

Okaloosa-Walton
Transportation Planning
Organization

OWTPO



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

UPWP

Unified Planning Work Program

Okaloosa-Walton Transportation
Planning Organization

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FY2017 – FY2018

UNIFIED PLANNING WORK PROGRAM

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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 O-W 15-11

RESOLUTION O-W 15-11

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

WHEREAS, the Okaloosa-Walton 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 CFR Section 450; Florida Statutes; and

WHEREAS, the FY 2015 – FY 2016 UPWP was adopted on April 17, 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 OKALOOSA-WALTON TRANSPORTATION PLANNING ORGANIZATION THAT:

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

- Task A.1 TPO Administration - add TPO Agreements
- Task A.3 Public Participation Process (PPP) - add social media. Public outreach events will be continually evaluated for most effective locations. Newsletter increased to monthly distribution
- Task A.8 - change title to: FDOT Support to TPO
- Task C.1 Project Priorities - change adoption of Transportation Systems Management (TSM) priorities to July 2015 because the legislature convenes in January 2016 instead of March 2016.
- Task C.2 Long Range Transportation Plan (LRTP) - update completion dates for tasks and correct end product dates
- Task C.3 TSM and Congestion Management Process Plan (CMPP) - move TSM Project Selection Criteria reevaluation from FY 2015 to FY 2016 because of lack of TSM projects in the FY 2016-FY 2020 Project Priorities. Modify adoption dates due to new legislature schedule
- Task C.4 Intelligent Transportation Systems (ITS) Planning - add the word Regional to ITS Task to reflect the name of the plan
- Task C.6 Public Transportation Planning - add local jurisdictions to the Transit Development Plan (TDP) implementation task, add local jurisdictions to the Transit Education and Public Relations Task, remove the Regional Roundtable Task, and add Transit Feasibility Study for Walton County



Passed and du
of April 2015.

OKALOOSA-WALTON
PLANNING ORGANIZATI

James T. Wood, Jr., Chairman

ATTEST:

RESOLUTION O-W 16-05

RESOLUTION O-W 16-05
A RESOLUTION OF THE OKALOOSA-WALTON
TRANSPORTATION PLANNING ORGANIZATION ADOPTING THE
FISCAL YEAR 2017 – FISCAL YEAR 2018
UNIFIED PLANNING WORK PROGRAM

WHEREAS, the Okaloosa-Walton 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 the Moving Ahead for Progress in the 21st Century (MAP-21) and the Fixing Americas Surface Transportation (FAST) Acts; and

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 FY 2015 – FY 2016 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 FY 2017 – FY 2018 UPWP draft was reviewed by the FHWA, Florida Department of Transportation (FDOT), and the TPO and advisory committees; and

WHEREAS, the FY 2017 – FY 2018 UPWP tasks are as follows:

- TPO Administration
- Unified Planning Work Program
- Public Participation Process (PPP)
- Regional Coordination
- Capital Purchases
- Travel
- Direct Expenses
- FDOT Support to TPO
- Transportation Data Collection and Information Management
- GIS Data Collection and Analysis
- Efficient Transportation Decision Making (ETDM)
- Transportation Improvement Program
- Long Range Transportation Plan
- Transportation System Management (TSM) and Congestion Management Process Plan (CMPP)
- Intelligent Transportation Systems (ITS) Planning
- Freight Planning
- Public Transportation Planning
- Transportation Disadvantaged Planning
- Bicycle Pedestrian Planning
- Air Quality Planning

- Corridor Management Planning

Additional work elements related to short-range planning and other efforts are included when applicable;
and

WHEREAS, the UPWP serves as the Scope of Services for the Metropolitan Planning Organization (MPO) Agreement, an agreement between the Okaloosa-Walton TPO and the FDOT;

NOW, THEREFORE, BE IT RESOLVED BY THE OKALOOSA-WALTON 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 Okaloosa-Walton Transportation Planning Organization this 21st day of April, 2016.



**OKALOOSA-WALTON TRANSPORTATION
PLANNING ORGANIZATION**

BY: Dick Rynearson
Dick Rynearson, Vice 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) Name

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 Okaloosa-Walton Urbanized Area Transportation Planning Organization (TPO) for Fiscal Years 2017-2018.

In January 2007, the Executive Board of the MPOAC voted unanimously to implement a two-year UPWP. This was agreed to by the FDOT, 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 without de-obligation in order to continue planning activities. However, in order to carry funds forward from Year 2 of the existing UPWP to a New Year 1 (2017) a de-obligation request must be submitted and approved. A budget amendment will be required by May 2016 to confirm the FY 2016 budget request. An annual audit is required.

The new funding agreement will include all FHWA funds used by the TPO.

The TPO provides information on transportation plans and the planning process to the public, according to its *Public Participation Process Manual* adopted in September 2012. The draft FY 2017 – FY 2018 UPWP was initiated in December 2015 with the agency kickoff meeting. This public participation process indicates distribution and discussion of the draft UPWP document in March, review by TPO, TCC, and CAC members, 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 Okaloosa-Walton TPO complies with Title VI of the Civil Rights Act; Section 504, Rehabilitation Act of 1973; and Americans with Disabilities Act 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 \$79,237 for 2017 or 18.07% of the FHWA funding in the UPWP and \$78,062 for 2018.**

Overview - Status of Planning Activities and Major Accomplishments

The Okaloosa-Walton 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 FYs 2015 and 2016.

- Transportation Improvement Program (TIP) – Adopted FY 2017 to FY 2021 Project Priorities in July 2015 and FY 2017-2020 TIP will be adopted in June 2016; TIP(s) will be amended as needed.
- 2035 Long Range Transportation Plan (LRTP) –The 2040 Long Range Transportation Plan (LRTP) was adopted in November 2016.
- Unified Planning Work Program – Amended second year of FY 2015 – FY 2016 UPWP in April 2015. Will adopt FY 17 and FY 18 UPWP in April 2016.
- Transit Development Plan (TDP) - The process for the TDP Major Update began in March 2015. This will be submitted to FDOT by Sept 1, 2016 for review and approval.
- Public Transportation Planning - Staff worked closely with Okaloosa County and their transit system to provide board staffing for the Okaloosa Transit Co-op in 2016 and will continue through 2018 with a two-year agreement.
- Transportation Disadvantaged Planning - Walton and Okaloosa counties completed their annual updates on the Transportation Disadvantaged Service Plans (TDSPs).
- Northwest Florida Regional TPO (RTPO) – Continued activities of the RTPO; a 4-county regional transportation planning partnership with the Florida-Alabama TPO and the Okaloosa-Walton TPO. Similarly, the Third Annual Emerald Coast Transportation Symposium was held at the Sandestin resort in Walton County in November of 2015.
- Congestion Management Process (CMP) Plan – Adopted a Major Update in November 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 a future automation system. The multimodal LOS also utilized the 2014 generalized tables. The 2015 plan was a minor update to the 2014 plan and included multimodal LOS tables based on the 2014 general tables which are based on miles per hour.
- Bicycle Pedestrian Planning – New project evaluation criteria was developed for Transportation Alternatives Program (TAP) projects in March 2016.
- Corridor Management Planning - In 2016 the TPO will begin working on a Corridor Plan for Beal Parkway from US 98 to Mary Esther Boulevard.

Planning Tasks for the Okaloosa-Walton Urbanized Area

The update and maintenance of the LRTP and integration of other appropriate plans will continue as well as a major update of the LRTP with a base year of 2010 and a forecast year of 2040. (PD&E) Study for Brooks Bridge in Fort Walton Beach.

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 is distributed for review in February / March to the TPO, Technical Coordinating Committee (TCC), and Citizens' Advisory Committee (CAC) meetings. Citizens are given an opportunity to comment on the document at these meetings or they can provide comment to TPO staff that is reported to the TPO. The document is also placed on the TPO website or ftp site. Adoption of the UPWP typically occurs at the April 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 ads and the distribution of 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 and was signed into law on July 6, 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** that 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 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 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**.
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 A**.

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/FAST Act 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.

A *Pedestrian Safety Action Plan (PSAP)* is intended to provide a guide to help state and local officials know where to begin to address pedestrian safety issues. It is intended to assist agencies in further enhancing their existing pedestrian safety program and activities, including identifying safety problems and selecting optimal solutions. Several Florida MPOs including Metro Plan Orlando and Pinellas MPO already have developed and adopted along with their partners' pedestrian safety action plans. FHWA provides extensive resources and guidance regarding the development of *PSAPs*.

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.](#)

A letter was send in March of 2015 referencing these Planning Emphasis Areas (**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 Okaloosa-Walton TPO was established by designation of the Governor and an Interlocal Agreement in 1981, following the 1980 Census. The TPO Planning Area includes the southern portions of Okaloosa and Walton Counties. Crestview and DeFuniak Springs are also included as urban clusters. The current Interlocal Agreement was approved on February 19, 2015 (Resolution O-W 15-03). Apportionment of membership was approved by the TPO. September 19, 2013, submitted to and approved by the Governor in April of 2014, and was used to revise the TPO Interlocal Agreement. This was the result of the 2010 Census and from a request from Walton County to include a Freeport as a representative.

The membership of the Okaloosa-Walton TPO is:

- four (4) members from Okaloosa County Commission
- two (2) members from Fort Walton Beach City Council
- three (3) members from Walton County Commission
- one (1) member from Mary Esther City Council
- two (2) members from Destin City Council
- one (1) member from Valparaiso City Council
- one (1) member from Niceville City Council
- three (3) members from Crestview City Council
- one (1) member from DeFuniak Springs City Council
- one (1) member from Freeport City Council

The TPO maintains several additional agreements. The **Transportation Planning Funds Joint Participation Agreement, or PL Agreement**, was updated and executed during 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, Okaloosa County is the transit agency, and Okaloosa County and the City of DeFuniak Springs are both Airport agencies. Therefore, the agreement is signed by the TPO, FDOT, West Florida Regional Planning Council, Okaloosa County, the City of DeFuniak Springs and Walton County. The agreement was updated and was executed in April 15, 2010 and was reaffirmed in 2015.

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 updated on February 20, 2014. A Technical Coordinating Committee, a Citizens Advisory Committee, and the Local Coordinating Board advise the TPO. 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, ITS, and corridor management.

