: Bicycle/Pedestrian Planning

Purpose:

The purpose of this task is to plan for facilities that increase safety of and opportunities for bicycling and walking. This task provides for consideration of pedestrians and cyclists in all transportation planning projects. Bicycle and pedestrian plans and projects are incorporated into the TPO Long Range Transportation Plan, Project Priorities and Transportation Improvement Program.

Previous Work Completed:

Updated TAP Criteria - presented to committees and TPO, solicited comments, revised again and presented again (Fall 2015). Held a workshop with the TPO advisory committees to develop TAP criteria (Fall 2015).

TAP Criteria – Updated TAP Project Scoring Criteria was adopted by the TPO (Winter 2015).

Project Priorities - Updated Transportation Alternative Program Project Priorities and included in the TPO's Project Priorities document and submitted to FDOT (Spring 2015).

Bicycle Facilities Map – Maintained updated, on-line Bicycle Facilities maps (continually).

Training – Staff attended two bicycle helmet-fitting training sessions that was hosted by the Florida Department of Transportation (Spring and Fall 2015).

Transportation Alternatives Program – Requested new applications and re-submittal forms and resolutions of continued support from Transportation Alternative Program Project sponsors and sent all required information to FDOT (continually).

Bike Event(s) – Participated in safety events across the region. Certified staff fit bicycle helmets on participants, distributed safety information and information about the TPO (continually). Events include the Glenwood BBQ Cook-off (August 2014), and the Cops N kids Safety Expo hosted by the Panama City Beach Police Department (October 2015), and other events as appropriate.

FDOT Work Program Review – Assisted with review and comment on bicycle and pedestrian set-aside projects and enhancement program projects included in the FDOT Work Program (Spring and Winter 2015).

Required Activities:

- | | |
|--|---|
| <ul style="list-style-type: none">• <u>Project Priorities</u> – Update the Transportation Alternative Program Project Priorities and include the TPO's Project Priorities document to FDOT.• <u>Design Plan Review</u> – Review FDOT Final Design Plans to ensure bicycle and pedestrian facilities are included as plans are received.• <u>Bicycle Facilities Map</u> – Maintain and update the on-line Bicycle Facilities maps.• <u>Training</u> – Attend bicycle helmet-fitting training and related bike-ped training as appropriate for the TPO. | <ul style="list-style-type: none">• <u>Bike Event(s)</u> – Participate in events as appropriate.• <u>FDOT Work Program Review</u> - Assist with the review and comment on bicycle and pedestrian set-aside projects and enhancement program projects included in the FDOT Work Program.• <u>SRTS Participation and Support</u> – Participate in Safe Routes to Schools training and review the submitted SRTS applications.• <u>SRTS</u> – Provide potential project ideas for consideration to CTST and letters |
|--|---|

| | | |
|--|-----------------------------|---|
| | | of support to CTST to include in application process. |
| End product: | Completion Date: | Responsible Agency: TPO |
| Project Priorities for TAP and TPO Bike-Ped Project Priorities | Spring 2017 and Spring 2018 | |
| Bicycle Facilities Map | Fall 2017 | |
| Training – Helmet certification for new staff | Attend annually | |
| SRTS – Project identification and application review-signature | Spring 2016 and Spring 2017 | |

| C.8 Bicycle Pedestrian Planning | | | | | | | | |
|-------------------------------------|-----------------------------|-----------------|-------------|-------------|-----------------|-----------------|---------------|-----------------|
| Estimated Budget Detail for FY 2017 | | | | | | | | |
| Budget Category | Budget Category Description | FHWA (PL) | FHWA (SU) | FTA 5305 | FTA State Match | FTA Local Match | Trans. Disad. | Total |
| A. Personnel Services | | | | | | | | |
| | Salaries & Benefits | \$14,500 | - | - | - | - | - | \$14,500 |
| | Subtotal: | \$14,500 | - | - | - | - | - | \$14,500 |
| B. Consultant Services | | | | | | | | |
| | None | - | - | - | - | - | - | - |
| | Subtotal: | - | - | - | - | - | - | - |
| C. Travel | | | | | | | | |
| | Planner Travel | - | - | - | - | - | - | - |
| | Subtotal: | - | - | - | - | - | - | - |
| D. Other Direct Expense | | | | | | | | |
| | Office Equipment | - | - | - | - | - | - | - |
| | Subtotal: | - | - | - | - | - | - | - |
| E. Indirect Rate | | | | | | | | |
| | None | \$7,500 | - | - | - | - | - | \$7,500 |
| | Subtotal: | \$7,500 | - | - | - | - | - | \$7,500 |
| | Total: | \$22,000 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$22,000 |

| C.8 Bicycle Pedestrian Planning | | | | | | | | |
|-------------------------------------|-----------------------------|-----------|-----------|----------|-----------------|-----------------|---------------|----------|
| Estimated Budget Detail for FY 2018 | | | | | | | | |
| Budget Category | Budget Category Description | FHWA (PL) | FHWA (SU) | FTA 5305 | FTA State Match | FTA Local Match | Trans. Disad. | Total |
| A. Personnel Services | | | | | | | | |
| | Salaries & Benefits | \$23,000 | - | - | - | - | - | \$23,000 |

| C.8 Bicycle Pedestrian Planning | | | | | | | |
|--|-----------------|-------------|-------------|-------------|-------------|-------------|-----------------|
| Estimated Budget Detail for FY 2018 | | | | | | | |
| Subtotal: | \$23,000 | - | - | - | - | - | \$23,000 |
| B. Consultant Services | | | | | | | |
| None | - | - | - | - | - | - | - |
| Subtotal: | - | - | - | - | - | - | - |
| C. Travel | | | | | | | |
| Planner Travel | - | - | - | - | - | - | - |
| Subtotal: | - | - | - | - | - | - | - |
| D. Other Direct Expense | | | | | | | |
| Office Equipment | - | - | - | - | - | - | - |
| Subtotal: | - | - | - | - | - | - | - |
| E. Indirect Rate | | | | | | | |
| None | \$12,000 | - | - | - | - | - | \$12,000 |
| Subtotal: | \$12,000 | - | - | - | - | - | \$12,000 |
| Total: | \$35,000 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$35,000 |

| Task C.9 Air Quality Planning |
|---|
| <p>Purpose: The purpose of this task is to maintain transportation conformity in TPO plans and programs, specifically, the long-range transportation plan and the transportation improvement plan. As of February 2014, the Bay County TPO is in attainment with National Ambient Air Quality Standards (NAAQS) for ground-level ozone. However, more stringent ozone standards may be adopted by the United States Environmental Protection Agency (EPA). In the interim the following work is proposed.</p> |
| <p>Previous Work Completed: Prepared reports of ground level ozone and presented as information item on TPO and Advisory Committee agendas, and posted to the TPO websites. Requested approval from FDOT for the use of Congestion Mitigation Air Quality (CMAQ) funding to be used to support air quality planning and alternative fueling infrastructure. Conducted Fleet Assessment per the Department of Energy (DOE) guidelines to give fleets information on Green House Gas (GHG) reductions and fuel savings by converting to alternative fueled vehicles.</p> |
| <p>Required Activities:</p> |

- Technical assistance and staff support to TPO Policy Board and committees.
- Monitor and report air quality status on quarterly basis to TPO.
- Training

- Assess CMAQ Priority Projects
- Education Outreach

| End product: | Completion Date: | Responsible Agency: TPO |
|----------------------------|-----------------------------|--------------------------------|
| Air Quality Status Reports | Quarterly | |
| Webpage | As needed | |
| Education Outreach | At least (1) event annually | |
| Fleet Assessment | Updated annually | |
| CMAQ Priority Projects | FY 2017 | |

| C.9 Air Quality Planning | | | | | | | | |
|-------------------------------------|-----------------------------|----------------|-------------|-------------|-----------------|-----------------|---------------|----------------|
| Estimated Budget Detail for FY 2017 | | | | | | | | |
| Budget Category | Budget Category Description | FHWA (PL) | FHWA (SU) | FTA 5305 | FTA State Match | FTA Local Match | Trans. Disad. | Total |
| A. Personnel Services | | | | | | | | |
| | Salaries & Benefits | \$1,617 | - | - | - | - | - | \$1,617 |
| | Subtotal: | \$1,617 | - | - | - | - | - | \$1,617 |
| B. Consultant Services | | | | | | | | |
| | None | - | - | - | - | - | - | - |
| | Subtotal: | - | - | - | - | - | - | - |
| C. Travel | | | | | | | | |
| | Planner Travel | - | - | - | - | - | - | - |
| | Subtotal: | - | - | - | - | - | - | - |
| D. Other Direct Expense | | | | | | | | |
| | Office Equipment | - | - | - | - | - | - | - |
| | Subtotal: | - | - | - | - | - | - | - |
| E. Indirect Rate | | | | | | | | |
| | None | \$883 | - | - | - | - | - | \$883 |
| | Subtotal: | \$883 | - | - | - | - | - | \$883 |
| | Total: | \$2,500 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$2,500 |

| C.9 Air Quality Planning | | | | | | | | |
|-------------------------------------|-----------------------------|----------------|-----------|----------|-----------------|-----------------|---------------|---------|
| Estimated Budget Detail for FY 2018 | | | | | | | | |
| Budget Category | Budget Category Description | FHWA (PL) | FHWA (SU) | FTA 5305 | FTA State Match | FTA Local Match | Trans. Disad. | Total |
| A. Personnel Services | | | | | | | | |
| | Salaries & Benefits | \$2,000 | - | - | - | - | - | \$2,000 |
| | Subtotal: | \$2,000 | - | - | - | - | - | \$2,000 |
| B. Consultant Services | | | | | | | | |

| C.9 Air Quality Planning | | | | | | | |
|--|----------------|-------------|-------------|-------------|-------------|-------------|----------------|
| Estimated Budget Detail for FY 2018 | | | | | | | |
| None | - | - | - | - | - | - | - |
| Subtotal: | - | - | - | - | - | - | - |
| C. Travel | | | | | | | |
| Planner Travel | - | - | - | - | - | - | - |
| Subtotal: | - | - | - | - | - | - | - |
| D. Other Direct Expense | | | | | | | |
| Office Equipment | - | - | - | - | - | - | - |
| Subtotal: | - | - | - | - | - | - | - |
| E. Indirect Rate | | | | | | | |
| None | \$1,000 | - | - | - | - | - | \$1,000 |
| Subtotal: | \$1,000 | - | - | - | - | - | \$1,000 |
| Total: | \$3,000 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$3,000 |

Task C.10 Public Participation Process (PPP)

Purpose:

The purpose of this task is to implement the *Public Participation Process (PPP)* as described in the *PPP Manual*. The PPP seeks to educate and inform the public about the urban transportation planning process; increase the public's awareness of and input to transportation plans and programs, and use public input as a factor in decision making. Participation by various interest groups is encouraged to bring persons with a variety of socio-economic situations, elderly, disadvantaged, and minority populations into the planning process. A goal is to maintain the education/information level of committee members and the public, so that informed decisions can be made. Public Involvement also includes developing procedures to assess impacts of transportation plans and projects on human communities and the environment.

Previous Work Completed:

Partnership with FDOT-District 3 – Continued partnership in FY2016. ETDM Community Impact Assessment (CIA) Community Profiles and Characteristics were completed and initiated for appropriate projects.

Publicize TPO Activities – Ads were placed for TPO meetings and workshops. The WFRPC database was used to send mass e-mails to TPO members, committees, and interested parties. The agency website (WFRPC) was used to maintain a meeting calendar.

Educate TPO Members and Others – Provided one-on-one orientation for TPO members, new advisory committee members, elected officials and citizens.

Outreach to Traditionally Underserved Populations – Networked with individuals from various community groups, especially those with ties to schools, churches, and homeowner associations. TPO Staff participated in the Glenwood Annual Bar-B-Q event in September. TPO Members and committee members were polled and provided new potential avenues for outreach in Bay County.

ETDM – Completed project review under Environmental Technical Advisory Team (ETAT) and summarized projects as appropriate. Collected, processed, and completed Environmental Screening Tool (EST) input of socio-cultural data for Cost Feasible projects identified in the LRTP and TIP. This process included Community Characteristics Inventories and Socio-cultural Effects Evaluations.

Title VI Compliance – Annual Title VI Training highlighted the Deaf and Hard of Hearing.

Public Participation Process Assessments and Quarterly Reporting – Completed quarterly reports and held Public Participation Process assessments. Reports provided to FDOT and FHWA.