The Transportation Division of the West Florida Regional Planning Council (RPC) is the designated professional staff to the Okaloosa-Walton TPO and performs the work required to maintain the continuing, comprehensive, and cooperative (3-C) planning process. The RPC serves seven (7) counties and is unique in its role in staffing three (3) separate TPOs in West Florida. A **Staff Services Agreement**, dated August 1981, between the TPO and the Regional Planning Council, establishes this staffing arrangement. An updated agreement was approved on February 19, 2015.

The West Florida Regional Planning Council (WFRPC) provides an annual audit of all programs. The WFRPC 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.
See Appendix F

State assistance is provided primarily through FDOT and the Milton Urban Office of the Florida Department of Transportation (FDOT). The FDOT provides match for the Federal Transit Administration Section 5305 program for public transportation technical assistance. The TPO receive FDOT support with data for and output of the regional transportation planning model that covers 10 counties in West Florida. FDOT Bureau of Multi-Modal Systems Planning and Division of Planning and Programming provide assistance with training programs and policy direction to the TPO. Coordination is accomplished with the Florida Resource agency input on projects is received through the statewide Efficient Transportation Decision Making Process (ETDM).

Federal assistance and coordination are provided through the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), and the Environmental Protection Agency (EPA). Input is sought from the US Air Force and 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** 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 Okaloosa-Walton Metropolitan Planning Area (MPA) Boundary has been established by the TPO and approved by the Governor. The Okaloosa-Walton Urbanized Area extends into the southern portion of Santa Rosa County to include the communities of Navarre and Navarre Beach. For administrative purposes, the Okaloosa-Walton TPO and Florida-Alabama TPO boundaries remain on the Santa Rosa-Okaloosa County Line. The TPO boundaries were reviewed and updated based on the 2010 Census during the timeframe of the 2013 -2014 UPWP.

Growth in Okaloosa County, surrounding the municipality of Crestview, is spreading northward. Growth in northern Walton County surrounding DeFuniak Springs is spreading eastward towards the Walton County line. While these northern areas do not meet the criteria for "urbanized", the TPO has included the area between Crestview and DeFuniak Springs in the Metropolitan Planning Area (MPA). There is also growth forecasted in south Okaloosa County within the municipality of Niceville. In Walton County, growth is forecasted near the City of Freeport. The TPO will adopt a "land use scenario" to use as guidance in developing the 2040 Long Range Transportation Plan. The land use allocations for future years will be based on the development trends between 2010 and 2020 in Okaloosa and Walton Counties.

Regional Planning

Regional planning and coordination of transportation plans is a focus of the Florida Legislature and transportation agencies. As a result of the merging of urbanized areas, the Florida-Alabama and Okaloosa-Walton TPOs created the Northwest Florida Regional Transportation Planning Organization (RTPO) in 2005 by Interlocal agreement (Task C.11). The RTPO meets quarterly or as needed. This regional entity has approved a regionally significant transportation network, priorities, bylaws, and a public involvement program. The RTPO also annually adopts project priorities for the State Transportation Regional Incentive Program (TRIP).

In 2009 the Governor signed into law legislation that directed the RTPO to complete a feasibility study of advance funding of capacity projects. This study was funded by both the Florida-Alabama and Okaloosa-Walton TPOs and was done in two (2) phases. Phase I, legal and financial feasibility, was completed in January 2010 and was forwarded to the Governor and Legislature by February 1, 2010 as required. Phase II was completed and included developing a cost feasible plan; prioritizing the plan; developing a five-year work program and draft legislation that would allow funding to the projects.

The Northwest Florida Transportation Corridor Authority (NFTCA) completed a major update to its Master Plan in April of 2013. The NFTCA Master Plan update process included outreach to transportation and economic development stakeholders to foster economic development in Northwest Florida through strategic transportation investments. The NFTCA has refocused 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 was prepared in coordination with the most recently adopted Long Range Transportation Plans of the local TPOs.

The Military Growth Advisory Group is the working group for the Northwest Florida Military Sustainability Partnership. The group looks at implementing the recommendations identified in the Joint Land Use Study (JLUS) and in the Comprehensive Tri-County Growth Management Plan. The Growth Management Plan includes recommendations for improving transportation infrastructure in the three county regions. Santa Rosa, Okaloosa, and Walton counties are in this group.

Resolution of State and Certification Review Comments

The 2016 Joint Certification Review, with FDOT and the TPO, was conducted on **December 4, 2015**. The Joint FDOT/TPO Certification Statement is included as **Appendix J**. FDOT will do a state review in 2017 utilizing the FHWA questions.

**TABLE A MATRIX OF MAP -21 and FAST Act PLANNING FACTORS
(An X in the box indicates that task addresses the evaluation factor)
Scope of the Planning Process**

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	D.1
SUPPORT ECONOMIC VITALITY OF THE METROPOLITAN AREA	X	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	X	X
INCREASE SECURITY OF THE TRANSPORTATION SYSTEM FOR MOTORIZED AND NON-MOTORIZED USERS	X						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	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		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
PROMOTE EFFICIENT SYSTEM MANAGEMENT AND OPERATION	X	X			X	X	X	X	X	X					X	X	X
EMPHASIZE PRESERVATION OF EXISTING TRANSPORTATION SYSTEM	X				X	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			X
ENHANCE TRAVEL & TOURISM	X	X			X	X	X			X	X			X	X	X	X

III. WORK PROGRAM

The Okaloosa-Walton Transportation Planning Organization's (TPO) Unified Planning Work Program covers the period from July 1, 2016 through June 30, 2018. The UPWP is compiled by the Okaloosa-Walton TPO with review by the Florida Department of Transportation, the Federal Highway Administration, and the Federal Transit Administration along with members of the TPO advisory committees.

This section of the UPWP describes each transportation planning task to be undertaken during FY 2017 and FY 2018, including the purpose of the task, previous work completed, required activities, 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 federal and state 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.

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, reporting, auditing, and accounting,.
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 Okaloosa Walton 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, air quality, Titles 23 & 49, public involvement, regional coordination 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 of this plan contains four (4) Full 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 to support this work program for FY 2017. Tables 3 and 4 describe the sources and amounts of funds to support this work program for FY 2018. Table 5 identifies local funds requested as match for Federal Transit Administration Section 5303 planning funds and Metropolitan Planning Organization Advisory Council participation.

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 Projects not in the UPWP
- Appendix E UPWP Review Comments
- Appendix F Indirect Cost Letter from U.S. Department of Commerce
- Appendix G Letter from U.S. Department of Transportation Regarding Planning Emphasis Areas
- Appendix H FDOT Support to the TPO
- Appendix I Okaloosa-Walton TPO MPA Boundary

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 the FDOT, FTA, the FHWA Florida Division Office, and any local governments that submitted comments.

TASK A. GENERAL ADMINISTRATION TASKS

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. Completion of TPO agreements.

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 and quadrennial TMA 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 • Provide indirect cost rate proposal to funding agencies • TPO staff and board member coordination of travel and participation at general trainings, conferences, and meetings, including those of the MPOAC. • Selecting and managing consultant support |
|---|---|

End product:	Completion Date:	Responsible Agency: TPO
TPO and committee meetings	Ongoing	
Joint State -TPO Certification	December 2016 and December 2017	
Annual single audit	March 2017 / March 2018	
Indirect Cost Rate Proposal	March 2017 / March 2018	
MPOAC & general meetings, workshops, trainings	As needed	
Maintenance of financial records	Ongoing	

A.1 TPO Administration								
Estimated Budget Detail for FY 2017								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services								
	Salaries & Benefits	\$131,911	-	-	-	-	-	\$131,911
	Subtotal:	\$131,911	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$131,911
B. Consultant Services								
	None	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
C. Travel								
	See Task A.4	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
D. Other Direct Expenses								
	See Task A.5	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
E. Indirect Rate								
		\$72,089	-	-	-	-	-	\$72,089
	Subtotal:	\$72,089	-	-	-	-	-	\$72,089
	Total:	\$204,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$204,000

A.1 TPO Administration								
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
A. Personnel Services								
	Salaries & Benefits	\$92,000	-	-	-	-	-	\$92,000
	Subtotal:	\$92,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$92,000
B. Consultant Services								
	None	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
C. Travel								
	See Task A.4	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
D. Other Direct Expenses								
	See Task A.5	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
E. Indirect Rate								
		\$49,000	-	-	-	-	-	\$49,000
	Subtotal:	\$49,000	-	-	-	-	-	\$49,000
	Total:	\$141,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$141,000

A.2 Unified Planning Work Program

Purpose:

The purpose of this task is to prepare the Unified Planning Work Program (UPWP) for FY 2019 and FY 2020 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, Alabama Department of Transportation, Federal Highway Administration, and Federal Transit Administration. It is to be submitted no later than May 2017 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 • Update of Year 2 for FY 2018 • DRAFT FY 2018-FY 2019 UPWP • Approval of FY 2018-2019 PWP • Monitor and Amend the UPWP | <ul style="list-style-type: none"> • Deobligate funds if necessary |
|--|---|

End product:

Completion Date:

- | | |
|--|---------------|
| <ul style="list-style-type: none"> • UPWP Kickoff Meeting | December 2016 |
| <ul style="list-style-type: none"> • DRAFT FY2018-FY2019 UPWP | February 2018 |
| <ul style="list-style-type: none"> • Approval of FY2018-2019 UPWP | April 2018 |
| <ul style="list-style-type: none"> • Monitor and Amend the UPWP | Ongoing |

Responsible Agency: TPO

A.2 Unified Planning Work Program

Estimated Budget Detail for FY 2017

Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services								
	Salaries & Benefits	\$9,053	-	-	-	-	-	\$9,053
	Subtotal:	\$9,053	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$9,053
B. Consultant Services								
	None	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
C. Travel								
	See Task A.4	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
D. Other Direct Expenses								
	See Task A.5	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
E. Indirect Rate								
		\$4,947	-	-	-	-	-	\$4,947
	Subtotal:	\$4,947	-	-	-	-	-	\$4,947
	Total:	\$14,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$14,000

A.2 Unified Planning Work Program

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
A. Personnel Services								
	Salaries & Benefits	\$14,500	-	-	-	-	-	\$14,500
	Subtotal:	\$14,500	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$14,500
B. Consultant Services								
	None	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
C. Travel								
	See Task A.4	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
D. Other Direct Expenses								
	See Task A.5	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
E. Indirect Rate								
		\$8,000	-	-	-	-	-	\$8,000
	Subtotal:	\$8,000	-	-	-	-	-	\$8,000
	Total:	\$22,500	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$22,500

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 capital equipment is \$5,000.

Previous Work Completed:

Equipment including plotter, software, and office equipment as needed was purchased in FY 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:

Purchase and invoice FDOT for Equipment

Completion Date:

June 2017

Responsible Agency: TPO

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 5303	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 Expenses								
	Office Equipment	\$1,000	-	-	-	-	-	\$1,000
	Subtotal:	\$1,000	-	-	-	-	-	\$1,000
E. Indirect Rate								
		-	-	-	-	-	-	-
	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 5303	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 Expenses								
	Office Equipment	\$5,000	-	-	-	-	-	\$5,000
	Subtotal:	\$5,000	-	-	-	-	-	\$5,000
E. Indirect Rate								
		-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
	Total:	\$5,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$5,000

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:

Completed travel vouchers
Disbursement of travel reimbursements, according to FDOT travel policies

Completion Date:

Monthly
Ongoing

Responsible Agency: TPO

A.4 Travel

Estimated Budget Detail for FY 2017

Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services								
	Salaries & Benefits	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
B. Consultant Services								
	None	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
C. Travel								
	Travel for all tasks	\$12,000	-	-	-	-	-	\$12,000
	Subtotal:	\$12,000	-	-	-	-	-	\$12,000
D. Other Direct Expenses								
	See Task A.5	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
E. Indirect Rate								
		-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
	Total:	\$12,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$12,000

A.4 Travel

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	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
G. Consultant Services								
	None	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
H. Travel								
	Travel for all tasks	\$12,000	-	-	-	-	-	\$12,000
	Subtotal:	\$12,000	-	-	-	-	-	\$12,000
I. Other Direct Expenses								
	See Task A.5	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
J. Indirect Rate								
		-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
	Total:	\$12,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$12,000

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:

Invoices were paid 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:	Completion Date:	Responsible Agency: TPO
Paid invoices	Monthly	
Paid invoices	Monthly	

A.5 Other Direct Expenses

Estimated Budget Detail for FY 2017

Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services								
	Salaries & Benefits	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
B. Consultant Services								
	None	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
C. Travel								
	Travel for all tasks	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
D. Other Direct Expenses								
	Printing	\$9,000	-	-	-	-	-	\$9,000
	Office Supplies	\$2,000	-	-	-	-	-	\$2,000
	Postage	\$1,500	-	-	-	-	-	\$1,500
	Subtotal:	\$12,500	-	-	-	-	-	\$12,500
E. Indirect Rate								
		-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
	Total:	\$12,500	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$12,500

A.5 Other Direct Expenses

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	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
G. Consultant Services								
	None	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
H. Travel								
	Travel for all tasks	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
I. Other Direct Expenses								
	Printing	\$6,000	-	-	-	-	-	\$6,000
	Office Supplies	\$6,000	-	-	-	-	-	\$6,000
	Postage	\$5,500	-	-	-	-	-	\$5,500
	Subtotal:	\$17,500	-	-	-	-	-	\$17,500
J. Indirect Rate								
		-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
	Total:	\$17,500	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$17,500

TASK B. DATA COLLECTION AND ANALYSIS

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. • <u>Website</u> – Update and create web pages daily. Post TPO Meeting Agendas, Minutes, Actions Reports and Presentation files monthly. | <ul style="list-style-type: none"> • <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 an as-needed basis. |
|---|--|

End product:	Completion Date:	Responsible Agency: TPO
TPO Files	Ongoing	
Website	Update and Maintain GIS files	
Web Database	Biannually	

B.1 Transportation Data Collection and Information Management

Estimated Budget Detail for FY 2017

Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services								
	Salaries & Benefits	\$14,226	-	-	-	-	-	\$14,226
	Subtotal:	\$14,226	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$14,226
B. Consultant Services								
	None	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
C. Travel								
	See Task A.4	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
D. Other Direct Expenses								
	See Task A.5	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
E. Indirect Rate								
		\$7,774	-	-	-	-	-	\$7,774
	Subtotal:	\$7,774	-	-	-	-	-	\$7,774
	Total:	\$22,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$22,000

B.1 Transportation Data Collection and Information Management

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
A. Personnel Services								
	Salaries & Benefits	\$16,000	-	-	-	-	-	\$16,000
	Subtotal:	\$16,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$16,000
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:	\$25,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$25,000

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 spatially analyze roadway facilities, demographics, roadway levels of service, traffic patterns, freight movement, transportation improvement projects, transit facilities, crash locations, existing and future land use, and other transportation data as 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 fiscal 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 and the GIS website |
|--|--|

End product:

GIS Annual Report

GIS Education

Data Development & Maintenance

GIS User Group Participation

Completion Date:

June

Ongoing

Monthly

Quarterly

Responsible Agency: TPO

B.2 GIS Data Collection and Analysis

Estimated Budget Detail for FY 2017

Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services								
	Salaries & Benefits	\$12,609	-	-	-	-	-	\$12,609
	Subtotal:	\$12,609	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$12,609
B. Consultant Services								
	None	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
C. Travel								
	See Task A.4	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
D. Other Direct Expenses								
	See Task A.5	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
E. Indirect Rate								
		\$6,891	-	-	-	-	-	\$6,891
	Subtotal:	\$6,891	-	-	-	-	-	\$6,891
	Total:	\$19,500	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$19,500

B.2 GIS Data Collection and Analysis

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
A. Personnel Services								
	Salaries & Benefits	\$16,000	-	-	-	-	-	\$16,000
	Subtotal:	\$16,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$16,000
B. Consultant Services								
	None	-	-	-	-	-	-	-
	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:	\$24,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$24,000

B.3 Efficient Transportation Decision Making (ETDM)

Purpose:

The purpose of this task is to interact with the resource agencies (Environmental Technical Advisory Team [ETAT]) throughout early phases of transportation planning using the Environmental Screening Tool (EST). Their 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 identify any fatal flaws, validate data, and identifies 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 the Florida Department of Transportation (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:

- Entered TPO projects into the Environmental Screening Tool (EST), including those projects in the 2030 and 2035 LRTP.
- Completed ETDM project Summary Reports within the EST and assigned appropriate Degrees of Effect (DOE). These reports, particularly for Cost Feasible projects, will eventually be presented to the applicable TPO as information for comment and review.
- Continued development of Social Cultural Effects (SCE) data collection, processing, and input methods for reporting within ETDM/EST review and summary screens.
- Provided project EST findings and briefings as requested to local government staff, elected officials, consultants, and the general public.
- 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. • Complete ETDM project Summary Reports within the Environmental Screening Tool (EST) and assign appropriate Degrees of Effect (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. | <ul style="list-style-type: none"> • Develop Community Profiles, based upon 2010 Census Designated Places, and Community Impact Assessments for use in the EST. • 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:

ETDM Summary Reports

Completion Date:

Quarterly

Responsible Agency: TPO

ETDM Summaries	Quarterly	
LRTP 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 5303	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services								
	Salaries & Benefits	\$4,203	-	-	-	-	-	\$4,203
	Subtotal:	\$4,203	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$4,203
B. Consultant Services								
	None	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
C. Travel								
	See Task A.4	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
D. Other Direct Expenses								
	See Task A.5	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
E. Indirect Rate								
		\$2,297	-	-	-	-	-	\$2,297
	Subtotal:	\$2,297	-	-	-	-	-	\$2,297
	Total:	\$6,500	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$6,500

B.3: Efficient Transportation Decision Making (ETDM)**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
A. Personnel Services								
	Salaries & Benefits	\$3,000	-	-	-	-	-	\$3,000
	Subtotal:	\$3,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$3,000
B. Consultant Services								
	None	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
C. Travel								
	See Task A.4	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
D. Other Direct Expenses								
	See Task A.5	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
E. Indirect Rate								
		\$2000	-	-	-	-	-	\$2,000
	Subtotal:	\$2,000	-	-	-	-	-	\$2,000
	Total:	\$5,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$5,000

TASK C. SYSTEMS PLANNING

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:

Public Involvement.
 FY 2014-2018 Transportation Improvement Program was administratively amended on July 25, 2014.
 FY 2014-2018 Transportation Improvement Program was amended by resolution on August 21, 2014.
 FY 2015-2019 Transportation Improvement Program was administratively amended on September 23, 2014; and April 16, April 21, July 20, July 23, July 25, and July 28, 2015.
 FY 2015-2019 Transportation Improvement Program was amended by resolution on August 21, 2014 and April 16, 2015.
 FY 2016-2020 Project Priorities adopted by resolution on September 18, 2014.
 FY 2016-2020 Tentative Work Program endorsed by the TPO on December 4, 2014.
 FY 2016-2020 Transportation Improvement Program adopted by resolution on June 18, 2015.
 FY 2016-2020 Transportation Improvement Program was administratively amended on June 23, 2015.
 FY 2016-2020 Transportation Improvement Program was amended by resolution on January 21, 2016.
 FY 2017-2021 Project Priorities adopted by resolution on July 16 2015.
 FY 2017-2021 Project Priorities amended by resolution on October 8, 2015.
 FY 2017-2021 Tentative Work Program endorsed by the TPO on October 8, 2015.
 FY 2017-2021 Transportation Improvement Program adopted by resolution on June 16, 2016.

Required Activities:

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

End product:	Completion Date:	
FY 2018-2022 Project Priorities.	September 2016	Responsible Agency: TPO and FDOT
FY 2018-2022 FDOT Tentative Work Program.	December 2016	
FY 2018-2022 Transportation Improvement Program.	June 2017 / June 2018	
FY 2019-2023 Project Priorities.	September 2017 / September 2018	
FY 2019-2023 FDOT Tentative Work Program.	December 2017	

C.1: Transportation Improvement Plan

Estimated Budget Detail for FY 2017

Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services								
	Salaries & Benefits	\$14,226	-	-	-	-	-	\$14,226
	Subtotal:	\$14,226	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$14,226
B. Consultant Services								
	None	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
C. Travel								
	See Task A.4	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
D. Other Direct Expenses								
	See Task A.5	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
E. Indirect Rate								
		\$7,774	-	-	-	-	-	\$7,774
	Subtotal:	\$7,774	-	-	-	-	-	\$7,774
	Total:	\$22,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$22,000

C.1: Transportation Improvement Plan

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
A. Personnel Services								
	Salaries & Benefits	\$5,000	-	-	-	-	-	\$5,000
	Subtotal:	\$5,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$5,000
B. Consultant Services								
	None	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
C. Travel								
	See Task A.4	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
D. Other Direct Expenses								
	See Task A.5	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
E. Indirect Rate								
		\$3,000	-	-	-	-	-	\$3,000
	Subtotal:	\$3,000	-	-	-	-	-	\$3,000
	Total:	\$8,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$8,000

C.2 Long Range Transportation Plan (LRTP)

Purpose:

The purpose of this task is 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 triennially in air quality non-attainment areas and at least every five years in air quality attainment areas.