Required Activities:

- | | |
|---|--|
| <ul style="list-style-type: none">• Public Participation Process Manual• Public Outreach• Quarterly Assessments of Public Involvement | <ul style="list-style-type: none">• TPO Orientations• Advisory Committees• TPO Newsletters |
|---|--|

- Title VI Compliance

| End product: | Completion Date: | Responsible Agency: TPO |
|--|-------------------------|--------------------------------|
| Public Participation Process Manual | As needed | |
| Annual Implementation Plan | Fall 2016 and Fall 2017 | |
| TPO Orientations | Attend quarterly | |
| Public Outreach | As often as possible | |
| Advisory Committees | Annually or as needed | |
| Quarterly Assessments of Public Involvement Activities | Quarterly | |
| Title VI Compliance | Fall 2016 and Fall 2017 | |
| TPO Newsletters | Monthly | |

| C.10 Public Participation Planning | | | | | | | | |
|-------------------------------------|-----------------------------|-----------------|-------------|----------------|-----------------|-----------------|---------------|-----------------|
| Estimated Budget Detail for FY 2017 | | | | | | | | |
| Budget Category | Budget Category Description | FHWA (PL) | FHWA (SU) | FTA 5305 | FTA State Match | FTA Local Match | Trans. Disad. | Total |
| A. Personnel Services | | | | | | | | |
| | Salaries & Benefits | 27,112 | - | 2,979 | 372 | 372 | - | 30,835 |
| | Subtotal: | \$27,112 | - | \$2,979 | 372 | 372 | - | \$30,835 |
| B. Consultant Services | | | | | | | | |
| | None | - | - | - | - | - | - | - |
| | Subtotal: | - | - | - | - | - | - | - |
| C. Travel | | | | | | | | |
| | Planner Travel | - | - | - | - | - | - | - |
| | Subtotal: | - | - | - | - | - | - | - |
| D. Other Direct Expense | | | | | | | | |
| | Office Equipment | - | - | - | - | - | - | - |
| | Subtotal: | - | - | - | - | - | - | - |
| E. Indirect Rate | | | | | | | | |
| | None | \$17,488 | - | 1,921 | 240 | 240 | - | 19,889 |
| | Subtotal: | \$17,488 | - | 1,921 | 240 | 240 | - | \$19,889 |
| | Total: | \$44,600 | \$ 0 | 4,900 | \$ 612 | \$ 612 | \$ 0 | \$50,724 |

| C.10 Public Participation Planning | | | | | | | | |
|-------------------------------------|-----------------------------|-----------------|-----------|----------|-----------------|-----------------|---------------|-----------------|
| Estimated Budget Detail for FY 2018 | | | | | | | | |
| Budget Category | Budget Category Description | FHWA (PL) | FHWA (SU) | FTA 5305 | FTA State Match | FTA Local Match | Trans. Disad. | Total |
| A. Personnel Services | | | | | | | | |
| | Salaries & Benefits | \$34,000 | - | - | - | - | - | \$34,000 |
| | Subtotal: | \$34,000 | - | - | - | - | - | \$34,000 |
| B. Consultant Services | | | | | | | | |
| | None | - | - | - | - | - | - | - |

| C.10 Public Participation Planning | | | | | | | |
|--|-----------------|-------------|-------------|-------------|-------------|-------------|-----------------|
| Estimated Budget Detail for FY 2018 | | | | | | | |
| Subtotal: | - | - | - | - | - | - | - |
| C. Travel | | | | | | | |
| Planner Travel | - | - | - | - | - | - | - |
| Subtotal: | - | - | - | - | - | - | - |
| D. Other Direct Expense | | | | | | | |
| Office Equipment | - | - | - | - | - | - | - |
| Subtotal: | - | - | - | - | - | - | - |
| E. Indirect Rate | | | | | | | |
| None | \$18,000 | - | - | - | - | - | \$18,000 |
| Subtotal: | \$18,000 | - | - | - | - | - | \$18,000 |
| Total: | \$52,000 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$52,000 |

Task C.11 Regional Coordination

Purpose:

The purpose of this task is to provide for regional coordination as recommended by the Florida Department of Transportation and the Federal Highway Administration. Federal, state, and regional level agencies have encouraged regional coordination in the transportation planning process. The 2010 census resulted in an overlapping of urbanized boundaries that affect both political and traditional planning of projects. This task oversees the Transportation Regional Incentive Program (TRIP) funding source for this region. The TPO will begin to form alliances with the military installations in the area and with the chamber of commerce to develop travel and tourism integration into the transportation planning process.

Previous Work Completed:

Two meetings were held for the Bay, Gulf, Holmes, Washington Regional Transportation Partnership.
 Staff attempts to attend Northwest Florida Transportation Corridor Authority meetings.
 Staff attends quarterly district MPO/FDOT meeting at District 3.
 TRIP priority criteria was revised in 2015.
 One TRIP project was received and submitted in 2015.
 The 2nd Annual Emerald Coast Transportation Symposium was held in May of 2014 and the 3rd Symposium was held in November of 2015. Both events were successful.

Required Activities:

- | | |
|--|---|
| <ul style="list-style-type: none"> • Hold at least two meetings of the BGHWTP • Accept TRIP applications for submittal to FDOT • Hold the 4th Annual Transportation Symposium and partner with MPOAC • Coordinate with military bases in region and incorporate their transportation goals in TPO plans • Reach out to Chambers of Commerce and provide information from TPO LRTP and request transportation information from the business communities in the region as well as tourism needs | <ul style="list-style-type: none"> • March / July • March 2016 / March 2017 • October 2017 • Begin July 2017 and prepare quarterly reports • Begin July 2017 and prepare quarterly reports |
|--|---|

| End product: | Completion Date: | |
|--|--|--------------------------------|
| <ul style="list-style-type: none"> • Hold at least two meetings • Accept TRIP applications for submittal to FDOT • Hold the 4th Annual Transportation Symposium | <ul style="list-style-type: none"> • March / October • March 2016 / March 2017 • October 2017 | Responsible Agency: TPO |

| C.11 Regional Coordination Planning | | | | | | | | |
|-------------------------------------|-----------------------------|-----------------|-------------|----------------|-----------------|-----------------|---------------|-----------------|
| Estimated Budget Detail for FY 2017 | | | | | | | | |
| Budget Category | Budget Category Description | FHWA (PL) | FHWA (SU) | FTA 5305 | FTA State Match | FTA Local Match | Trans. Disad. | Total |
| A. Personnel Services | | | | | | | | |
| | Salaries & Benefits | 11,125 | - | 3,161 | 395 | 395 | - | 15,076 |
| | Subtotal: | \$11,125 | - | \$3,161 | \$ 395 | \$395 | - | \$15,076 |
| B. Consultant Services | | | | | | | | |
| | None | - | - | - | - | - | - | - |
| | Subtotal: | - | - | - | - | - | - | - |
| C. Travel | | | | | | | | |
| | Planner Travel | - | - | - | - | - | - | - |
| | Subtotal: | - | - | - | - | - | - | - |
| D. Other Direct Expense | | | | | | | | |
| | Office Equipment | - | - | - | - | - | - | - |
| | Subtotal: | - | - | - | - | - | - | - |
| E. Indirect Rate | | | | | | | | |
| | None | 7,175 | - | 2,039 | 255 | 255 | - | 9,724 |
| | Subtotal: | \$7,175 | - | \$2,039 | 255 | 255 | - | \$9,724 |
| | Total: | \$18,300 | \$ 0 | \$5,200 | \$ 650 | \$ 650 | \$ 0 | \$24,800 |

| C.11 Regional Coordination Planning | | | | | | | | |
|-------------------------------------|-----------------------------|-----------------|-----------|----------|-----------------|-----------------|---------------|-----------------|
| Estimated Budget Detail for FY 2018 | | | | | | | | |
| Budget Category | Budget Category Description | FHWA (PL) | FHWA (SU) | FTA 5303 | FTA State Match | FTA Local Match | Trans. Disad. | Total |
| F. Personnel Services | | | | | | | | |
| | Salaries & Benefits | \$24,500 | - | - | - | - | - | \$24,500 |
| | Subtotal: | \$24,500 | - | - | - | - | - | \$24,500 |
| G. Consultant Services | | | | | | | | |
| | None | - | - | - | - | - | - | - |

| C.11 Regional Coordination Planning | | | | | | | |
|--|-----------------|-------------|-------------|-------------|-------------|-------------|-----------------|
| Estimated Budget Detail for FY 2018 | | | | | | | |
| Subtotal: | - | - | - | - | - | - | - |
| H. Travel | | | | | | | |
| Planner Travel | - | - | - | - | - | - | - |
| Subtotal: | - | - | - | - | - | - | - |
| I. Other Direct Expense | | | | | | | |
| Office Equipment | - | - | - | - | - | - | - |
| Subtotal: | - | - | - | - | - | - | - |
| J. Indirect Rate | | | | | | | |
| None | \$12,000 | - | - | - | - | - | \$12,000 |
| Subtotal: | \$12,000 | - | - | - | - | - | \$12,000 |
| Total: | \$36,500 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$36,500 |

TABLE 1
BAY COUNTY TPO
AGENCY FUNDING PARTICIPATION
FY 2017

| | FHWA | FTA | FDOT | | Local Match | CTD | TOTAL (minus soft match) | Amount to Consultant |
|--|------------------|-----------------|-----------------|-----------------|-----------------|-----------------|--------------------------|----------------------|
| | | | Soft Match | Cash Match | | | | |
| ADMINISTRATION | | | | | | | | |
| A.1 TPO Administration | \$164,800 | \$25,200 | \$34,333 | \$3,150 | \$3,150 | \$0 | \$196,300 | \$0 |
| A.2 Unified Planning Work Program | \$16,000 | \$0 | \$2,891 | | | \$0 | \$16,000 | \$0 |
| A.3 Capital Purchases | \$1,000 | \$0 | \$181 | | | \$0 | \$1,000 | \$0 |
| A.4 Travel | \$15,000 | \$0 | \$2,711 | | | \$0 | \$15,000 | \$0 |
| A.5 Direct Expenses | \$16,000 | \$0 | \$2,891 | | | \$0 | \$16,000 | \$0 |
| DATA COLLECTION AND ANALYSIS | | | | | | | | |
| B.1 Transportation Data Collection and Info Management | \$25,500 | \$0 | \$4,608 | | | \$0 | \$25,500 | \$0 |
| B.2 GIS Data Collection & Analysis | \$26,500 | \$0 | \$4,789 | | | \$0 | \$26,500 | \$0 |
| B.3 ETDM | \$6,000 | \$0 | \$1,084 | | | \$0 | \$6,000 | \$0 |
| SYSTEM PLANNING | | | | | | | | |
| C.1 Transportation Improvement Pgm | \$22,500 | \$0 | \$4,066 | | | \$0 | \$22,500 | \$0 |
| C.2 Long Range Transp. Plan (PL) | \$22,000 | \$0 | \$3,975 | | | \$0 | \$22,000 | \$0 |
| C.3 TSM & CMP Planning | \$8,500 | \$0 | \$1,536 | | | \$0 | \$8,500 | \$0 |
| C.4 ITS Planning | \$1,500 | \$0 | \$271 | | | \$0 | \$1,500 | \$0 |
| C.5 Freight Planning | \$4,500 | \$0 | \$813 | | | \$0 | \$4,500 | \$0 |
| C.6 Public Transportation Planning (5305) | \$35,300 | \$44,700 | \$6,379 | \$5,588 | \$5,588 | \$0 | \$91,175 | \$32,467 |
| C.7 Tran. Disadvantaged Program | \$0 | \$0 | \$0 | | | \$21,000 | \$21,000 | \$0 |
| C.8 Bicycle/Pedestrian Planning | \$22,000 | \$0 | \$3,975 | | | \$0 | \$22,000 | \$0 |
| C.9 Air Quality Planning | \$2,500 | \$0 | \$452 | | | \$0 | \$2,500 | \$0 |
| C.10 Public Involvement | \$44,600 | \$4,900 | \$8,059 | \$613 | \$613 | \$0 | \$50,725 | \$0 |
| C.11 Regional Coordination | \$18,300 | \$5,200 | \$3,307 | \$650 | \$650 | \$0 | \$24,800 | \$0 |
| TOTALS | \$452,500 | \$80,000 | \$86,320 | \$10,000 | \$10,000 | \$21,000 | \$573,500 | \$32,467 |