Previous Work Completed:

Public Involvement Plan – Developed a public involvement plan for the 2040 LRTP (fall 2014).
 Scope of Work – Developed a Scope of Work for the 2040 LRTP (spring 2015).
 Project Priorities – Reviewed to ensure consistency with the adopted and amended 2035 Long Range Transportation plan (summer 2015 and summer 2016).
 Issue Notice to Proceed – Issued Notice to Proceed to the development of the 2040 LRTP (summer 2015).
 Kick off Meeting – Conducted a public kick off meeting for the development of the 2040 LRTP (summer 2015)
 Training – Attended transportation model training and conferences – to keep abreast of the latest technologies in the field.
 Model Task Force – Attended Model Task Force and FSUTMS User Group meetings to represent the TPO. TPO staff is chairman of the Data Committee of the Model Task Force.
 Federal Transportation Bill – Keep up to date on the progress of the new bill regarding Long Range Transportation Plan requirements including air quality.
 Steering Committee – Scheduled series of committee meetings.
 Financial Resources – Final Report (summer 2016)

Required Activities:

- | | |
|---|--|
| <ul style="list-style-type: none"> • Steering Committee – Schedule series of committee meetings (monthly or as needed) • 2040 Needs Assessment Report – Final Report (summer 2016) • Evaluation Criteria – Complete Final Report (fall 2016) • Cost Feasible Plan – Development of draft and final Report (fall/winter 2016 and spring 2017) • Review Project Priorities – Ensure consistency with adopted the Long Range Transportation Plan (summer 2017 and summer 2018). | <ul style="list-style-type: none"> • Training – Attended transportation model training and conferences – to keep abreast of the latest technologies in the field. • Model Task Force – Attended Model Task Force and FSUTMS User Group meetings to represent the TPO. TPO staff is chairman of the Data Committee of the Model Task Force. • Federal Transportation Bill – Keep up to date on the progress of the new bill regarding Long Range Transportation Plan requirements including air quality. • Consultant activity will include a Scope of Services to be provided to FDOT. |
|---|--|

End product:	Completion Date:	Responsible Agency: TPO
Evaluation Criteria	Summer 2016	
2040 Needs Plan	Summer 2016	
Cost Feasible Plan	Spring 2017	
Project Priorities	Summer 2017 & Summer 2018	

C.2: Long Range Transportation Plan

Estimated Budget Detail for FY 2017

Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Trans · Disad ·	Total
A. Personnel Services								
	Salaries & Benefits	\$17,459	-	-	-	-	-	\$17,459
	Subtotal:	\$17,459	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$17,459
B. Consultant Services								
C.								
	None	-	-	-	-	-	-	\$ 0
	Subtotal:	-	-	-	-	-	-	\$ 0
D. Travel								
	See Task A.4	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
E. Other Direct Expenses								
	See Task A.5	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
F. Indirect Rate								
		\$9,541	-	-	-	-	-	\$9,541
	Subtotal:	\$9,541	-	-	-	-	-	\$9,541
	Total:	\$27,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$27,000

C.2: Long Range Transportation Plan

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
A. Personnel Services								
	Salaries & Benefits	\$22,500	-	-	-	-	-	\$22,500
	Subtotal:	\$22,500	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$22,500
B. Consultant Services								
	None	-	-	-	-	-	-	\$ 0
	Subtotal:	-	-	-	-	-	-	\$ 0
C. Travel								
	See Task A.4	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
D. Other Direct Expenses								
	See Task A.5	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
E. Indirect Rate								
		\$12,000	-	-	-	-	-	\$12,000
	Subtotal:	\$12,000	-	-	-	-	-	\$12,000
	Total:	\$34,500	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$34,500

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 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"> • TSM Projects – 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) • TSM Project Criteria – Reevaluate adopted criteria used to rank candidate projects. | <ul style="list-style-type: none"> • CMP LOS Tables – Update LOS tables using the 2014 traffic counts • CMP LOS Tables – Update LOS tables using the 2015 traffic counts- after their release during summer 2016. • CMP Plan – Adoption 2014 LOS Tables (Spring 2016) • CTST Participation and Support – Offer continuous technical support to |
|--|--|

<ul style="list-style-type: none"> TSM Priorities – Submit new projects consistent with recommendations from adopted Corridor Management Plans. Prioritize candidate projects and adopt TSM Priorities. 	<p>the local CTST. Attend monthly meeting and coordinate the planning and implantation of safety events.</p> <ul style="list-style-type: none"> CMP LOS Tables –Local government recommended roads can be evaluated and possibly included in the CMPP per the current Functional Classification updates CMP & LOS Training – 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 5303	FTA State Match	FTA Local Match	Trans Disad	Total
A. Personnel Services								
	Salaries & Benefits	\$1,940	-	-	-	-	-	\$1,940
	Subtotal:	\$1,940	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$1,940
B. Consultant Services								
	None	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
C. Travel								
	See Task A.4	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
D. Other Direct Expenses								
	See Task A.5	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
E. Indirect Rate								
		\$1,060	-	-	-	-	-	\$1,060
	Subtotal:	\$1,060	-	-	-	-	-	\$1060
	Total:	\$3,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$3,000

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 5303	FTA State Match	FTA Local Match	Trans Disad	Total
A. Personnel Services								
	Salaries & Benefits	\$2,500	-	-	-	-	-	\$2,500
	Subtotal:	\$2,500	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$2,500
B. Consultant Services								
	None	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
C. Travel								
	See Task A.4	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
D. Other Direct Expenses								
	See Task A.5	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
E. Indirect Rate								
		\$1,000	-	-	-	-	-	\$1,000
	Subtotal:	\$1,000	-	-	-	-	-	\$1,000
	Total:	\$3,500	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$3,500

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 more safe and 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 5303	FTA State Match	FTA Local Match	Trans · Disad ·	Total
A. Personnel Services								
	Salaries & Benefits	\$647	-	-	-	-	-	\$647
	Subtotal:	\$647	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$647
B. Consultant Services								
	None	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
C. Travel								
	See Task A.4	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
D. Other Direct Expenses								
	See Task A.5	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
E. Indirect Rate								
		\$353	-	-	-	-	-	\$353
	Subtotal:	\$353	-	-	-	-	-	\$353
	Total:	\$1,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$1,000

C.4: Intelligent Transportation Systems (ITS) Planning

Estimated Budget Detail for FY 2017

Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Trans · Disad ·	Total
A. Personnel Services								
	Salaries & Benefits	\$2,000	-	-	-	-	-	\$2,000
	Subtotal:	\$2,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$2,000
B. Consultant Services								
	None	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
C. Travel								
	See Task A.4	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
D. Other Direct Expenses								
	See Task A.5	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
E. Indirect Rate								
		\$1,000	-	-	-	-	-	\$1,000
	Subtotal:	\$1,000	-	-	-	-	-	\$1,000
	Total:	\$3,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$3,000

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"> • Performance Measures – Work through the MPOAC and FDOT led efforts to develop performance measures based on standardized data. • Transportation Symposium – Provide information regarding and discuss issues related to movement of freight. | <ul style="list-style-type: none"> • MPOAC Freight Committee – Participate in committee meetings and projects. • Freight Advisory Committee – 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 5303	FTA State Match	FTA Local Match	Trans · Disad ·	Total
A. Personnel Services								
	Salaries & Benefits	\$1,940	-	-	-	-	-	\$1,940
	Subtotal:	\$1,940	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$1,940
B. Consultant Services								
	None	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
C. Travel								
	See Task A.4	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
D. Other Direct Expenses								
	See Task A.5	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
E. Indirect Rate								
		\$1,060	-	-	-	-	-	\$1,060
	Subtotal:	\$1,060	-	-	-	-	-	\$1,060
	Total:	\$3,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$3,000

C.5: Freight 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
A. Personnel Services								
	Salaries & Benefits	\$3,000	-	-	-	-	-	\$3,000
	Subtotal:	\$3,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$3,000
B. Consultant Services								
	None	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
C. Travel								
	See Task A.4	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
D. Other Direct Expenses								
	See Task A.5	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
E. Indirect Rate								
		\$1,500	-	-	-	-	-	\$1,500
	Subtotal:	\$1,500	-	-	-	-	-	\$1,500
	Total:	\$4,500	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$4,500

C.6 Public Transportation DRAFT

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 Fort Walton Beach-Navarre-Wright, FL Urbanized Area with updates to and implementation of the Transit Development Plan (TDP), working with EC Rider for annual updates to the public transportation section of the Project Priorities and the Transportation Improvement Plan (TIP) and amendments as required and submitting the DBE reports for the FTA 5305 Public Transportation Planning grant to FDOT.

Previous Work Completed:

Co-managed the major update of the Transit Development Plan (TDP), participated in the Gulf Coast Rail working group, drafted an application, on behalf of Walton County, for FDOT Commuter Assistance to begin bus service on U.S. Highway 331, staffed monthly meetings of Okaloosa County Transit Cooperative and submitted DBE reports for the FTA 5305 Public Transportation Planning grant to FDOT.