**TABLE 2
BAY COUNTY TPO
FUNDING SOURCES BY TASK
FY 2017**

| | FHWA | | FTA 5305 | FDOT | | Local Match | CTD | Total (minus soft match) |
|--|------------------|------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------------------|
| | PL | SU | | Soft Match* | Cash Match | | | |
| ADMINISTRATION | | | | | | | | |
| A.1 TPO Administration | \$164,800 | \$0 | \$25,200 | \$34,333 | \$3,150 | \$3,150 | \$0 | \$196,300 |
| A.2 Unified Planning Work Program | \$16,000 | \$0 | \$0 | \$2,891 | \$0 | \$0 | \$0 | \$16,000 |
| A.5 Capital Purchases | \$1,000 | \$0 | \$0 | \$181 | \$0 | \$0 | \$0 | \$1,000 |
| A.6 Travel | \$15,000 | \$0 | \$0 | \$2,711 | \$0 | \$0 | \$0 | \$15,000 |
| A.7 Direct Expenses | \$16,000 | \$0 | \$0 | \$2,891 | \$0 | \$0 | \$0 | \$16,000 |
| DATA COLLECTION AND ANALYSIS | | | | | | | | |
| B.1 Transportation Data Collection and Info Managt | \$25,500 | \$0 | \$0 | \$4,608 | \$0 | \$0 | \$0 | \$25,500 |
| B.2 GIS Data Collection & Analysis | \$26,500 | \$0 | \$0 | \$4,789 | \$0 | \$0 | \$0 | \$26,500 |
| B.3 ETDM | \$6,000 | \$0 | \$0 | \$1,084 | \$0 | \$0 | \$0 | \$6,000 |
| SYSTEM PLANNING | | | | | | | | |
| C.1 Transportation Improvement Pgm | \$22,500 | \$0 | \$0 | \$4,066 | \$0 | \$0 | \$0 | \$22,500 |
| C.2 Long Range Transp. Plan (PL) | \$22,000 | \$0 | \$0 | \$3,975 | \$0 | \$0 | \$0 | \$22,000 |
| C.3 TSM & CMP Planning | \$8,500 | \$0 | \$0 | \$1,536 | \$0 | \$0 | \$0 | \$8,500 |
| C.4 ITS Planning | \$1,500 | \$0 | \$0 | \$271 | \$0 | \$0 | \$0 | \$1,500 |
| C.5 Freight Planning | \$4,500 | \$0 | \$0 | \$813 | \$0 | \$0 | \$0 | \$4,500 |
| C.6 Public Transportation Planning | \$35,300 | \$0 | \$44,700 | \$6,379 | \$5,588 | \$5,588 | \$0 | \$91,175 |
| C.7 Tran. Disadvantaged Program | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$21,000 | \$21,000 |
| C.8 Bicycle/Pedestrian Planning | \$22,000 | \$0 | \$0 | \$3,975 | \$0 | \$0 | \$0 | \$22,000 |
| C.9 Air Quality Planning | \$2,500 | \$0 | \$0 | \$452 | \$0 | \$0 | \$0 | \$2,500 |
| C.10 Public Involvement | \$44,600 | \$0 | \$4,900 | \$8,059 | \$613 | \$613 | \$0 | \$50,725 |
| C.11 Regional Planning | \$18,300 | \$0 | \$5,200 | \$3,307 | \$650 | \$650 | \$0 | \$24,800 |
| TOTALS | \$452,500 | \$0 | \$80,000 | \$86,320 | \$10,000 | \$10,000 | \$21,000 | \$573,500 |

**TABLE 3
BAY COUNTY TPO
AGENCY FUNDING PARTICIPATION
FY 2018**

| | FHWA | FTA | FDOT | | Local Match | CTD | TOTAL (minus soft match) | Amount to Consultant |
|--|------------------|-----------------|-----------------|-----------------|-----------------|-----------------|--------------------------|----------------------|
| | | | Soft Match | Cash Match | | | | |
| ADMINISTRATION | | | | | | | | |
| A.1 TPO Administration | \$221,000 | \$0 | \$39,935 | \$0 | \$0 | \$0 | \$221,000 | \$0 |
| A.2 Unified Planning Work Program | \$23,500 | \$0 | \$4,246 | \$0 | \$0 | \$0 | \$23,500 | \$0 |
| A.3 Capital Purchases | \$9,000 | \$0 | \$1,626 | \$0 | \$0 | \$0 | \$9,000 | \$0 |
| A.4 Travel | \$19,000 | \$0 | \$3,433 | \$0 | \$0 | \$0 | \$19,000 | \$0 |
| A.5 Direct Expenses | \$16,000 | \$0 | \$2,891 | \$0 | \$0 | \$0 | \$16,000 | \$0 |
| DATA COLLECTION AND ANALYSIS | | | | | | | | |
| B.1 Transportation Data Collection and Info Management | \$27,000 | \$0 | \$4,879 | \$0 | \$0 | \$0 | \$27,000 | \$0 |
| B.2 GIS Data Collection & Analysis | \$28,000 | \$0 | \$5,060 | \$0 | \$0 | \$0 | \$28,000 | \$0 |
| B.3 ETDM | \$4,000 | \$0 | \$723 | \$0 | \$0 | \$0 | \$4,000 | \$0 |
| SYSTEM PLANNING | | | | | | | | |
| C.1 Transportation Improvement Pgm | \$9,000 | \$0 | \$1,626 | \$0 | \$0 | \$0 | \$9,000 | \$0 |
| C.2 Long Range Transp. Plan | \$31,000 | \$0 | \$5,602 | \$0 | \$0 | \$0 | \$31,000 | \$0 |
| C.3 TSM & CMP Planning | \$3,000 | \$0 | \$542 | \$0 | \$0 | \$0 | \$3,000 | \$0 |
| C.4 ITS Planning | \$4,000 | \$0 | \$723 | \$0 | \$0 | \$0 | \$4,000 | \$0 |
| C.5 Freight Planning | \$4,500 | \$0 | \$813 | \$0 | \$0 | \$0 | \$4,500 | \$0 |
| C.6 Public Transportation Planning (5305) | \$0 | \$82,400 | \$0 | \$10,300 | \$10,300 | \$0 | \$103,000 | \$27,233 |
| C.7 Tran. Disadvantaged Program | \$0 | \$0 | \$0 | \$0 | \$0 | \$22,000 | \$22,000 | \$0 |
| C.8 Bicycle/Pedestrian Planning | \$35,000 | \$0 | \$6,325 | \$0 | \$0 | \$0 | \$35,000 | \$0 |
| C.9 Air Quality Planning | \$3,000 | \$0 | \$542 | \$0 | \$0 | \$0 | \$3,000 | \$0 |
| C.10 Public Involvement | \$52,000 | \$0 | \$9,396 | \$0 | \$0 | \$0 | \$52,000 | \$0 |
| C.11 Regional Coordination | \$36,500 | \$0 | \$6,596 | \$0 | \$0 | \$0 | \$36,500 | \$0 |
| TOTALS | \$525,500 | \$82,400 | \$94,958 | \$10,300 | \$10,300 | \$22,000 | \$650,500 | \$27,233 |

TABLE 4
BAY COUNTY TPO
FUNDING SOURCES BY TASK
FY 2018

TABLE 5
BAY COUNTY TPO
Local Match for Federal Transit Administration and MPOAC
FY 2017

| Local Government | Population Estimate* | % | Local Share | MPOAC | TOTAL |
|-------------------------|-----------------------------|-------------|--------------------|--------------|----------------|
| Bay County | 76,398 | 44% | \$3,967.79 | \$220.41 | \$4,188 |
| Callaway | 14,681 | 8% | \$762 | \$42 | \$805 |
| Lynn Haven | 19,287 | 11% | \$1,002 | \$56 | \$1,057 |
| Mexico Beach | 1,136 | 1% | \$59 | \$3 | \$62 |
| Panama City | 35,835 | 21% | \$1,861 | \$103 | \$1,965 |
| Panama City Beach | 12,467 | 7% | \$647 | \$36 | \$683 |
| Parker | 4,409 | 3% | \$229 | \$13 | \$242 |
| Springfield | 9,097 | 5% | \$472 | \$26 | \$499 |
| TOTAL | 173,310 | 100% | \$9,001 | \$500 | \$9,501 |

Florida Estimates of 2015 Population
Bureau of Economic and Business Research, University of Florida

Appendix A

Certifications and Assurances

**FEDERAL FY 2016-2017 CERTIFICATION REGARDING
LOBBYING**

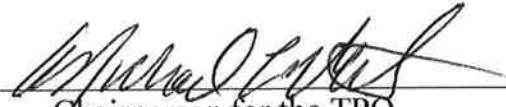
Certification for Contracts, Grants, Loans, and Cooperative
Agreements

The undersigned certifies, to the best of her or his knowledge and belief, that:

- (1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress in connection with the awarding of any Federal Contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal 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 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 undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

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 \$10,000.00 and not more than \$100,000.00 for each such failure.

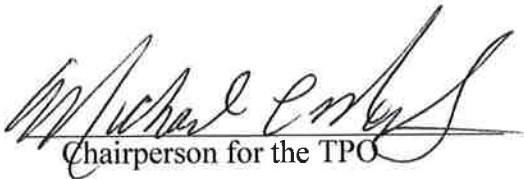
6-15-16
Date


Chairperson for the TPO

FEDERAL FY 2016-2017 DEBARMENT AND SUSPENSION CERTIFICATION

As required by U.S. Regulations on Government wide Debarment and Suspension (Non- procurement) at 49 CFR 29.510

- (1) The Transportation Planning Organization hereby certifies to the best of its knowledge and belief, that it and its principles:
 - (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 Transportation Planning Organization 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. DOT.


Chairperson for the TPO

6-15-16
Date

Disadvantaged Business Enterprise Utilization

The Bay County Transportation Planning Organization, a sub recipient of the Florida Department of Transportation (FDOT), follows FDOT's DBE program for FHWA and FTA funds and reports procurement and DBE data to FDOT for FDOT's semi-annual DBE reports. It is the policy of the Bay County Transportation Planning Organization that disadvantaged businesses, as defined by 49 Code of Federal Regulations, Part 26, shall have an opportunity to participate in the performance of contracts in a nondiscriminatory environment. The objects 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 barrier 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 Bay County Transportation Planning Organization, and its consultants shall take all necessary and reasonable steps to ensure that disadvantaged businesses have an opportunity to compete for and perform the work of the Bay County Transportation Planning Organization in a non-discriminatory environment.

The Bay County Transportation Planning Organization shall require its consultants to not discriminate on the basis of race, color, national origin, sex, age handicap/disability, or income status 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.



Chairperson for the TPO



Date

Title VI / Non-Discrimination Policy Statement

The Bay County Transportation Planning Organization assures the Florida Department of Transportation 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 and the Florida Civil Rights Act of 1992, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any program or activity.

The Bay County Transportation Planning Organization further agrees to the following responsibilities with respect to its programs and activities:

1. Designate a Title VI Liaison that has a responsible position within the organization and access to the sub 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 sub 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 Appendix A of this agreement in every contract subject to the Acts and Regulations.
4. Develop a complaint process and attempt to resolve complaints of discrimination against sub recipients. Complaints against the Florida Department of Transportation (FDOT) shall immediately be forward 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 the United States Department of Transportation, 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 the sub recipient'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 sub recipient.


Chairperson for the TPO

6-15-16
Date

Appendix B

Federal Transit Administration Section 5305 Grant Application

| Application for Federal Assistance SF-424 | | |
|--|--|--|
| * 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application | * 2. Type of Application: <input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation <input type="checkbox"/> Revision | * If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/> |
| * 3. Date Received: <input type="text"/> | 4. Applicant Identifier: <input type="text" value="Not Applicable"/> | |
| 5a. Federal Entity Identifier: <input type="text" value="Not Applicable"/> | 5b. Federal Award Identifier: <input type="text"/> | |
| State Use Only: | | |
| 6. Date Received by State: <input type="text"/> | 7. State Application Identifier: <input type="text" value="1001"/> | |
| 8. APPLICANT INFORMATION: | | |
| * a. Legal Name: <input type="text" value="Bay County Transportation Planning Organization"/> | | |
| * b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text" value="59-0500592"/> | * c. Organizational DUNS: <input type="text" value="6197845230000"/> | |
| d. Address: | | |
| * Street1: <input type="text" value="4091 East Olive Road"/> | Street2: <input type="text" value="Suite A"/> | |
| * City: <input type="text" value="Pensacola"/> | County/Parish: <input type="text" value="Escambia"/> | |
| * State: <input type="text" value="FL: Florida"/> | Province: <input type="text"/> | |
| * Country: <input type="text" value="USA: UNITED STATES"/> | * Zip / Postal Code: <input type="text" value="32514-6477"/> | |
| e. Organizational Unit: | | |
| Department Name: <input type="text" value="Public Transportation"/> | Division Name: <input type="text" value="Transportation"/> | |
| f. Name and contact information of person to be contacted on matters involving this application: | | |
| Prefix: <input type="text" value="Mr."/> | * First Name: <input type="text" value="Robert"/> | |
| Middle Name: <input type="text" value="Drew"/> | * Last Name: <input type="text" value="Mahan"/> | |
| Suffix: <input type="text"/> | Title: <input type="text" value="Planner"/> | |
| Organizational Affiliation: <input type="text" value="West Florida Regional Planing Council"/> | | |
| * Telephone Number: <input type="text" value="850 332 7976"/> | Fax Number: <input type="text" value="850 637 1923"/> | |
| * Email: <input type="text" value="rob.mahan@wfrpc.org"/> | | |

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

E: Regional Organization

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

Federal Transit Administration

11. Catalog of Federal Domestic Assistance Number:

20.505

CFDA Title:

Metropolitan Transportation Planning

*** 12. Funding Opportunity Number:**

* Title:

MPO and State Planning

13. Competition Identification Number:

Not Applicable

Title:

Not Applicable

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

*** 15. Descriptive Title of Applicant's Project:**

Technical studies in support of FY 2017 Unified Planning Work Program

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant

* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

| | |
|---------------------|--|
| * a. Federal | <input type="text" value="72,008.00"/> |
| * b. Applicant | <input type="text" value="0.00"/> |
| * c. State | <input type="text" value="9,001.00"/> |
| * d. Local | <input type="text" value="9,001.00"/> |
| * e. Other | <input type="text" value="0.00"/> |
| * f. Program Income | <input type="text" value="0.00"/> |
| * g. TOTAL | <input type="text" value="90,010.00"/> |

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

- Yes
- No

If "Yes", provide explanation and attach

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:
 Middle Name:
 * Last Name:
 Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative:  * Date Signed:

FTA FISCAL YEAR 2017 CERTIFICATIONS AND ASSURANCES

FEDERAL FISCAL YEAR 2017 CERTIFICATIONS AND ASSURANCES FOR FEDERAL TRANSIT ADMINISTRATION ASSISTANCE PROGRAMS

(Signature page alternative to providing Certifications and Assurances in TEAM-Web)

Name of Applicant: Bay County Transportation Planning Organization

**The Applicant agrees to comply with applicable provisions of Groups 01 – 24. OR
The Applicant agrees to comply with applicable provisions of the Groups it has selected:**

| <u>Group</u> | <u>Description</u> | |
|--------------|--|-------|
| 01. | Required Certifications and Assurances for Each Applicant. | _____ |
| 02. | Lobbying. | _____ |
| 03. | Procurement and Procurement Systems. | _____ |
| 04. | Private Section Protections. | _____ |
| 05. | Rolling Stock Reviews and Bus Testing. | _____ |
| 06. | Demand Responsive Service. | _____ |
| 07. | Intelligent Transportation Systems. | _____ |
| 08. | Interest and Financing Costs and Acquisition of Capital Assets by Lease. | _____ |
| 09. | Transit Asset Management Plan and Public Transportation Agency Safety Plan. | _____ |
| 10. | Alcohol and Controlled Substances Testing. | _____ |
| 11. | Fixed Guideway Capital Investment Grants Program (New Starts, Small Starts, and Core Capacity) and Capital Investment Program in Effect before MAP-21. | _____ |
| 12. | State of Good Repair Program. | _____ |
| 13. | Fixed Guideway Modernization Grant Program. | _____ |
| 14. | Bus and Bus Facilities Formula Grants Program and Bus and Bus Related Equipment and Facilities Grant Program (Discretionary). | _____ |
| 15. | Urbanized Area Formula Grants Programs, Passenger Ferry Grants Program, and Job Access and Reverse Commute (JARC) Program. | _____ |
| 16. | Seniors/Elderly/Individuals with Disabilities Programs and New Freedom Program. | _____ |
| 17. | Rural/Other Than Urbanized Areas/Appalachian Development/Over-the-Road Bus Accessibility Programs. | _____ |
| 18. | Public Transportation on Indian Reservations Programs (also known as the Tribal Transit Programs). | _____ |
| 19. | Low or No Emission/Clean Fuels Grant Programs. | _____ |
| 20. | Paul S. Sarbanes Transit in Parks Program. | _____ |
| 21. | State Safety Oversight Program. | _____ |
| 22. | Public Transportation Emergency Relief Program. | _____ |
| 23. | Expedited Project Delivery Pilot Program. | _____ |
| 24. | Infrastructure Finance Programs. | _____ |

FTA FISCAL YEAR 2016 CERTIFICATIONS AND ASSURANCES

FEDERAL FISCAL YEAR 2016 FTA CERTIFICATIONS AND ASSURANCES SIGNATURE PAGE (Required of all Applicants for FTA funding and all FTA Grantees with an active Capital or Formula Project)

AFFIRMATION OF APPLICANT

Name of the Applicant: Bay County Transportation Planning Organization

Name and Relationship of the Authorized Representative: Austin Mount, Executive Director
West Florida Regional Planning Council

BY SIGNING BELOW, on behalf of the Applicant, I declare that it has duly authorized me to make these Certifications and Assurances and bind its compliance. Thus, it agrees to comply with all Federal statutes and regulations, and follow applicable Federal guidance, and comply with the Certifications and Assurances as indicated on the foregoing page applicable to each application its Authorized Representative makes to the Federal Transit Administration (FTA) in Federal Fiscal Year 2016, irrespective of whether the individual that acted on his or her Applicant's behalf continues to represent it.

FTA intends that the Certifications and Assurances the Applicant selects on the other side of this document should apply to each Project for which it seeks now, or may later seek FTA funding during Federal Fiscal Year 2016.

The Applicant affirms the truthfulness and accuracy of the Certifications and Assurances it has selected in the statements submitted with this document and any other submission made to FTA, and acknowledges that the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. 3801 *et seq.*, and implementing U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR part 31, apply to any certification, assurance or submission made to FTA. The criminal provisions of 18 U.S.C. 1001 apply to any certification, assurance, or submission made in connection with a Federal public transportation program authorized by 49 U.S.C. chapter 53 or any other statute

In signing this document, I declare under penalties of perjury that the foregoing Certifications and Assurances, and any other statements made by me on behalf of the Applicant are true and accurate.

Signature  _____

Date: 6-13-16

Name: Austin Mount
Authorized Representative of Applicant

AFFIRMATION OF APPLICANT'S ATTORNEY

For (Name of Applicant): West Florida Regional Planning Council

As the undersigned Attorney for the above named Applicant, I hereby affirm to the Applicant that it has authority under State, local, or tribal government law, as applicable, to make and comply with the Certifications and Assurances as indicated on the foregoing pages. I further affirm that, in my opinion, the Certifications and Assurances have been legally made and constitute legal and binding obligations on it.

I further affirm that, to the best of my knowledge, there is no legislation or litigation pending or imminent that might adversely affect the validity of these Certifications and Assurances, or of the performance of its FTA Project or Projects.

Signature  _____

Date: 4/14/16

Name William C. Henry
Attorney for Applicant

Each Applicant for FTA funding and each FTA Grantee with an active Capital or Formula Project must provide an Affirmation of Applicant's Attorney pertaining to the Applicant's legal capacity. The Applicant may enter its signature in lieu of the Attorney's signature, provided the Applicant has on file this Affirmation, signed by the attorney and dated this Federal fiscal year.

Section 5305(d)

Approved Project Budget for FFY17
(Total dollars)

Technical Classifications:

| | | |
|----------|--|------------------|
| 44.21.00 | Program Support and Administration | \$ <u>9,000</u> |
| 44.22.00 | General Development and Comprehensive Planning | <u>0</u> |
| 44.23.01 | Long Range Transportation Planning: System Level | <u>0</u> |
| 44.23.02 | Long Range Transportation Planning: Project Level | <u>9,001</u> |
| 44.24.00 | Short Range Transportation Planning | <u>0</u> |
| 44.25.00 | Transportation Improvement Program | <u>9,000</u> |
| 44.26.00 | Planning Emphasis Areas | <u>0</u> |
| 44.26.12 | Coordination of Non-Emergency Human Service Transportation | <u>4,501</u> |
| 44.26.13 | Participation of Transit Operators in Metropolitan Planning | <u>22,503</u> |
| 44.26.14 | Planning for Transit Systems Management/Operations to Increase Ridership | <u>22,503</u> |
| 44.26.15 | Support Transit Capital Investment Decisions through Effective Systems Planning | <u>0</u> |
| 44.26.16 | Incorporating Safety & Security in Transportation Planning | <u>0</u> |
| 44.27.00 | Other Activities | <u>13,502</u> |
| | Total Net Project Cost | \$ <u>90,010</u> |

Accounting Classifications

| | | |
|----------|-------------------------------|------------------|
| 44.30.01 | Personnel | \$ <u>29,710</u> |
| 44.30.02 | Fringe Benefits | <u>8,913</u> |
| 44.30.03 | Travel | <u>3,000</u> |
| 44.30.04 | Equipment | <u>0</u> |
| 44.30.05 | Supplies | <u>3,000</u> |
| 44.30.06 | Contractual | <u>24,917</u> |
| 44.30.07 | Other | <u>0</u> |
| 44.30.08 | Indirect Charges | <u>20,470</u> |
| | Total Net Project Cost | \$ <u>90,010</u> |

Fund Allocations

| | | |
|----------|--------------------------------------|------------------|
| 44.40.01 | MPO Activities | \$ <u>90,010</u> |
| 44.40.02 | Transit Operator Activities | <u>0</u> |
| 44.40.03 | State and/or Local Agency Activities | <u>0</u> |
| | Total Net Project Cost | \$ <u>90,010</u> |
| | Federal Share (80%) | \$ <u>72,008</u> |
| | Local Share (20%) | \$ <u>18,002</u> |

| Accounting Classification | FPC | Description | Amount |
|---------------------------|-----|------------------------------|------------------|
| 91.37.08.8P-2 | 02 | Technical Studies – Planning | \$ <u>90,010</u> |

Section 5305(d)

GMIS Planning Line Item Codes – FFY17
(FTA Funds only)

Technical Classifications:

| | | | |
|------------------------|--|----|---------------|
| 44.21.00 | Program Support and Administration | \$ | <u>7,200</u> |
| 44.22.00 | General Development and Comprehensive Planning | | <u>0</u> |
| 44.23.01 | Long Range Transportation Planning: System Level | | <u>0</u> |
| 44.23.02 | Long Range Transportation Planning: Project Level | | <u>7,201</u> |
| 44.24.00 | Short Range Transportation Planning | | <u>0</u> |
| 44.25.00 | Transportation Improvement Program | | <u>7,200</u> |
| 44.26.00 | Planning Emphasis Areas | | <u>0</u> |
| 44.26.12 | Coordination of Non-Emergency Human Service Transportation | | <u>3,601</u> |
| 44.26.13 | Participation of Transit Operators in Metropolitan Planning | | <u>18,002</u> |
| 44.26.14 | Planning for Transit Systems Management/Operations to Increase Ridership | | <u>18,002</u> |
| 44.26.15 | Support Transit Capital Investment Decisions through Effective Systems Planning | | <u>0</u> |
| 44.26.16 | Incorporating Safety & Security in Transportation Planning | | <u>0</u> |
| 44.27.00 | Other Activities | | <u>10,802</u> |
| Total Net Project Cost | | \$ | <u>72,008</u> |

Accounting Classifications

| | | | |
|------------------------|------------------|----|---------------|
| 44.30.01 | Personnel | \$ | <u>23,768</u> |
| 44.30.02 | Fringe Benefits | | <u>7,130</u> |
| 44.30.03 | Travel | | <u>2,400</u> |
| 44.30.04 | Equipment | | <u>0</u> |
| 44.30.05 | Supplies | | <u>2,400</u> |
| 44.30.06 | Contractual | | <u>19,934</u> |
| 44.30.07 | Other | | <u>0</u> |
| 44.30.08 | Indirect Charges | | <u>16,376</u> |
| Total Net Project Cost | | \$ | <u>72,008</u> |

Fund Allocations

| | | | |
|------------------------|--------------------------------------|----|---------------|
| 44.40.01 | MPO Activities | \$ | <u>72,008</u> |
| 44.40.02 | Transit Operator Activities | | <u>0</u> |
| 44.40.03 | State and/or Local Agency Activities | | <u>0</u> |
| Total Net Project Cost | | \$ | <u>72,008</u> |

Appendix C

List of Commonly Used Acronyms

List of Commonly Used Acronyms

| | |
|----------|---|
| ADA | Americans with Disabilities Act |
| ALDOT | Alabama Department of Transportation |
| BPAC | Bicycle/Pedestrian Advisory Committee |
| CAC | Citizens Advisory Committee |
| CFR | Code of Federal Regulations |
| CIA | Community Impact Assessment |
| CMP | Corridor Management Plan |
| CMPP | Congestion Management Process Plan |
| CTC | Community Transportation Coordinator |
| CUTR | Center for Urban Transportation Research |
| DBE | Disadvantaged Business Enterprise |
| ECAT | Escambia County Area Transit |
| EST | Environmental Screening Tool |
| ETAT | Environmental Technical Advisory Team |
| ETDM | Efficient Transportation Decision-Making Process |
| FAC | Florida Administrative Code |
| FDEP | Florida Department of Environmental Protection |
| FDOT | Florida Department of Transportation |
| FHWA | Federal Highway Administration |
| FIHS | Florida Intrastate Highway System |
| FS | Florida Statutes |
| FSUTMS | Florida Standard Urban Transportation Model Structure |
| FTA | Federal Transit Administration |
| ITS | Intelligent Transportation Systems |
| LOS | Level of Service |
| L RTP | Long Range Transportation Plan of the TPO |
| MBE | Minority Business Enterprise |
| MPO | Metropolitan Planning Organization |
| MPOAC | Metropolitan Planning Organization Advisory Council |
| NAAQS | National Ambient Air Quality Standards |
| PD&E | Project Development and Environment Study |
| PPP | Public Participation Process |
| SIS | Strategic Intermodal System |
| TAP | Transportation Alternatives Program |
| TAZ | Traffic Analysis Zone |
| TCC | Technical Coordinating Committee |
| TD | Transportation Disadvantaged Program |
| TDP | Five-Year Transit Development Plan |
| TDSP | Transportation Disadvantaged Service Plan |
| TIP | Transportation Improvement Program |
| TMA | Transportation Management Area |
| TSM | Transportation System Management |
| TPO | Transportation Planning Organization) |
| UPWP | Unified Planning Work Program |
| FAST Act | Fixing America's Surface Transportation Act |

Appendix D

Federal, State and Local Regional Transportation Projects not in the UPWP

Federal, State, and Local Regional Transportation Planning Studies not in the UPWP

WPI NUMBER

PROJECT TITLE AND DESCRIPTION

NOTE: THE STATE TRANSPORTATION PLANNING PROJECTS THAT WOULD NORMALLY BE LISTED IN THIS APPENDIX ARE THOSE WHICH ARE DESCRIBED IN THE DEPARTMENT'S FIVE YEAR WORK PROGRAM AND THE STATE TRANSPORTATION IMPROVEMENT PROGRAM (STIP). DISTRICT 3 DOES NOT NORMALLY PROVIDE PROJECT INFORMATION TO THE TPO. RATHER THAN PULL OUT THE STATE PROJECTS AND RELIST THEM IN THIS APPENDIX, THE READER IS REFERRED TO THE DEPARTMENT'S WORK PROGRAM AND STIP.