Required Activities:

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

End product:	Completion Date:	Responsible Agency: TPO
Public Transportation TIP	July 2017	
Public Transportation Priorities	September 2017	
Public Priorities in FDOT Work Program	December 2017	
Administrative Support for Transit Co-op	Two-year contract through 2018	
Planning to Increase Trips	TBD (This is an Okaloosa county project paid for with 5307 funds) \$45,000	

C.6: Public Transportation Planning**Estimated Budget Detail for FY 2017**

Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services								
	Salaries & Benefits	-	-	\$41,600	\$5,200	\$5,200	-	\$52,000
	Subtotal:	\$ 0	\$ 0	\$41,600	\$5,200	\$5,200	-	\$52,000
B. Consultant Services								
	None	-	-	\$20,000	\$2,500	\$2,500	-	\$25,000
	Subtotal:	-	-	\$20,000	\$2,500	\$2,500	-	\$25,000
C. Travel								
	See Task A.4	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
D. Other Direct Expenses								
	See Task A.5	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
E. Indirect Rate								
		-	-	\$22,000	\$2,750	\$2,750	-	\$27,500
	Subtotal:	\$ 0	\$ 0	\$22,000	\$2,750	\$2,750	\$2,018	\$27,500
	Total:	\$ 0	\$ 0	\$83,600	\$10,450	\$10,450	\$ 0	\$104,500

C.6: Public Transportation 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	-	-	\$44,000	\$5,500	\$5,500	-	\$55,000
	Subtotal:	\$ 0	\$ 0	\$44,000	\$5,500	\$5,500	-	\$55,000
G. Consultant Services								
	None	-	-	\$20,000	\$2,500	\$2,500	-	\$25,000
	Subtotal:	-	-	\$20,000	\$2,500	\$2,500	-	\$25,000
H. Travel								
	See Task A.4	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
I. Other Direct Expenses								
	See Task A.5	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
J. Indirect Rate								
		-	-	\$23,200	\$2,900	\$2,900	-	\$29,000
	Subtotal:	\$ 0	\$ 0	\$23,200	\$2,900	\$2,900	-	\$29,000
	Total:	\$ 0	\$ 0	\$87,200	\$10,900	\$10,900	\$ 0	\$109,000

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). • 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. | <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 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:

Staff Support

Completion Date:

Ongoing

Quarterly Reports Completed

Quarterly

By-Laws Approved

August 2016

Grievance Procedures Approved

August 2016

AER Completed

September 2016

Training Completed

December 2017

AOR Reviewed

December 2016

Evaluation Approved

February 2017

TDSP Update

Scheduled for May 2018

Public Hearing

Scheduled for May 2018

Responsible Agency: TPO

C.7: Transportation Disadvantaged Planning

Estimated Budget Detail for FY 2017

Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services								
	Salaries & Benefits	-	-	-	-	-	\$26,000	\$26,000
	Subtotal:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$26,000
B. Consultant Services								
	None	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
C. Travel								
	See Task A.4	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
D. Other Direct Expenses								
	See Task A.5	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
E. Indirect Rate								
		-	-	-	-	-	\$14,000	\$14,000
	Subtotal:	\$ 0	-	-	-	-	\$14,000	\$14,000
	Total:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$14,000	\$40,000

C.7: Transportation Disadvantaged 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
A. Personnel Services								
	Salaries & Benefits	-	-	-	-	-	\$27,000	\$27,000
	Subtotal:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$27,000	\$27,000
B. Consultant Services								
	None	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
C. Travel								
	See Task A.4	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
D. Other Direct Expenses								
	See Task A.5	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
E. Indirect Rate								
		-	-	-	-	-	\$15,000	\$15,000
	Subtotal:	\$ 0	-	-	-	-	\$15,000	\$15,000
	Total:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$42,000	\$42,000

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 - 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 2016).

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

Training – Attended bicycle helmet-fitting training (Spring 2016 and Fall 2016).

Transportation Alternatives Program – Requested new applications and re-submittal forms and resolutions of continued support from 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 Promoted the TPO (continually).

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 2015 and Winter 2015).

Required Activities:

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

End product:

Priorities for TAP, TPO Bike-Ped Project Priorities

Bicycle Facilities Map

Training – Helmet certification for new staff

SRTS – Project identification and application review-signature.

Completion Date:

Spring 2017 and Spring 2018

Fall 2016 and Fall 2017

Attend annually

Spring 2017 and Spring 2018

Responsible Agency: TPO

C.8: Bicycle/Pedestrian Planning

Estimated Budget Detail for FY 2017

Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Trans Disad	Total
A. Personnel Services								
	Salaries & Benefits	\$9,053	-	-	-	-	-	\$9,053
	Subtotal:	\$9,053	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$9,053
B. Consultant Services								
	None	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
C. Travel								
	See Task A.4	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
D. Other Direct Expenses								
	See Task A.5	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
E. Indirect Rate								
		\$4,947	-	-	-	-	-	\$4,947
	Subtotal:	\$4,947	-	-	-	-	-	\$4,947
	Total:	\$14,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$14,000

C.8: Bicycle/Pedestrian 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
A. Personnel Services								
	Salaries & Benefits	\$6,000	-	-	-	-	-	\$6,000
	Subtotal:	\$6,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$6,000
B. Consultant Services								
	None	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
C. Travel								
	See Task A.4	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
D. Other Direct Expenses								
	See Task A.5	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
E. Indirect Rate								
		\$3,500	-	-	-	-	-	\$3,500
	Subtotal:	\$3,500	-	-	-	-	-	\$3,500
	Total:	\$9,500	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$9,500

C.9 Air Quality Planning

Purpose:

The purpose of this task is to maintain transportation conformity in TPO plans and programs, specifically, the Long Range Transportation Plan (LRTP) and the Transportation Improvement Plan. As of February 2014, the Okaloosa-Walton 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).

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.

Required Activities:

- | | |
|--|---|
| <ul style="list-style-type: none"> • Technical assistance and staff support to TPO Policy Board and committees. • Monitor and report air quality status on quarterly basis to TPO. • Training | <ul style="list-style-type: none"> • Assess CMAQ Priority Projects • Education Outreach |
|--|---|

End product:	Completion Date:	Responsible Agency: TPO
Air Quality Status Reports	Quarterly	
Webpage	Ongoing	
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 5303	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services								
	Salaries & Benefits	\$647	-	-	-	-	-	\$647
	Subtotal:	\$647	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$647
B. Consultant Services								
	None	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
C. Travel								
	See Task A.4	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
D. Other Direct Expenses								
	See Task A.5	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
E. Indirect Rate								
		\$353	-	-	-	-	-	\$353
	Subtotal:	\$353	-	-	-	-	-	\$353
	Total:	\$1,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$1,000

C.9: Air Quality Planning

Estimated Budget Detail for FY 2017

Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services								
	Salaries & Benefits	\$1,500	-	-	-	-	-	\$1,500
	Subtotal:	\$1,500	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$1,500
B. Consultant Services								
	None	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
C. Travel								
	See Task A.4	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
D. Other Direct Expenses								
	See Task A.5	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
E. Indirect Rate								
		\$500	-	-	-	-	-	\$ 500
	Subtotal:	\$ 500	-	-	-	-	-	\$ 500
	Total:	\$2,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$2,000

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 educates and informs the public about the urban transportation planning process, increases the public's awareness of and input to transportation plans, programs and decisions. 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 FY 2016. ETDM Community Impact Assessment (CIA) Community Profiles and Characteristics were completed and initiated for appropriate projects.

Publicized 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.org) was used to maintain a meeting calendar.

Educated TPO members and others – Provided one-on-one orientations for new TPO members, new advisory committee members, elected officials and citizens.

Outreach to Traditionally Underserved Populations – Networked with individuals from various community groups including, but not limited to, those with ties to schools, churches and homeowner associations.

ETDM – Complete project review under Environmental Technical Advisory Tool (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 Long Range Transportation Plan (LRTP) and in the Transportation Improvement Plan (TIP). This process included Community Characteristics and Socio-cultural Effects. Title VI Compliance – Held annual Title VI training, Highlighted the Visually Impaired.

Public Participation Process Assessments and Quarterly Reporting - Completed quarterly reports. Held Public Participation Process assessments. Reports go to FDOT and FHWA.

Required Activities:

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

End product:

Public Participation Process Annual Implementation Plan

Completion Date:

As needed

Responsible Agency: TPO

TPO Orientation

Fall 2016 & Fall 2017

Public Outreach

Ongoing

Title VI Training

Annually or as needed

C.10: Public Participation Process

Estimated Budget Detail for FY 2017

Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services								
	Salaries & Benefits	\$33,624	-	-	-	-	-	\$33,624
	Subtotal:	\$33,624	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$33,624
B. Consultant Services								
	None	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
C. Travel								
	See Task A.4	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
D. Other Direct Expenses								
	See Task A.5	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
E. Indirect Rate								
		\$18,376	-	-	-	-	-	\$18,376
	Subtotal:	\$18,376	-	-	-	-	-	\$18,376
	Total:	\$52,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$52,000

C.10: Public Participation Process

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
A. Personnel Services								
	Salaries & Benefits	\$26,000	-	-	-	-	-	\$26,000
	Subtotal:	\$26,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$26,000
B. Consultant Services								
	None	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
C. Travel								
	See Task A.4	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
D. Other Direct Expenses								
	See Task A.5	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
E. Indirect Rate								
		\$14,000	-	-	-	-	-	\$14,000
	Subtotal:	\$14,000	-	-	-	-	-	\$14,000
	Total:	\$40,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$40,000

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 in to the transportation planning process.

Previous Work Completed:

Two meetings were held for the Northwest Florida Regional Transportation Planning Organization.
 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 application 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 NWFTPO • Accept TRIP applications for submittal to FDOT • Hold 4th Annual Transportation Symposium and Partner with MPOAC • Regional coordination as needed as determined by the NWFRTTO and FDOT • 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"> • May 2016/2017 & July 2016/2017 • March 2016 / March 2017 • October 2017 • As needed • Begin July 2017 and prepare quarterly reports • Begin July 2017 and prepare quarterly reports |
|--|--|

End product:

- Two NWFTPO meetings
- Accept TRIP applications, submit to FDOT
- Hold 4th Annual Transportation Symposium and Partner with MPOAC

Completion Date:

- August 2016 / October 2016
- May 2017 / October 2017
- March 2016 / March 2017
- October/November 2017

- **Responsible Agency: TPO**

C.11: Regional Coordination

Estimated Budget Detail for FY 2017

Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services								
	Salaries & Benefits	\$15,519	-	-	-	-	-	\$15,519
	Subtotal:	\$15,519	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$15,519
B. Consultant Services								
	None	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
C. Travel								
	See Task A.4	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
D. Other Direct Expenses								
	See Task A.5	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
E. Indirect Rate								
		\$8,481	-	-	-	-	-	\$8,481
	Subtotal:	\$8,481	-	-	-	-	-	\$8,481
	Total:	\$24,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$24,000

C.11: Regional Coordination

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
A. Personnel Services								
	Salaries & Benefits	\$18,500	-	-	-	-	-	\$18,500
	Subtotal:	\$18,500	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$18,500
B. Consultant Services								
	None	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
C. Travel								
	See Task A.4	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
D. Other Direct Expenses								
	See Task A.5	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
E. Indirect Rate								
		\$10,000	-	-	-	-	-	\$10,000
	Subtotal:	\$10,000	-	-	-	-	-	\$10,000
	Total:	\$28,500	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$28,500

TASK D. PROJECT PLANNING

D.1 Corridor Management Planning

Purpose:

The purpose of this task is to identify safety, operational, and access management improvements needed to support all modes of transportation including roadway capacity, public transit, freight, and bicycle and pedestrian movements. Safe and efficient movement of people and goods is the goal.