FDOT District 3 funds the West Florida Commuter Assistance Program in 10 counties in West Florida which is staffed by the West Florida Regional Planning Council. Commuter Assistance provides information to employers and citizens concerning commuter choice alternatives, including walking, cycling, riding buses, carpooling, and vanpooling. (FM No. 4156061 84 01; Contract No. AO624)

Appendix E

UPWP Review 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 800
Atlanta, Georgia 30303
(404) 562-3500

April 26, 2016

Ms. Suzanne Lex
District 3 Urban Liaison
Florida Department of Transportation
17 Commerce Blvd.
Midway, FL 32343

Dear Ms. Lex:

The Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) have reviewed the Bay County Transportation Planning Organization's (TPO) Fiscal Year (FY) 2016/17-2017/18 draft Unified Planning Work Program (UPWP) that was submitted by your office. The following comments are provided for the TPO's consideration in developing the final UPWP:

Critical:

- **General Comment:** Please ensure the updated Federal Aid Project (FAP) number and the State Financial Management (FM) numbers are used for the final UPWP.
- **General Comment –** Please review the document to ensure that narrative in the introduction and different task reflect work that has been completed. In several places work is cited as work that is anticipated to be completed prior to the effective date (and in some cases several years) prior to July 1, 2016 rather than work already accomplished.
- **General Comment –** Please ensure that all Tasks identify the UPWP year in which work included in the Required Activities sections will be performed. If work will be performed in both years, it can be labeled as ongoing.
- **General Comment:** Tasks that involve consultant participation should provide enough detail (such as project scope, work to be accomplished for each project, anticipated completion dates and project costs) about what the consultant responsibilities are concerning the activities to be undertaken using federal-aid funds. If that is not possible at this time, prior to the TPO's use of PL funds for these types of planning projects or activities, the District should forward a copy of the scope of services, the anticipated cost and completion date to FHWA for review. It will continue to be the responsibility of the District and TPO to ensure that all activities undertaken as part of these tasks are eligible and are allowable costs.

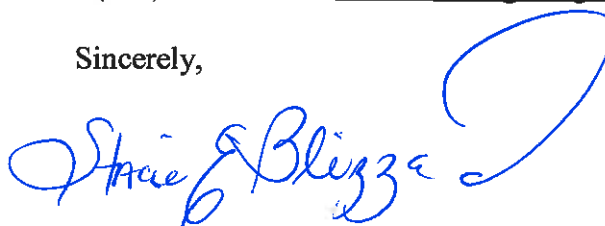
- **General Comment** - Please review all task pages and ensures that end products have a month/year associated with the items listed. In some tasks, it appears that dates and/or end products have been included in the Previous Work Completed or the Required Work Section as opposed to the end product section. In some tasks, work from the previous UPWP (2014-2016) has been included in the Required Activities or End Product sections. If the final date is anticipated beyond this UPWP, then a benchmark for its progress should be identified.
- **General Comment** – Please review all tasks to ensure there are end products and or milestones in 2017 and 2018 to support proposed funding/budget.
- **Introduction** –
 - On page 5, the Safety and Pedestrian Safety Action Plan paragraphs (last two paragraphs on the page) are written as general guidance. Are these paragraphs perhaps in the wrong place and should be under the Bicycle/Pedestrian section under the State Emphasis Areas? Is the TPO working on this plan? If so, please refer reader to the task where this work is being performed.
 - Soft Match narrative is missing in the introduction which should explain the use of soft match and identify the dollar amount that soft match is equivalent to for each year in the UPWP and the ratio being used for the match. This information also needs to be identified by task in the budget tables as well.
- **Matrix of Planning Factors** – Task C.12 column does not appear to be marked as meeting any planning factors. Was this one perhaps overlooked?
- **Work Program Section** - Please review and update this section (and the Table of Contents) as the appendices are different than listed.
- **Task A.1** – Please review the proposed funding for this task. The level of funding proposed for this task in both years of the UPWP is greater than this same task for the Florida-Alabama TPO which is a Transportation Management Area. Is this budget/funding level requested appropriate for the work that will be performed for this TPO?
- **Task A.3** - Please identify what equipment was purchased in the prior UPWP. Please identify if any purchases are planned for at least the upcoming year as well and be reminded that that any equipment purchases equal to or greater than \$5,000 must have prior review and approval from FHWA unless the UPWP contains sufficient detailed information for this review.
- **Task B.1** - Are any end products other than Geographic Information System (GIS) Education anticipated for 2018 under this task?
- **Task B.2** - Are any end products anticipated for 2017 and 2018 to support the funding/budget requested? If so, please identify them. It appears there are end products inadvertently included in the previous work section; please review this task and adjust, as appropriate.
- **Task C.2** – Are any end products and required work planned to support the 2018 funding/budget request?
- **Task C.6** - Public Transportation has the same fiscal year (FY 17) table title for both Estimated Budget Detail tables; please correct.
- The West Florida Regional Planning Council also develops an indirect cost rate, which is applied to all program budgets. The indirect cost rate is developed according to applicable federal guidelines and is distributed to the Economic Development

Administration and the Florida Department of Transportation as the cognizant federal and state agencies. What is this rate, who approved it, and is there a certification available?

We appreciate the opportunity to review this draft for the Bay County TPO. We request that the final UPWP be available to us by **May 31, 2016**, so that we may have sufficient time to authorize our portion of the program by **June 30, 2016**. To assist in our joint coordination efforts with the Federal Transit Administration (FTA), please provide a copy of the Final UPWP directly to the FTA Regional Office for their joint review.

If you have any questions, please contact Ms. Stacie E. Blizzard at (850) 553-2223 or Stacie.Blizzard@dot.gov, or Ms. Parris Orr at (404) 865-5617 or Elizabth.Orr@dot.gov.

Sincerely,



FOR: James Christian, P.E.
Division Administrator
Federal Highway Administration

Electronic cc: Ms. Marybeth Washnock, Florida-Alabama TPO
Ms. Parris Orr, FTA (Region 4)
Ms. LeeAnn Jacobs, FHWA, Florida
Mr. Starsky Harrell, FDOT, District 3
Mr. Sean Santalla, FDOT, (MS-28)
Ms. Yvonne Arens, FDOT (MS 28)

April 22, 2016

Ms. Mary Beth Washnock, Manager
West Florida Regional Planning Council Transportation Planning Division
Post Office Box 11399
Pensacola, Florida 32524-1399

RE: Bay County Transportation Planning Organization
Draft Unified Planning Work Program FY 2016/17 – 2017/18

Dear Ms. Washnock:

The Bay County Transportation Planning Organization (TPO) transmitted on March 28, 2016 the Draft Unified Planning Work Program (UPWP) Fiscal Years 2016/2017 and 2017/2018 (FYs 17 and 18) for review by the Department. Key components of the UPWP are a statement of work identifying the planning priorities and activities to be carried out within the Bay County Metropolitan Planning Area; including a description of planning work and resulting products, who will perform the work, time frames for completing the work, and the sources(s) of funds.

In coordination with Federal Highway (FHWA), the Florida Department of Transportation (Department) has updated the guidance on the UPWP requirements. The Department staff recognize the undertaking associated with the development of the Bay County TPO's Draft UPWP FYs 17 and 18 in accordance with this recent guidance. Attached is the detailed checklist which provides a comprehensive review of the draft document. The following comments touch on key items from that checklist.

- **Indirect Cost Rate:** On all Task Estimated Budget Tables break out the indirect rate costs and list in Category "D" as a Direct Expense.
- **Soft Match:** The Introduction does not include a discussion of the "Soft Match" required to secure PL and all FHWA program funds. The state provides the soft match through the use of "Toll Credits", which eliminates the need for an MPO to provide a local match. However, the MPO needs to show the amount of toll credits that are used to match all FHWA program funds in the UPWP. Please revise the Introduction to include a discussion and definition of "soft match" and identify the "soft match" amount (both as a total and the percent) for all federal funds in the UPWP.

- **UZA:** Revise as appropriate references to Panama City Urbanized Area/Bay County Metropolitan Planning Area.
- **Table, Appendices and Task Consistency:** Please review the references in the document, the tables and the appendices to make sure that these are consistent and accurate. Please revise Table 1 Matrix to identify Planning Factors addressed by Tasks B.1 and B.2.
- **Joint State-TPO Certification:** The Department requests that the timeframe for Certification occur in early 2017 and 2018 consistent with the guidance in Chapter 3 of the MPO Handbook, not in December of 2016 and 2017.
- **Table of Contents:** Include an accurate listing of the content of the UPWP.
- **Budget Tables:** There were different sets of Budget Tables in the draft, and staff is unable to determine the actual budget associated with the UPWP. Revise to include Fiscal Tables by “**AGENCY PARTICIPATION**” and “**FUNDING SOURCES**” for each year as part of the UPWP. Please ensure that all task amounts are consistent with the amount listed in the cost table associated with each task. Please remove any reference to “D” funds for planning tasks as this is not an allowable use of state funds.

If you have any questions, please feel free to contact me at (850) 245-7936 or via email at suzanne.lex@dot.state.fl.us.

Sincerely,



Suzanne K. Lex, AICP
FDOT Urban Liaison

Enclosure: 1

cc: Starsky Harrell, FDOT Planning Specialist
Sean Santalla, FDOT Metropolitan Planning Organization Coordinator
Stacie Blizzard, FHWA Transportation Planning Specialist
Tim Smith, ISD Manager

| MPO: Bay County Transportation Planning Organization | | | Date Received: March 28, 2016 |
|--|------------|-------|--|
| UPWP Checklist | DRAFT | FINAL | COMMENT |
| A. COVER AND TITLE PAGE | Yes | | <i>Comment: Following the Cover Page & prior to the Introduction include a Cost Analysis Certification Statement as a stand-alone page. Update Title Page to correctly identify FY 2017 –FY 2018 UPWP at the bottom of the page.</i> |
| Includes CFDA Number? | Yes | | |
| Includes Federal Aid Project Number? | Yes | | Updated, thank you. |
| Includes the FM Number(s)? | Yes | | Updated, thank you. |
| Name of MPO and Funding Agencies? | Yes | | |
| The correct fiscal years for the proposed UPWP are listed? | Yes | | |
| MPO physical, mailing, and website addresses; phone numbers | Yes | | |
| Final UPWP includes an approved signature or MPO resolution and the date of MPO Board action? | N/A | | April 2016 |
| Final UPWP includes a Cost Analysis statement signed and dated by the Grant Manager (MPO Liaison)? | N/A | | April 2016 |
| B. TABLE OF CONTENTS | Yes | | <i>Add the word "Task" before A.1; A.2; A.3; B.1; B.3; C.1; C.2; and C.8 Comment to please expand the Table of Contents to reference all documents and tables.</i> |
| Introduction | Yes | | |
| Organization and Management | Yes | | |
| <i>Table 1: Matrix</i> | <i>Add</i> | | <i>Revise to include in Table of Contents "Matrix of Map-21 and Fast Act Planning Factors"</i> |
| Work Program Task Sheets: | Yes | | |
| ▪ Administration | Yes | | Task A.1 |
| ▪ UPWP | Yes | | Task A.2 |
| ▪ Capital Purchase | Yes | | Task A.3 |
| ▪ Travel | Yes | | Task A.4 |
| ▪ Data Collection & Distribution | Yes | | Task B.1 |
| | | | |

| UPWP Checklist | DRAFT | FINAL | COMMENT |
|--|------------|-------|--|
| B. TABLE OF CONTENTS (cont.) | | | |
| ▪ GIS Data Collection | Yes | | Task B.2 |
| ▪ Efficient Transportation Decision Making | Yes | | Task B.3 |
| ▪ Transportation Improvement Program | Yes | | Task C.1 |
| ▪ Long Range Transportation Plan | Yes | | Task C.2 |
| ▪ <i>Add Task</i> | No | | <i>Task C.3 is missing Transportation System</i> |
| ▪ Intelligent Transportation System | Yes | | Task C.4 |
| ▪ Freight Planning | Yes | | Task C.5 |
| ▪ Public Transportation | Yes | | <i>Task C.6 Remove the word "DRAFT"</i> |
| ▪ Transportation Disadvantaged Program Planning | Yes | | Task C.7 |
| ▪ Bicycle /Pedestrian Planning | Yes | | Task C.8 |
| ▪ Air Quality Planning | Yes | | Task C.9 |
| ▪ Public Participation Process | Yes | | Task C.10 |
| ▪ Systems Planning | Yes | | Identified in Tasks "C" |
| ▪ Regional Coordination: | Yes | | Task C.11 |
| Summary Budget – Table 1 FY 2017 Funding Entities by Task | <i>Add</i> | | <i>Correct Table No.; See Comment in Section J.</i> |
| Summary Budget – Table 2 FY 2017 Funding Entities by Task | <i>"</i> | | <i>Correct Table No.; " "</i> |
| Summary Budget – Table 3 FY 2018 Funding Source | <i>"</i> | | <i>Correct Table No.; " "</i> |
| Summary Budget – Table 4 FY 2018 Funding Source by Task | <i>"</i> | | <i>Correct Table No.; " "</i> |
| Summary Budget – Table 6 FY 2017 Local Match for FTA and MPOAC | <i>"</i> | | Section J. |
| <i>Summary Budget – Table 6</i> | | | <i>Is there a companion Local Match for FTA and MPOAC table with this information for FY 18?</i> |

| UPWP Checklist | DRAFT | FINAL | COMMENT |
|---|--|-------|--|
| B. TABLE OF CONTENTS (cont.) | | | |
| Statements and Assurances | <i>Add</i> | | Appendix A: (Title VI Nondiscrimination Agreement included here) |
| FTA Grant Application | " | | Appendix B: |
| List of Commonly Used Acronyms | " | | Appendix C: |
| Federal, State and Local Regional Transportation Projects not in UPWP | " | | Appendix D: |
| UPWP Review Comments | " | | Appendix E: |
| Indirect Cost Letter U.S. Dept. of Commerce | " | | Appendix F: |
| U.S. Dept. of Transportation Planning Emphasis Areas | " | | Appendix G: |
| Florida Dept. of Transportation Support to MPO (Joint Certification Package) | " | | Appendix H: <i>Attached for Inclusion</i> |
| Bay County TPO MPA Boundary Map | " | | Appendix I: <i>Revise to include in Table of Contents</i> |
| District Planning Activities | " | | <i>Revise to include in Table of Contents - Attached for Inclusion Attachment 2</i> |
| Task Consistency | Yes | | |
| Resolution 16-06 | Yes | | <i>Update the FYs in "Whereas" clause; Remove from list "AI DOT"; Corridor Management Planning Listed as a task but not in Work Program Task section, however, it is listed in Budget Tables.</i> |
| C. INTRODUCTION | <i>Comment to please revise ass appropriate references to Panama City Urbanized Area/Bay County Metropolitan Planning Area; and include a discussion and definition of "soft match" and the amount (both as a total and the percent) of the "soft match" for UPWP federal funds.</i> | | |
| A brief definition of the UPWP | Yes | | Provides excellent background. <i>Revise reference to Year 2078 in Page 1.</i> |
| A current overview of the status of comprehensive transportation planning activities; | Yes | | <i>In opening par. of "Overview" correct reference to FY, P.1 Revise Transportation Improvement Program bullet to remove future date TIP. P.1 Revise opening par. of "Planning Tasks" with an updated status on the LRTP development. P.2 Revise opening par. of "Public Participation" with updated meeting dates P.3 Revise Transportation Improvement Program bullet to current annual update of the TIP. P.3 Correct format at bottom par. on P.7.</i> |

| UPWP Checklist | DRAFT | FINAL | COMMENT |
|--|-------|-------|--|
| C. INTRODUCTION (cont.) | | | |
| A discussion of the planning priorities for the metropolitan planning area; | Yes | | Excellent Discussion. You may want to remove the second reference "Encouraging them". |
| Identification of the local priorities; | Yes | | Excellent |
| Transportation related air quality planning activities | N/A | | In attainment status, Air Quality is a task. |
| Planning tasks to be performed with funds under Title 23, U.S.C and 49 U.S.C. §53; | Yes | | |
| A discussion and definition of "soft match" and the amount (both as a total and the percent) of the "soft match" for the federal funds in the UPWP | No | | <i>Include a discussion and definition of "soft match" and the amount (both as a total and the percent) of the "soft match" for UPWP federal funds</i> |
| The MPO's federally approved indirect cost rate (if applicable | Yes | | Found in Section II., Organization and Management |
| A description of the public participation process used in the development of the UPWP; | Yes | | <i>Discussed on Page 6 but includes references to incorrect dates</i> |
| Federal Planning Factors | Yes | | Good. Comment: <i>Revise "Table 1 Matrix" to identify factors addressed through Tasks B.1 and B.2. 1 on P.11</i> |
| State Planning Emphasis Areas and/or any identified Federal Planning Emphasis Areas. | Yes | | Excellent Discussion |
| D. Organization and Management | | | |
| Identification of participants and a brief description of their respective roles in the UPWP metropolitan area planning process | Yes | | <i>TPO Boundaries section revise to include with an updated status, P.9</i> |
| Discussion of appropriate agreements | Yes | | <i>Correct Reference on Page 10. "Appendix F "is the Indirect Cost Rate Letter</i> |
| Standard Interlocal Agreement | Yes | | Check most recent Interlocal Agreements/Dates. |

| UPWP Checklist | DRAFT | FINAL | COMMENT |
|--|-------|-------|--|
| D. Org. & Management (cont.) | | | |
| Metropolitan Planning Organization (MPO) Agreement | Yes | | Check most recent Interlocal Agreements/Dates Update to reference the MPO Agreement to be executed in conjunction with the UPWP? |
| Joint Participation Agreement 5303 funds | Yes | | Check most recent Interlocal Agreements/Dates |
| ICAR Agreement | Yes | | Check most recent Interlocal Agreements/Dates |
| Other agreements | Yes | | |
| Identification and discussion of operational procedures and bylaws | Yes | | |
| E. WORK PROGRAM & TASKS | | | |
| Each sheet | | | Describes individual tasks in the same format. Comments on Individual Tasks follow and will be summarized |
| ▪ Task number and title | Yes | | Good |
| ▪ Purpose | Yes | | Good |
| ▪ Previous work completed | Yes | | Good |
| ▪ Required Activities – how task will be performed; who will perform the task | Yes | | Good |
| ▪ Responsible agency or agencies | Yes | | |
| ▪ Proposed funding source(s) | Yes | | |
| Schedule that adequately describes activities that will take place during the year, including: | Yes | | |
| Schedule of milestones or benchmarks | Yes | | |
| End product(s) | Yes | | |
| Estimated completion date(s) | Yes | | |

| UPWP Checklist | DRAFT | FINAL | COMMENT |
|---|-------|-------|--|
| E. WORK PROGRAM & TASKS (cont.) | | | |
| Proposed funding source(s) with anticipated costs by FY & by budget line item (<i>an Estimated Budget Detail</i>) | Yes | | <i>On all budget tables break out the indirect rate associated with this task and show this cost as a direct expense</i> |
| F. JOINT CERTIFICATION PACKAGE | | | |
| Signed certification statement | Yes | | Appendix H: <i>Attached for Inclusion</i> |
| Brief description of noteworthy achievements | Yes | | Appendix H: “ ” |
| Any corrective actions or recommendations | Yes | | Appendix H: “ ” |
| G. STATEMENTS & ASSURANCES | | | |
| DBE | | | Appendix A: |
| Debarment and Suspension | | | Appendix A: |
| Lobbying | | | Appendix A: |
| Title VI Nondiscrimination Agreement | | | Appendix A: |
| H. FTA 5303 APPLICATION | | | |
| Certain FTA grants – Form 424 | | | Appendix B: |
| Certain FTA Grants: FTA Certification / Assurances | | | Appendix B: |
| Affirmation of Applicant | | | Appendix B: |
| Affirmation of Applicant’s Attorney | | | Appendix B: |
| Budget showing total funds by classifications | | | Appendix B: |
| Budget showing FTA funds only by classifications | | | Appendix B: |

| UPWP Checklist | DRAFT | FINAL | COMMENT |
|--|-------|-------|--|
| <i>Please remove previous year and draft 2016 Budget Tables included for reference. Budget Tables reviewed have no page number and were included in the distributed draft.</i> | | | |
| TABLE 1: AGENCY PARTICIPATION (Identified as Tables 1 & 3 & 6) Please provide a clean copy as consultant column was illegible. | | | |
| Participating agencies identified with funding commitments | Yes | | Table 1: Task Consistency: <ul style="list-style-type: none"> • C.11: Please revise to identify Task name consistent with Work Sheet • D.1: Corridor Management Planning listed but no accompanying task sheet. If you want to include this in the event funding becomes available then also add a task sheet and list in Table of Contents Tables 1 and 2: D Funds <ul style="list-style-type: none"> • C.2: Please explain identified "D" Funds in task Table 2: Task Consistency: <ul style="list-style-type: none"> • Correct task list for task listed C 10 - C12. Revise to be consistent title and funding amounts |
| Table includes only those District planning activities scheduled to occur within the MPO Boundaries | Yes | | |
| Table shows the amount of funds set aside for work by consultants | Yes | | |
| There is one table for Year 1 and one table for Year 2 | Yes | | |
| J. TABLE 2: FUNDING SOURCE (Identified as Tables 2 & 4 & 6) | | | |
| Proposed funding sources and budgeted funds are identified by task and subtask for each appropriate funding source, and are consistent with applicable Task Sheet | Yes | | Tables 1 and 2: D Funds <ul style="list-style-type: none"> • C.2: Please explain identified "D" Funds in task. Table 2: Task Consistency: <ul style="list-style-type: none"> • C 10 - C12: Correct task list to be consistent title and funding amounts |
| The Department's PL and FTA matching funds are shown separately | Yes | | |
| Federal, state, and local contribution levels are provided by task and subtask | Yes | | |
| The total amounts shown in each task agree with the amounts shown in Table 1: Agency Participation | Yes | | |
| There is one table for Year 1 and one table for Year 2 | Yes | | |

| UPWP Checklist | DRAFT | FINAL | COMMENT |
|--|-------|-------|--|
| K. GENERAL | | | |
| The Final UPWP was reviewed and endorsed or approved by the TAC, CAC, and the MPO prior to distribution | N/A | | April 2016 |
| Documentation of the endorsement or approvals (e.g., a MPO Resolution, meeting minutes, letter of authentication) are included | N/A | | April 2016 |
| K. GENERAL (cont.) | | | |
| Tasks or activities to correct or eliminate deficiencies noted in the previous federal and/or state certification reviews are identified in the UPWP | N/A | | |
| The annual audit is included as part of the Program Administration Task, and as a separate line item | Yes | | Task A.1 |
| Equipment purchases are identified as part of a task | Yes | | Task A.3 |
| Equipment rentals and leases are included by tasks | N/A | | |
| Matrix that identifies how each task relates to the Planning Emphasis Areas and Planning Factors | Yes | | Table 1 (Previously noted to revise "Table 1 Matrix" to identify factors addressed through B.1 and B.2. 1 on P.11) |

Attachment 1: Comments by Task

| | | | | |
|------------------------------------|---|-----------------------|--|--|
| E. WORK PROGRAM & TASKS | | A.1 | | |
| | End product(s) | Add | | <i>Add invoices and progress reports as monthly products of this task.</i> |
| | Estimated completion date(s) | Request | | <i>Joint State-TPO Certification: The Department requests that the timeframe for Certification occur in early 2017 and 2018 consistent with the guidance in Chapter 3 of the MPO Handbook.</i> |
| E. WORK PROGRAM & TASKS | | A.3 | | |
| | Required Activities – how task will be performed; who will perform the task | Yes | | Is the reference to “Marketing” correct in Capital Purchase? |
| | End product(s) | Add | | <i>Please add inventory of equipment/capital purchases</i> |
| | Estimated completion date(s) | Add | | <i>Please identify</i> |
| E. WORK PROGRAM & TASKS | | A.5 | | |
| | End product(s) | Yes | | <i>Please provide a breakdown of “Other Direct Expenses” with an estimated cost by expense.</i> |
| E. WORK PROGRAM & TASKS | | B. 2 | | |
| | Estimated completion date(s) | Yes | | <i>Revise dates to reflect UPWP timeframe.</i> |
| | Estimated Budget Detail | Yes | | Categories assume a different letter sequence from other tasks, is this intentional? |
| E. WORK PROGRAM & TASKS | | C.1 | | |
| | Required Activities | Yes | | <i>Remove “End of” before Public Involvement</i> |
| E. WORK PROGRAM & TASKS | | C.7; C.8; C.11 | | |
| | Estimated completion date(s) | Yes | | <i>Revise dates to reflect UPWP timeframe.</i> |