Previous Work Completed:

No Corridor Management Plans were completed during the last UPWP cycle.

Required Activities:

- | | |
|--|--|
| <ul style="list-style-type: none"> • Hold workshop for elected officials and stakeholders to gather input on the selected corridors. • Hold public workshops to gather input on the selected corridors from members of the public. • Gather data on the selected corridors. | <ul style="list-style-type: none"> • Provide draft document for TPO and advisory committees to have the opportunity to review and provide comments. • Present document to TPO and advisory committees for consideration of adoption. |
|--|--|

End product:

Beal Parkway from US 98 to State Road 393 (Mary Esther Cut Off). Funds supporting Beal Parkway study are State funds.

Completion Date:

December 2017

Responsible Agency: TPO

D.1: Corridor Planning**Estimated Budget Detail for FY 2017****Information Only**

The TPO will be undertaking a Beale Street Corridor Study administered through a vendor agreement with FDOT in State Fiscal Year 2017. The cost of the study will be \$130,000.

D.1: Corridor Planning**Estimated Budget Detail for FY 2018**

Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FDOT	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services								
	Salaries & Benefits	\$30,500	-	-	-	-	-	\$30,500
	Subtotal:	\$30,500	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$30,500
B. Consultant Services								
	None	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
C. Travel								
	See Task A.4	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
D. Other Direct Expenses								
	See Task A.5	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
E. Indirect Rate								
		\$16,000	-	-	-	-	-	\$16,000
	Subtotal:	\$16,000	-	-	-	-	-	\$16,000
	Total:	\$46,500	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$46,500

Table 1: OKALOOSA-WALTON TPO AGENCY FUNDING PARTICIPATION FY 2017

	FHWA	FTA	FDOT, ALDOT		Local Match	CTD	TOTAL (minus soft match)	Amount to Consultant
			Soft Match	Cash Match				
ADMINISTRATION								
A.1 TPO Administration	\$204,000	\$0	\$36,863			\$0	\$204,000	\$0
A.2 Unified Planning Work Program	\$14,000	\$0	\$2,530			\$0	\$14,000	\$0
A.3 Capital Purchases	\$1,000	\$0	\$181			\$0	\$1,000	\$0
A.4 Travel	\$12,000	\$0	\$2,168			\$0	\$12,000	\$0
A.5 Direct Expenses	\$12,500	\$0	\$2,259			\$0	\$12,500	\$0
DATA COLLECTION AND ANALYSIS								
B.1 Transportation Information Management	\$22,000	\$0	\$3,975			\$0	\$22,000	\$0
B.2 GIS Data Collection & Analysis	\$19,500	\$0	\$3,524			\$0	\$19,500	\$0
B.3 ETDM	\$6,500	\$0	\$1,175			\$0	\$6,500	\$0
SYSTEM PLANNING			0					
C.1 Transportation Improvement Program	\$22,000	\$0	\$3,975			\$0	\$22,000	\$0
C.2 Long Range Transp. Plan (PL)	\$27,000	\$0	\$4,879			\$0	\$27,000	\$0
C.3 TSM & CMP Planning	\$3,000	\$0	\$542			\$0	\$3,000	\$0
C.4 ITS Planning	\$1,000	\$0	\$181			\$0	\$1,000	\$0
C.5 Freight Planning	\$3,000	\$0	\$542			\$0	\$3,000	\$0
C.6 Public Transportation Planning (5305)		\$83,600	\$0	\$10,450	\$10,450	\$0	\$104,500	\$45,000
C.7 Transportation Disadvantaged Program	\$0	\$0	\$0			\$40,000	\$40,000	\$0
C.8 Bicycle/Pedestrian Planning	\$14,000	\$0	\$2,530			\$0	\$14,000	\$0
C.9 Air Quality Planning	\$1,000	\$0	\$181			\$0	\$1,000	\$0
C.10 Public Involvement	\$52,000	\$0	\$9,396			\$0	\$52,000	\$0
C.11 Regional Coordination	\$24,000	\$0	\$4,337			\$0	\$24,000	\$0
TOTALS	\$438,500	\$83,600	\$79,237	\$10,450	\$10,450	\$40,000	\$583,000	\$45,000

Table 2: OKALOOSA-WALTON TPO FUNDING SOURCES BY TASK FY 2017

	FHWA		FTA 5303	FDOT		Local Match	CTD	Total (minus soft match)
	PL	SU		Soft Match*	Cash Match			
ADMINISTRATION								
A.1 TPO Administration	\$204,000	\$0	\$0	\$36,863	\$0	\$0	\$0	\$204,000
A.2 Unified Planning Work Program	\$14,000	\$0	\$0	\$2,530	\$0	\$0	\$0	\$14,000
A.3 Capital Purchases	\$1,000	\$0	\$0	\$181	\$0	\$0	\$0	\$1,000
A.4 Travel	\$12,000	\$0	\$0	\$2,168	\$0	\$0	\$0	\$12,000
A.5 Direct Expenses	\$12,500	\$0	\$0	\$2,259	\$0	\$0	\$0	\$12,500
DATA COLLECTION AND ANALYSIS								
B.1 Transportation Information Management	\$22,000	\$0	\$0	\$3,975	\$0	\$0	\$0	\$22,000
B.2 GIS Data Collection & Analysis	\$19,500	\$0	\$0	\$3,524	\$0	\$0	\$0	\$19,500
B.3 ETDM	\$6,500	\$0	\$0	\$1,175	\$0	\$0	\$0	\$6,500
SYSTEM PLANNING								
C.1 Transportation Improvement Program	\$22,000	\$0	\$0	\$3,975	\$0	\$0	\$0	\$22,000
C.2 Long Range Transp. Plan (PL)	\$27,000	\$0	\$0	\$4,879	\$0	\$0	\$0	\$27,000
C.3 TSM & CMP Planning	\$3,000	\$0	\$0	\$542	\$0	\$0	\$0	\$3,000
C.4 ITS Planning	\$1,000	\$0	\$0	\$181	\$0	\$0	\$0	\$1,000
C.5 Freight Planning	\$3,000	\$0	\$0	\$542	\$0	\$0	\$0	\$3,000
C.6 Public Transportation Planning	\$0	\$0	\$83,600	\$0	\$10,450	\$10,450	\$0	\$104,500
C.7 Transportation Disadvantaged Program	\$0	\$0	\$0	\$0	\$0	\$0	\$40,000	\$40,000
C.8 Bicycle/Pedestrian Planning	\$14,000	\$0	\$0	\$0	\$0	\$0	\$0	\$14,000
C.9 Air Quality Planning	\$1,000	\$0	\$0	\$181	\$0	\$0	\$0	\$1,000
C.10 Public Involvement	\$52,000	\$0	\$0	\$9,396	\$0	\$0	\$0	\$52,000
C.11 Regional Planning	\$24,000	\$0	\$0	\$4,337	\$0	\$0	\$0	\$24,000
TOTALS	\$438,500	\$0	\$83,600	\$76,707	\$10,450	\$10,450	\$40,000	\$583,000

* FDOT non-cash match

Table 3: OKALOOSA-WALTON TPO AGENCY FUNDING PARTICIPATION FY 2018

	FHWA	FTA	FDOT, ALDOT		Local Match	CTD	TOTAL (minus soft match)	Amount to Consultant
			Soft Match	Cash Match				
ADMINISTRATION								
A.1 TPO Administration	\$141,000	\$0	\$25,479	\$0	\$0	\$0	\$141,000	\$0
A.2 Unified Planning Work Program	\$22,500	\$0	\$4,066	\$0	\$0	\$0	\$22,500	\$0
A.3 Capital Purchases	\$5,000	\$0	\$904	\$0	\$0	\$0	\$5,000	\$0
A.4 Travel	\$12,000	\$0	\$2,168	\$0	\$0	\$0	\$12,000	\$0
A.5 Direct Expenses	\$17,500	\$0	\$3,162	\$0	\$0	\$0	\$17,500	\$0
DATA COLLECTION AND ANALYSIS								
B.1 Transportation Data Collection and Info Management	\$25,000	\$0	\$4,518	\$0	\$0	\$0	\$25,000	\$0
B.2 GIS Data Collection & Analysis	\$24,000	\$0	\$4,337	\$0	\$0	\$0	\$24,000	\$0
B.3 ETDM	\$5,000	\$0	\$904	\$0	\$0	\$0	\$5,000	\$0
SYSTEM PLANNING								
C.1 Transportation Improvement Pgm	\$8,000	\$0	\$1,446	\$0	\$0	\$0	\$8,000	\$0
C.2 Long Range Transp. Plan (PL)	\$34,500	\$0	\$6,234	\$0	\$0	\$0	\$34,500	\$0
C.3 TSM & CMP Planning	\$3,500	\$0	\$632	\$0	\$0	\$0	\$3,500	\$0
C.4 ITS Planning	\$3,000	\$0	\$542	\$0	\$0	\$0	\$3,000	\$0
C.5 Freight Planning	\$4,500	\$0	\$813	\$0	\$0	\$0	\$4,500	\$0
C.6 Public Transportation Planning (5305)	\$0	\$87,200	\$0	\$10,900	\$10,900	\$0	\$109,000	\$25,000
C.7 Tran. Disadvantaged Program	\$0	\$0	\$0	\$0	\$0	\$42,000	\$42,000	\$0
C.8 Bicycle/Pedestrian Planning	\$9,500	\$0	\$1,717	\$0	\$0	\$0	\$9,500	\$0
C.9 Air Quality Planning	\$2,000	\$0	\$361	\$0	\$0	\$0	\$2,000	\$0
C.10 Public Involvement	\$40,000	\$0	\$7,228	\$0	\$0	\$0	\$40,000	\$0
C.11 Regional Coordination	\$28,500	\$0	\$5,150	\$0	\$0	\$0	\$28,500	\$0
PROJECT PLANNING								
D.1 Corridor Mgmt. Planning (PL)	\$46,500	\$0	\$8,403	\$0	\$0	\$0	\$46,500	\$0
TOTALS	\$432,000	\$87,200	\$78,062	\$10,900	\$10,900	\$42,000	\$583,000	\$25,000

Table 4: OKALOOSA-WALTON TPO FUNDING SOURCES BY TASK FY 2018

	FHWA		FTA	FDOT		Local Match	CTD	Total (minus soft match)
	PL	SA	5303	Soft Match*	Cash Match			
ADMINISTRATION								
A.1 TPO Administration	\$141,000	\$0	\$0	\$25,479	\$0	\$0	\$0	\$141,000
A.2 Unified Planning Work Program	\$22,500	\$0	\$0	\$4,066	\$0	\$0	\$0	\$22,500
A.5 Capital Purchases	\$5,000	\$0	\$0	\$904	\$0	\$0	\$0	\$5,000
A.6 Travel	\$12,000	\$0	\$0	\$2,168	\$0	\$0	\$0	\$12,000
A.7 Direct Expenses	\$17,500	\$0	\$0	\$3,162	\$0	\$0	\$0	\$17,500
DATA COLLECTION AND ANALYSIS								
B.1 Transportation Data Collection and Info Managt	\$25,000	\$0	\$0	\$4,518	\$0	\$0	\$0	\$25,000
B.2 GIS Data Collection & Analysis	\$24,000	\$0	\$0	\$4,337	\$0	\$0	\$0	\$24,000
B.3 ETDM	\$5,000	\$0	\$0	\$904	\$0	\$0	\$0	\$5,000
SYSTEM PLANNING								
C.1 Transportation Improvement Pgm	\$8,000	\$0	\$0	\$1,446	\$0	\$0	\$0	\$8,000
C.2 Long Range Transp. Plan (PL)	\$34,500	\$0	\$0	\$6,234	\$0	\$0	\$0	\$34,500
C.3 TSM & CMP Planning	\$3,500	\$0	\$0	\$632	\$0	\$0	\$0	\$3,500
C.4 ITS Planning	\$3,000	\$0	\$0	\$542	\$0	\$0	\$0	\$3,000
C.5 Freight Planning	\$4,500	\$0	\$0	\$813	\$0	\$0	\$0	\$4,500
C.6 Public Transportation Planning	\$0	\$0	\$87,200	\$0	\$10,900	\$10,900	\$0	\$109,000
C.7 Tran. Disadvantaged Program	\$0	\$0	\$0	\$0	\$0	\$0	\$42,000	\$42,000
C.8 Bicycle/Pedestrian Planning	\$9,500	\$0	\$0	\$1,717	\$0	\$0	\$0	\$9,500
C.9 Air Quality Planning	\$2,000	\$0	\$0	\$361	\$0	\$0	\$0	\$2,000
C.10 Public Involvement	\$40,000	\$0	\$0	\$7,228	\$0	\$0	\$0	\$40,000
C.11 Regional Planning	\$28,500	\$0	\$0	\$5,150	\$0	\$0	\$0	\$28,500
PROJECT PLANNING								
D.1 Corridor Mgmt. Planning (PL)	\$46,500	\$0	\$0	\$8,403	\$0	\$0	\$0	\$46,500
TOTALS	\$432,000	\$0	\$87,200	\$78,062	\$10,900	\$10,900	\$42,000	\$583,000
* FDOT non-cash match								

Table 5: OKALOOSA-WALTON TPO LOCAL MATCH FOR FEDERAL TRANSIT ADMINISTRATION AND MPOAC FY 2017

Local Government	Population Estimate*	%	Local Share	MPOAC	TOTAL
Okaloosa County	111,950	44%	\$3,890	\$223	\$4,113
Crestview	23,460	9%	\$815	\$46	\$861
Destin	12,730	5%	\$442	\$25	\$467
Fort Walton Beach	20,869	8%	\$725	\$41	\$766
Mary Ester	3,859	2%	\$134	\$8	\$142
Niceville	13,774	5%	\$479	\$27	\$506
Valparaiso	5,254	2%	\$183	\$10	\$193
Walton County	55,258	22%	\$1,920	\$109	\$2,029
DeFuniak Springs	5,429	2%	\$189	\$11	\$200
TOTAL	252,583	100%	\$8,778	\$500	\$9,278
Florida Estimates of 2015 Population					
Bureau of Economic and Business Research, University of Florida					

Appendix A

Certifications and Assurances

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 Metropolitan 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 Metropolitan 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

Date

Disadvantaged Business Enterprise Utilization

The Florida-Alabama Transportation Planning Organization is a sub-recipient of the Florida Department of Transportation, follows FDOT's DBE program for FHWA and FTA funds and reports DBE data to FDOT for FDOT's semi-annual DBE reports. It is the policy of the Florida-Alabama 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 Florida-Alabama Transportation Planning Organization contracts in a nondiscriminatory environment. The objectives of the Disadvantaged Business Enterprise Program are to ensure non-discrimination in the award and administration of contracts, ensure firms fully meet eligibility standards, help remove barriers to participation, create a level playing field, assist in development of a firm so it can compete successfully outside of the program, provide flexibility, and ensure narrow tailoring of the program.

The Florida-Alabama 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 Florida-Alabama Transportation Planning Organization in a non-discriminatory environment.

The Florida-Alabama 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 of Signature

**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 subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, cooperative agreements) and that all subrecipients 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.

Date

Chairperson for the TPO

Title VI / Non-Discrimination Policy Statement

The Florida-Alabama 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 Florida-Alabama 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 subrecipient'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 subrecipient'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 subrecipients. 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 subrecipient'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 subrecipient.

Chairperson for the TPO

Date of Signature

Appendix B

Federal Transit Administration Section 5305
Grant Application

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: Florida-Alabama 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 2017 CERTIFICATIONS AND ASSURANCES

FEDERAL FISCAL YEAR 2017 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: Florida-Alabama Transportation Planning Organization

Name and Relationship of the Authorized Representative: Austin Mount, Executive Director

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 2017, 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 2017.

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: _____

Name: Austin Mount
Authorized Representative of Applicant

AFFIRMATION OF APPLICANT'S ATTORNEY

For (Name of Applicant): Florida-Alabama Transportation Planning Organization

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: _____

Name _____
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	\$ _____
44.22.00	General Development and Comprehensive Planning	_____
44.23.01	Long Range Transportation Planning: System Level	_____
44.23.02	Long Range Transportation Planning: Project Level	44,277
44.24.00	Short Range Transportation Planning	44,277
44.25.00	Transportation Improvement Program	4,428
44.26.00	Planning Emphasis Areas	
44.26.12	Coordination of Non-Emergency Human Service Transportation	11,456
44.26.13	Participation of Transit Operators in Metropolitan Planning	_____
44.26.14	Planning for Transit Systems Management/Operations to Increase Ridership	_____
44.26.15	Support Transit Capital Investment Decisions through Effective Systems Planning	63,927
44.26.16	Incorporating Safety & Security in Transportation Planning	_____
44.27.00	Other Activities	_____
	Total Net Project Cost	<u>\$168,365</u>

Accounting Classifications

44.30.01	Personnel	\$77,045
44.30.02	Fringe Benefits	23,013
44.30.03	Travel	4,000
44.30.04	Equipment	_____
44.30.05	Supplies	3,000
44.30.06	Contractual	8,276
44.30.07	Other	_____
44.30.08	Indirect Charges	53,031
	Total Net Project Cost	<u>\$168,365</u>

Fund Allocations

44.40.01	MPO Activities	\$168,365
44.40.02	Transit Operator Activities	_____
44.40.03	State and/or Local Agency Activities	_____
	Total Net Project Cost	<u>\$168,365</u>
	Federal Share (80%)	<u>\$134,692</u>
	Local Share (20%)	<u>\$33,673</u>

Accounting			
Classification	FPC	Description	Amount
91.37.08.8P-2	02	Technical Studies - Planning	<u>\$168,365</u>

Section 5305(d)

**GMIS Planning Line Item Codes –
FFY17
(FTA Funds
Only)**

Technical Classifications:

44.21.00	Program Support and Administration	\$
44.22.00	General Development and Comprehensive Planning	
44.23.01	Long Range Transportation Planning: System Level	35,422
44.23.02	Long Range Transportation Planning: Project Level	35,421
44.24.00	Short Range Transportation Planning	3,542
44.25.00	Transportation Improvement Program	
44.26.00	Planning Emphasis Areas	
44.26.12	Coordination of Non-Emergency Human Service Transportation	9,165
44.26.13	Participation of Transit Operators in Metropolitan Planning	
44.26.14	Planning for Transit Systems Management/Operations to Increase Ridership	
44.26.15	Support Transit Capital Investment Decisions through Effective Systems Planning	51,142
44.26.16	Incorporating Safety & Security in Transportation Planning	
44.27.00	Other Activities	89,826
	Total Net Project Cost	\$134,692

Accounting Classifications

44.30.01	Personnel	\$61,636
44.30.02	Fringe Benefits	18,410
44.30.03	Travel	3,200
44.30.04	Equipment	
44.30.05	Supplies	2,400
44.30.06	Contractual	6,621
44.30.07	Other	
44.30.08	Indirect Charges	42,425
	Total Net Project Cost	\$134,692

Fund Allocations

44.40.01	MPO Activities	\$134,692
44.40.02	Transit Operator Activities	
44.40.03	State and/or Local Agency Activities	

Total Net Project Cost

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
LRTP	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

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
<p>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.</p>	
	<p><u>FDOT District 3 provides funds to the West Florida Regional Planning Council for a Work Program Liaison function;</u> Council works with rural areas of six counties to explain transportation projects and work program process. (FM No. 419399 1 14 01; Contract No. AO533)</p>
	<p><u>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.</u> 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)</p>

Based upon contacting the governmental entities in the TPO area, an additional transportation study that maybe considered Regional Significant and is not listed in the FY 2015 – FY 2016 Unified Planning Work Program is the Pensacola Bay Ferry Service Feasibility Study. The National Park Service initiated the current Pensacola Bay Ferry Service Feasibility Study in 2013, with kick off meetings with the planning team and stakeholders during the week of August 19. The Feasibility Study, which confirms the financial feasibility of an eight month ferry operation, will complement the Deep Horizon Natural Resource Damage Assessment and Early Restoration Projects that will provide \$4.0 million for ferry vessel acquisition. The Feasibility Study is scheduled for completion in May 2014, and upon feasibility concurrence could initiate subsequent planning and implementation actions for a ferry service start up in 2017.