Attachment 2: District Three Planning Activities

- Planning and Corridor Studies
- Systems Planning and Reviews
- ETDM/Community Impact Assessment
- Statistics
- Federal Functional Classification
- Traffic Counts Program
- Modal Development Technical Assistance
- Coordination with Safety Projects

| MPO: Bay County Transportation Planning Organization | | | Date Received: March 29, 2016 |
|--|-------|-------|--|
| UPWP Checklist | DRAFT | FINAL | COMMENT |
| A. COVER AND TITLE PAGE | Yes | | <i>Comment: Following the Cover Page & prior to the Introduction include a Cost Analysis Certification Statement as a stand-alone page. Update Title Page to correctly identify FY 2017 –FY 2018 UPWP at the bottom of the page.</i> |
| Includes CFDA Number? | Yes | | |
| Includes Federal Aid Project Number? | Yes | | Updated, thank you. |
| Includes the FM Number(s)? | Yes | | Updated, thank you. |
| Name of MPO and Funding Agencies? | Yes | | |
| The correct fiscal years for the proposed UPWP are listed? | Yes | | |
| MPO physical, mailing, and website addresses; phone numbers | Yes | | |
| Final UPWP includes an approved signature or MPO resolution and the date of MPO Board action? | N/A | | April 2016 |
| Final UPWP includes a Cost Analysis statement signed and dated by the Grant Manager (MPO Liaison)? | N/A | | April 2016 |
| B. TABLE OF CONTENTS | | | |
| | Yes | | Add the word "Task" before A.1; A.2; A.3; B.1; B.3; C.1; C.2; and C.8 <i>Comment to please expand the Table of Contents to reference all documents and tables.</i> |
| Introduction | Yes | | |
| Organization and Management | Yes | | |
| Work Program Task Sheets: | Yes | | |
| ▪ Administration | Yes | | Task A.1 |
| ▪ UPWP | Yes | | Task A.2 |
| ▪ Capital Purchase | Yes | | Task A.3 |
| ▪ Travel | Yes | | Task A.4 |
| ▪ Data Collection & Distribution | Yes | | Task B.1 |
| ▪ GIS Data Collection | Yes | | Task B.2 |

| UPWP Checklist | DRAFT | FINAL | COMMENT |
|---|-------|-------|--|
| B. TABLE OF CONTENTS (cont.) | | | |
| ▪ Efficient Transportation Decision Making | | | Task B.3 |
| ▪ Transportation Improvement Program | Yes | | Task C.1 |
| ▪ Long Range Transportation Plan | Yes | | Task C.2 |
| ▪ <i>Add Task</i> | No | | Task C.3 is missing Transportation System |
| ▪ Intelligent Transportation System | Yes | | Task C.4 |
| ▪ Freight Planning | Yes | | Task C.5 |
| ▪ Public Transportation | Yes | | Task C.6 Remove the word "DRAFT" |
| ▪ Transportation Disadvantaged Program Planning | Yes | | Task C.7 |
| ▪ Bicycle /Pedestrian Planning | Yes | | Task C.8 |
| ▪ Air Quality Planning | Yes | | Task C.9 |
| ▪ Public Participation Process | Yes | | Task C.10 |
| ▪ Systems Planning | Yes | | Identified in Tasks "C" |
| ▪ Regional Coordination: | Yes | | Task C.11 |
| Summary Budget – Table 1 Agency Participation | No | | Budget – Table 1.1 – Identified as "Proposed" – please remove at adoption Correct Reference to FY <i>This information must be included in the adopted version.</i> |
| Summary Budget – Table 2 Funding Source | No | | Budget – Table 2.1 – Identified as "Proposed" – please remove at adoption Correct Reference to FY <i>This information must be included in the adopted version.</i> |
| District Planning Activities | No | | Attached for Inclusion <i>This information must be included in the adopted version.</i> |
| Joint Certification Package | Yes | | Appendix: A |
| Statements and Assurances | Yes | | Appendix: A |
| Title VI Nondiscrimination Agreement | Yes | | Appendix: A |
| FTA Grant Application | Yes | | Appendix: To be included at adoption |
| Task Consistency | Yes | | Not fully Completed Review |
| Resolution 16-06 | | | Update the FYs in "Whereas" clause; Remove from list "AI DOT"; Corridor Management Planning Listed AS A Task??? |

| | | | |
|--|-----|--|---|
| C. INTRODUCTION | | <i>Comment to please Revise ass appropriate references to Panama City Urbanized Area/Bay County Metropolitan Planning Area; and include a discussion and definition of “soft match” and the amount (both as a total and the percent) of the “soft match” for UPWP federal funds.</i> | |
| A brief definition of the UPWP | Yes | | Provides excellent background. Revise reference to Year 2078 in Page 1. |
| A current overview of the status of comprehensive transportation planning activities; | Yes | | In opening par. of “Overview” correct reference to FY, P.1. Revise Transportation Improvement Program bullet to remove future date TIP. P.1 Revise opening par. of “Planning Tasks” with an updated status on the LRTP development. P.2. Revise opening par. of “Public Participation” with updated meeting dates P.3. Revise Transportation Improvement Program bullet to current annual update of the TIP. P.3 Correct format at bottom par. on P.7. |
| A discussion of the planning priorities for the metropolitan planning area; | Yes | | Excellent Discussion. You may want to remove the second reference “Encouraging them”. |
| Identification of the local priorities; | Yes | | Excellent |
| Transportation related air quality planning activities | N/A | | In attainment status, Air Quality is a task. |
| Planning tasks to be performed with funds under Title 23, U.S.C and 49 U.S.C. §53; | Yes | | |
| A discussion and definition of “soft match” and the amount (both as a total and the percent) of the “soft match” for the federal funds in the UPWP | No | | |
| The MPO’s federally approved indirect cost rate (if applicable | Yes | | Found in Section II., Organization and Management |
| A description of the public participation process used in the development of the UPWP; | Yes | | Discussed on Page 6 but includes references to incorrect dates. |
| Federal Planning Factors | Yes | | Excellent Discussion. |
| State Planning Emphasis Areas and/or any identified Federal Planning Emphasis Areas. | Yes | | Excellent Discussion. |
| | | | |

| UPWP Checklist | DRAFT | FINAL | COMMENT |
|---|-------|-------|---|
| D. Organization and Management | | | |
| Identification of participants and a brief description of their respective roles in the UPWP metropolitan area planning process | Yes | | TPO Boundaries section revise to include with an updated status, P.9. |
| Discussion of appropriate agreements | Yes | | Correct Reference on Page 10. "Appendix F "is the Indirect Cost Rate Letter. |
| Standard Interlocal Agreement | Yes | | Check most recent Interlocal Agreements/Dates. |
| Metropolitan Planning Organization (MPO) Agreement | Yes | | Check most recent Interlocal Agreements/Dates Update to reference the MPO Agreement to be executed in conjunction with the UPWP? |
| Joint Participation Agreement 5303 funds | Yes | | Check most recent Interlocal Agreements/Dates |
| ICAR Agreement | Yes | | Check most recent Interlocal Agreements/Dates |
| Other agreements | Yes | | |
| Identification and discussion of operational procedures and bylaws | Yes | | |
| E. WORK PROGRAM & TASKS | Yes | | <i>Note, please identify the expenses for the amount under Section D. as a Direct Cost, and please revise Appendices list for consistency with the attachments.</i> |
| Each sheet | | | Describe individual tasks in the same format |
| ▪ Task number and title | Yes | | Good |
| ▪ Purpose | Yes | | Good |
| ▪ Previous work completed | Yes | | Good |
| ▪ Required Activities – how task will be performed; who will perform the task | Yes | | Good- Task A.5.D. What activities are associated with the "Direct Expenses"? |

Appendix F

Certification Letter from Florida Department of Transportation

April 13, 2016

Ms. Mary Beth Washnock, Manager
West Florida Regional Planning Council Transportation Planning Division
Post Office Box 11399
Pensacola, Florida 32524-399

RE: Bay County Transportation Planning Organization (TPO)
Modified Certification FY 2016-2017

Dear Ms. Washnock:

The Bay County TPO is the transportation planning agency tasked with the Metropolitan Transportation Planning process in the Panama City Urbanized Area (UZA)/Bay County Metropolitan Planning Area. Annually the Florida Department of Transportation, in conjunction with the Bay County TPO, conducts a certification review of the planning process. This review is to certify that the Bay County TPO is in compliance with state and federal planning requirements.

The Department has completed the joint certification of the Bay County TPO and attached is a summary of the discussions and review from the December 4, 2015 meeting with TPO staff. Enclosed is the 2016 State Certification Review Package for the Bay County Transportation Planning Organization (TPO) and the joint certification statement to be executed by the Bay County TPO and the District Three Secretary.

Thank you for Bay County TPO's active involvement in regional transportation planning and ongoing commitment to the practice of inclusive transportation planning. We look forward to working with the Bay County TPO in the upcoming year and your initiatives to further enhance the transportation planning process.

If you have any questions, please feel free to contact me at (850) 245-7936 or via email at suzanne.lex@dot.state.fl.us, or Starsky Harrell at (850) 330-1540 or via email at starsky.harrell@dot.state.fl.us.

Sincerely,

Suzanne K. Lex

Suzanne K. Lex, AICP
FDOT Urban Liaison

Enclosures: 3

cc: Starsky Harrell, FDOT Planning Specialist
Sean Santalla, FDOT Metropolitan Planning Organization Coordinator
Stacie Blizzard, FHWA Transportation Planning Specialist

**Panama City UZA/Bay County Metropolitan Planning Area
2016 Joint State-MPO/TPO Modified Certification Review**

**Bay County Transportation Planning Organization (TPO)
Findings, Recommendations and Noteworthy Practices**

The Florida Department of Transportation (Department) District Three has conducted, for 2016, a “Modified” State Certification review of the Bay County TPO. In the 2015 Certification letter, the Department encouraged the TPO staff to remain diligent in their efforts to consistently submit invoices and status reports on a monthly basis. The Bay TPO continues to make a concerted effort to submit timely monthly invoices and status reports and this is duly recognized. Please note that the final invoices and progress reports for [State] Fiscal Year 2016, ending June 30th, need to be submitted to the Department within **60** days.

The Bay County TPO is commended for their active involvement in Regional Transportation Planning, Public Involvement and Title VI Training. These noteworthy practices exemplify the Bay County TPO’s commitment to an inclusive transportation planning process promoting regional approaches and multi-modal solutions to the area’s transportation needs. Your leadership in training and education is of benefit to the region’s transportation partners.

This report assesses the written and verbal answers to the Certification questions presented to the Bay County TPO staff. Department staff determine the specific areas for which certain questions were asked based on information from the previous modified certification, observation of and coordination with the Bay County TPO, and attendance at TPO Board and committee meetings. There are no corrective actions identified and the Department staff recommends the Bay County TPO continue their diligence with invoicing and reporting.

Summary of Key Activities in Support of the Transportation Planning Process

The MPO has successfully completed the annual and/or required coordination and reporting efforts on schedule as follows:

- ✓ Signed 2015 Certification Package
- ✓ Signed 2015 DBE Verification
- ✓ Updated and Approved Interlocal Agreement for the Creation of the Bay County TPO
- ✓ Intergovernmental Coordination and Review Agreement reviewed and reaffirmed
- ✓ Adopted Fiscal Year 2014-2015 Transportation Improvement Plan
- ✓ Developed and transmitted priority list of unfunded projects
- ✓ Responded to Certification Review Questions
- ✓ Conducted Certification
- ✓ Participation in Quarterly FDOT/FHWA/FTA Meetings

Appendix G

Indirect Cost Letter from U.S. Department of Commerce



Thomas Abbott, Chair
Kurvin Qualls, Vice-Chair

Austin Mount, Executive Director

January 23, 2016

Phil Saputo
Economic Development Administration
U.S. Department of Commerce
1401 Constitution Avenue, NW
Room 71030
Washington, DC 20230

RE: Certificate of Indirect Costs
Fiscal Year 2015-16

Dear Mr. Saputo,

Please find enclosed the Certificate of Indirect Costs for the fiscal year beginning October 1, 2015 and ending September 30, 2016.

Please issue a letter to our office for our official award files and reference concerning this matter.

If you have any questions concerning this matter, please do not hesitate to contact me at (850) 332-7976, ext. 202.

Sincerely,

A handwritten signature in blue ink that reads "K. Dawn Schwartz".

K. Dawn Schwartz
Director of Finance

U.S. Department of Commerce
Office of Acquisition Management – Grants Management Division
1401 Constitution Ave., NW, HCHB Rm 6412
Washington, DC 20230, Attn: Indirect Cost Program

CERTIFICATE OF INDIRECT COSTS

This is to certify that I have reviewed the indirect cost rate proposal prepared and maintained herewith and to the best of my knowledge and belief:

- (1) All costs included in this proposal dated May 17, 2016 to establish indirect cost billing rates for October 1, 2015 to September 30, 2016 are allowable in accordance with the requirements of the federal award(s) to which they apply and OMB Circular A87. This proposal does not include any costs which are unallowable as identified in the applicable federal cost principles. For example, advertising contributions and donations, bad debts, entertainment costs or fines and penalties.
- (2) All costs included in this proposal are properly allocable to federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the agreements to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently and the Federal Government will be notified of any accounting changes that could affect the rate.
- (3) The indirect cost rate calculated within the proposal is 54.65%, which was calculated using an indirect cost rate base type of ratio of indirect cost to direct labor costs. The rate was calculated using a methodology based on actual costs from 2014-2015 and estimated costs for 2015-2016, as required by the Department of Commerce. Subject to the provisions of the Program Fraud Civil Remedies Act of 1986, (31 USC 3801 et seq.), the False Claims Act (18 USC 287 and 31 USC 3729); and the False Statement Act (18 USC 1001), I declare to the best of my knowledge that the foregoing is true and correct.

Organization Name: West Florida Regional Planning Council

Signature: 

Name of Authorized Official: K. Dawn Schwartz

Title: Director of Finance

Date of Execution: May 17, 2016



UNITED STATES DEPARTMENT OF COMMERCE
Economic Development Administration
Washington, DC 20230

May 26, 2016

Dawn Schwartz
West Florida Regional Planning Council
4081 E. Olive Road Suite A
Pensacola, FL 32514

Referenced: Certificate of Indirect Costs for State and Local Governments and Indian Tribes

This letter is to confirm that the Economic Development Administration (EDA) has accepted the Certificate of Indirect Costs for West Florida Regional Planning Council for the period October 1, 2015 through September 30, 2016 with a rate of 54.65% using a direct cost base type of total direct costs. Pursuant to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (codified at 2 C.F.R. Part 200) (OMB Uniform Guidance), your organization is not required to submit an indirect cost allocation proposal or plan narrative to EDA as its Cognizant Agency. Your organization is required to develop an indirect cost proposal and retain the proposal and related documentation for audit purposes. Paragraph D.1.b. of Appendix VII to 2 C.F.R. Part 200 states:

[G]overnmental departments or agencies must develop an indirect cost proposal in accordance with the requirements of this Part and maintain the proposal and related supporting documentation for audit. These governmental departments or agencies are not required to submit their proposals unless they are specifically requested to do so by the cognizant agency for indirect costs.

When actual costs are known at the end of your fiscal year, your organization is required to account for differences between estimated and actual indirect costs by means of either: a) making an adjustment to the next year's indirect cost rate calculation to account for carry-forward (the difference between the estimated costs used to establish the rate and the actual costs of the fiscal year covered by the rate); or b) making adjustments to the costs charged to the various programs based on the actual charges calculated. Your organization's indirect cost charges will be subject to audit to determine the allowability of both direct and indirect costs.

It is important to note that your organization is still required to submit an annual Certificate of Indirect Costs to EDA no later than six months after the close of your fiscal year.

A copy of this letter will be retained in your official award file. If you have any questions, please email Stephen Devine of my staff at indirectcosts@eda.gov or call him at (202) 482-9076.

Sincerely,

A handwritten signature in black ink, appearing to read "Bryan Borlik".

Bryan Borlik
Director, Performance and National Programs
Economic Development Administration

Appendix H

Letter from U.S. Department of Transportation Regarding Planning Emphasis Areas



U.S. Department
of Transportation

**Federal Highway
Administration
Federal Transit
Administration**

1200 New Jersey Avenue, SE.
Washington, DC 20590

March 18, 2015

In Reply Refer To: HEPP-1/TPE-1

Attention: Executive Directors of Metropolitan Planning Organizations

In 2014, the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) sent a letter to the Executive Directors of the Metropolitan Planning Organizations (MPO) and the heads of the State Departments of Transportation (State DOT) encouraging you to give priority to the following emphasis areas in your updated unified planning work programs (UPWP) and statewide planning and research programs: MAP-21 Implementation, Regional Models of Cooperation, and Ladders of Opportunity. These three priorities are included in Secretary Foxx's strategic objectives for the Surface Transportation Program. We are requesting State DOTs and MPOs reiterate and emphasize these planning emphasis areas in their respective planning work programs for Fiscal Year 2016. We are also directing our FHWA and FTA field offices to continue to work with you and your organizations to identify tasks that advance these U.S. Department of Transportation priorities.

MAP-21 Implementation

Transition to Performance-based Planning and Programming – We encourage State DOTs and MPOs to further develop their performance management approach to transportation planning and programming. Performance-based planning and programming includes using transportation performance measures, setting targets, reporting performance, and programming transportation investments directed toward the achievement of transportation system performance outcomes. Appropriate UPWP work tasks could include working with local planning partners to identify how to implement performance-based planning provisions such as collecting performance data, selecting and reporting performance targets for the metropolitan area, and reporting actual system performance related to those targets. The MPOs might also explore the option to use scenario planning to develop their metropolitan transportation plan. We encourage you to use the following resources to help develop your approach: [Performance Based Planning and Programming Guidebook](#), [Model Long Range Transportation Plans Guidebook](#), and [Small Metropolitan Areas: Performance Based Planning](#).

Regional Models of Cooperation

Ensure a Regional Approach to Transportation Planning by Promoting Cooperation and Coordination across Transit Agency, MPO and State Boundaries – To improve the effectiveness of transportation decisionmaking, we encourage State DOTs, MPOs, and providers of public transportation to think beyond traditional borders and adopt a coordinated approach to transportation planning. A coordinated approach supports common goals and capitalizes on opportunities related to project delivery, congestion management, safety, freight, livability, and

commerce across boundaries. Improved multi-jurisdictional coordination by State DOTs, MPOs, providers of public transportation, and rural planning organizations (RPO) can reduce project delivery times and enhance the efficient use of resources, particularly in urbanized areas that are served by multiple MPOs. The MPOs can revisit their metropolitan area planning agreements to ensure that there are effective processes for cross-jurisdictional communication among State DOTs, MPOs, and providers of public transportation to improve collaboration, policy implementation, technology use, and performance management. State DOTs and MPOs can explore the opportunity to partner with RPOs to conduct transportation planning in nonmetropolitan areas. We encourage you to visit FHWA's [Regional Models of Cooperation](#) and [Every Day Counts Initiative](#) Webpages for more information.

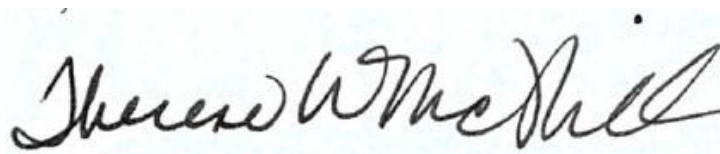
Ladders of Opportunity

Access to Essential Services – We encourage State DOTs, MPOs, and providers of public transportation, as part of the transportation planning process, to identify transportation connectivity gaps in accessing essential services. Essential services include employment, health care, schools/education, and recreation. Suggested UPWP work tasks include developing and implementing analytical methods to identify gaps in the connectivity of the transportation system and developing infrastructure and operational solutions that provide the public, especially the traditionally underserved populations, with adequate access to essential services. Other effective work tasks could include: evaluating the effectiveness of public participation plans for engaging transportation disadvantaged communities in the transportation decisionmaking process; updating the Section 5310 Coordinated Human Service Public Transportation Plans; assessing the safety and condition of pedestrian and bicycle facilities; and evaluating compliance with Americans with Disabilities Act, particularly around schools, concentrations of disadvantaged populations, social services, medical, and transit facilities.

Sincerely yours,



Gregory G. Nadeau
Deputy Administrator
Federal Highway Administration



Therese W. McMillan
Acting Administrator
Federal Transit Administration

Appendix I

Florida Department of Transportation Support to the TPO

A.8 FDOT Support to TPO

Purpose:

The purpose of this task is to provide guidance and technical assistance to the TPO/TPO staff and various committees as requested and/or required by FDOT policy and the urban transportation planning agreement. The departments also provide technical support for credits for local match for the Okaloosa-Walton Urbanized Area Transportation Study. FDOT provides toll revenue credits for local match for FHWA planning; funds and provides cash match for the FTA Section 5305 (formerly 5303) funds.

Previous Work Completed:

Certification review
 Processed billing
 Reviewed progress reports
 Participated in Technical Coordinating Committees
 Provided assistance with environmental consistency requirements of FHWA
 Held meetings to coordinate between FDOT and TPO staff

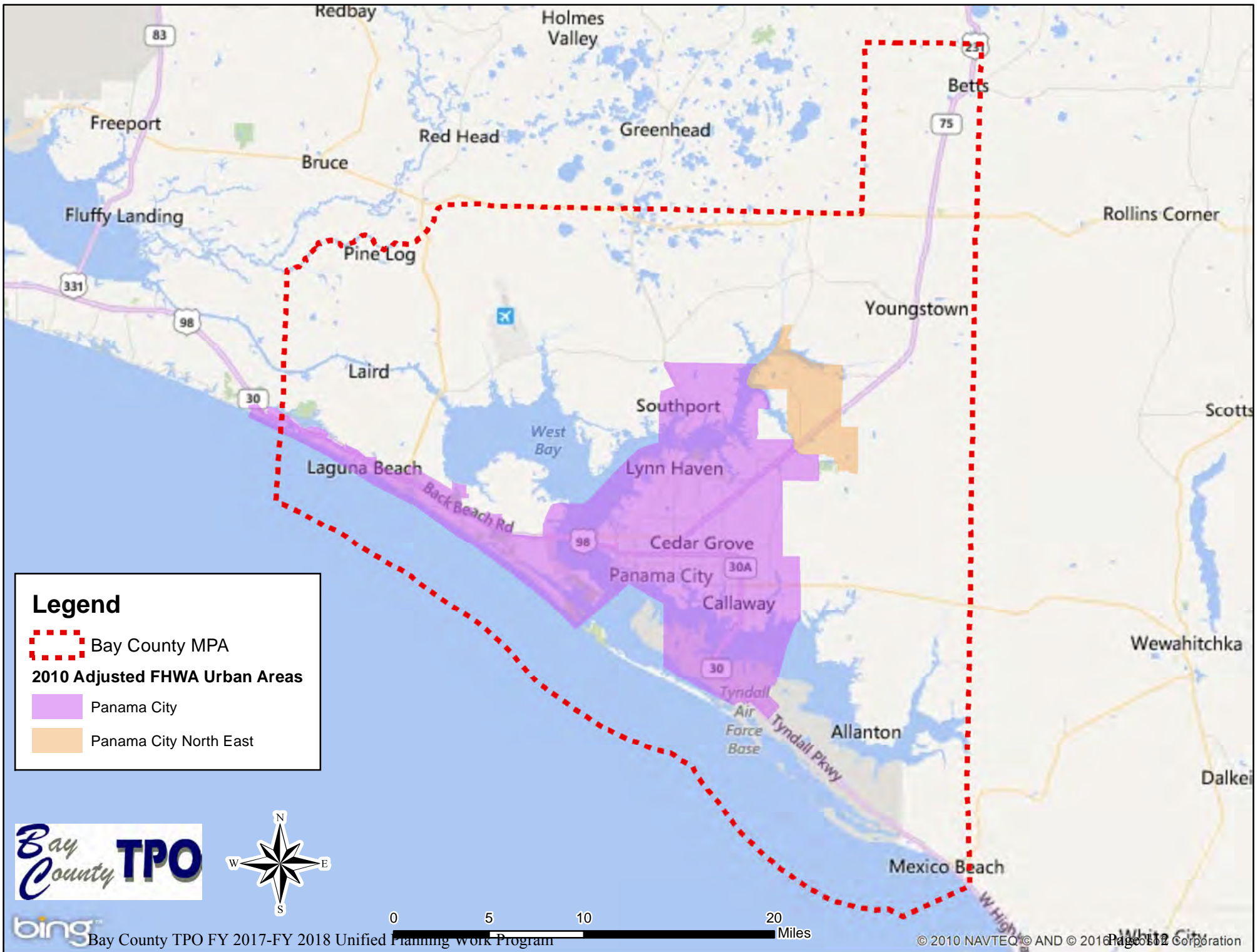
Required Activities:

Complete certification review, process billing and review progress reports. Serve on the TCC and attend and participate in CAC and TPO meetings. Provide assistance with FHWA, provide assistance as needed.




| End product: | Completion Date: | Responsible Agency: TPO |
|-----------------------|-------------------------|--------------------------------|
| Annual authorizations | Annually | |
| Cash match | | |
| TPO planning process | As needed and requested | |
| Technical assistance | As needed | |

Appendix J

Bay County TPO MPA Boundary Map



Legend

-  Bay County MPA
- 2010 Adjusted FHWA Urban Areas**
-  Panama City
-  Panama City North East