Appendix E

UPWP Review Comments

Appendix F

Certifications Statements/Letters from Florida
and Alabama Departments of Transportation
and the Federal Highway Administration



Florida Department of Transportation

RICK SCOTT
GOVERNOR

605 Suwannee Street
Tallahassee, FL 32399-0450

JIM BOXOLD
SECRETARY

April 7, 2015

Ms. Mary Robinson, Transportation Director
Florida-Alabama Transportation Planning Organization
c/o West Florida Regional Planning Council
4081 East Olive Road, Suite A
Pensacola, Florida 32524

Subject: Florida-Alabama TPO FY 15 Certification

Dear Ms. Robinson:


The Florida-Alabama Transportation Planning Organization (TPO) is the transportation planning agency tasked with the development of the Metropolitan Planning Organization (MPO) process in the Florida-Alabama Urbanized area. Annually the Florida Department of Transportation, in conjunction with the Florida-Alabama TPO, conducts a certification review of the planning process. This review is to certify that the Florida-Alabama TPO is in compliance with state and federal planning requirements. The Department has completed the joint certification of the TPO and the following is a summary of the discussions at the December 17, 2014, meeting with TPO staff.

The Department continues to encourage the TPO staff to remain diligent in their efforts to consistently submit invoices and status reports on a monthly basis, eliminating the need to request multiple and lengthy time extensions. Monthly processing of invoices and status reports allows the Department to better monitor the progress of the TPO, to closeout contracts on a timely basis, and to promptly provide assistance or guidance if necessary.

The Florida-Alabama TPO planning process is hereby certified. The Department will request the Federal Highway Administration to approve the release of the state fiscal year 2016 PL funds, as provided in the FY 2015/2016 UPWP. Upon review and approval, please sign the Joint Certification Statement and return to the Department for final execution.

If you have any questions or need any additional information please let me know. I can be reached at (850) 981-2754 or Bryant.Paulk@dot.state.fl.us.

Sincerely,


Bryant T. Paulk, AICP
Urban Liaison

cc: Carl Mikyska
Sean Santalla

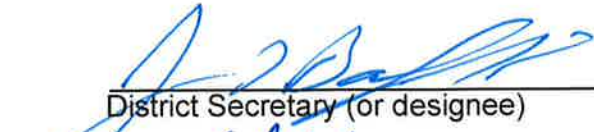
JOINT CERTIFICATION STATEMENT ON THE METROPOLITAN TRANSPORTATION PLANNING PROCESS

Pursuant to the requirements of 23 U.S.C. 134 (k)(5), 23 CFR 450.334(a), the Department and the MPO have performed a review of the certification status of the metropolitan transportation planning process for the Florida-Alabama TPO with respect to the requirements of:

1. 23 U.S.C. 134 and 49 U.S.C. 5303;
2. Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 C.F.R. Part 21
3. 49 U.S.C. 5332 prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
4. Section 1101(b) of MAP-21 and 49 C.F.R. Part 26 regarding the involvement of disadvantaged business enterprises in USDOT funded projects;
5. 23 C.F.R. Part 230 regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
6. The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and the regulations found in 49 C.F.R. Parts 27, 37, and 38;
7. The Older Americans Act, as amended (42 U.S.C.6101) prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
8. Section 324 of 23 U. S.C. regarding the prohibition of discrimination on the basis of gender; and
9. Section 504 of the Rehabilitation Act of 1973 (29 U.S. C. 794) and 49 C.F.R. Part 27 regarding discrimination against individuals with disabilities.

Included in this certification package is a summary of noteworthy achievements by the MPO, attachments associated with these achievements, and (if applicable) a list of any recommendations and/or corrective actions. The contents of this Joint Certification Package have been reviewed by the MPO and accurately reflect the results of the joint certification review meeting held on December 17, 2014.

Based on a joint review and evaluation, the Florida Department of Transportation and the Florida-Alabama TPO recommend that the Metropolitan Planning Process for the Florida-Alabama TPO to be certified.



District Secretary (or designee)

5/15/15
Date



Florida-Alabama TPO Chairman (or designee)

5/1/15
Date



Federal Highway Administration
Florida Division Office
545 John Knox Rd, Suite 200
Tallahassee, Florida 32303
(850) 553-2200
www.fhwa.dot.gov/fldiv

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

February 27, 2015

Councilman Charles Bare, Chairman
Florida-Alabama Transportation Planning Organization
4081 E. Olive Road, Suite A
Pensacola, FL 32524-1399

Dear Councilman Bare:

Federal law requires the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) to jointly certify each Transportation Management Area's (TMA) planning process at least every four years. An urbanized area with 200,000 or more population is referred to in federal legislation as a TMA. We recently conducted a review of the Pensacola, FL Transportation Management Area, more commonly referred to as the Florida-Alabama Transportation Planning Organization (TPO).


The recent review of the Florida-Alabama TPO's planning process included a site visit conducted by representatives from the FHWA and FTA on June 10-13, 2014. Significant time was spent with the TPO staff, the Florida Department of Transportation (FDOT) and the transit agency to discuss the current status of the TPO's "3-C" planning process. Throughout the site visit, opportunities were also afforded to local elected/appointed officials and the general public to provide their insights on the TPO's planning process. In addition to assessing the TPO's progress in addressing findings from prior certification reviews, the recent site visit focused on the TPO's current and/or future implementation of metropolitan transportation planning requirements.

Enclosed for your consideration is the final *TMA Certification Review Report* for the Pensacola TMA, which includes the documentation of the various components of the FHWA/FTA certification review for the Florida-Alabama TPO. The report provides an overview of the TMA certification review process, summarizes the various discussions from the recent site visit, and provides a series of review findings and issues the FHWA/FTA certification action. In general, the review determined the continued existence of a "3-C" metropolitan transportation planning process that satisfies the provisions of 23 U.S.C. 134, 49 U.S.C. 1607 and associated Federal requirements. The Federal Review Team noted two corrective actions, nine noteworthy practices and identified seven recommendations to improve the current planning process of the Florida-Alabama TPO.

Based on the overall findings, the FHWA and FTA jointly certify that the transportation planning process of the Pensacola TMA substantially meets the federal planning requirements in 23 CFR 450, Subpart C, subject to the Florida-Alabama TPO satisfactorily addressing the Corrective Actions stated in this report. The TPO is encouraged to provide the FHWA and FTA with evidence of satisfactory completion of the Corrective Actions as they occur and in accordance with the noted deadlines. This certification will remain in effect until **December 2018**.

If you have any questions regarding the certification review process and/or the *TMA Certification Review Report*, please contact Mr. Carl Mikyska at (850) 553-2221 or by email at carl.mikyska@dot.gov.

Sincerely,



for James Christian, P.E.
Division Administrator
Federal Highway Administration



Yvette G. Taylor, PhD
Regional Administrator
Federal Transit Administration

Electronic enclosure: 2014 Certification Review Report for the Cape Coral TMA


cc: Ms. Mary Robinson, Florida-Alabama TPO
Ms. Parris Orr, FTA (Region 4)
Mr. Bryant Paulk, FDOT (District 3)
Mr. Sean Santalla, FDOT (MS-28)
Ms. Yvonne Arens, FDOT (MS-28)

MPO SELF-CERTIFICATION

In accordance with **23 CFR 450.334**, the STATE DEPARTMENT OF TRANSPORTATION, and the Florida-Alabama Transportation Planning Organization for the Pensacola, Florida urbanized area(s) hereby certify that the transportation planning process is addressing the major issues in the metropolitan planning area and is being conducted in accordance with all applicable requirements of:

- (1) 23 USC 134, 49 U.S.C. Section 5303, and 23 CFR Part 450.
- (2) In nonattainment and maintenance areas, Sections 174 and 176(c) and (d) of the Clean Air Act as amended (42 U.S.C. 7504, 7506(c) and (d)) and 40 CFR Part 93.
- (3) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR Part 21.
- (4) 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex or age in employment or business opportunity.
- (5) Section 1101(b) of the Safe, Accountable, Flexible, Efficient Transportation Equity Act: Legacy for Users (Pub. L. 109-59) and 49 CFR Part 26 regarding the involvement of Disadvantaged Business Enterprises in USDOT funded planning projects.
- (6) 23 CFR Part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts.
- (7) The provisions of the Americans with Disabilities Act of 1990 ((42 U.S.C. 12101 et seq.) and 49 CFR Parts 27, 37, and 38.
- (8) Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance.
- (9) Section 324 of CFR 23, regarding prohibition of discrimination based on gender.
- (10) Section 504 of the Rehabilitation Act of 1973 and 49 CFR Part 27 regarding discrimination against individuals with disabilities.

Florida-Alabama
Transportation Planning Organization

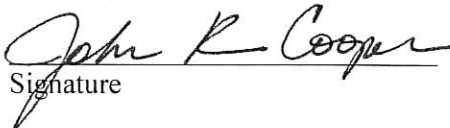

Signature

Charles Bare
Printed Name

TPO Chairman
Title

6-10-15
Date

Alabama
State Department of Transportation


Signature

John R. Cooper
Printed Name

Transportation Director
Title

6-25-15
Date

Appendix G

Indirect Cost Letter from U.S. Department of
Commerce



West Florida
**Regional
Planning
Council**

Kurvin Qualls, Chair
Kasey Cuchens, Vice-Chair

Austin L. Mount, Executive Director

January 9, 2017

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

RE: Certificate of Indirect Costs
Fiscal Year 2016-17

Dear Mr. Devine,

Please find enclosed the revised Certificate of Indirect Costs for the fiscal year beginning October 1, 2016 and ending September 30, 2017.

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,

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 January 9, 2017 to establish indirect cost billing rates for October 1, 2016 to September 30, 2017 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 2015-2016 and estimated costs for 2016-2017, 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: January 9, 2017



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

January 18, 2017

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, 2016 through September 30, 2017 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

Appendix I

Florida and Alabama Departments 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:

Annual authorizations

Cash match

TPO planning process

Technical assistance

Completion Date:

Annually

As needed and requested








As needed

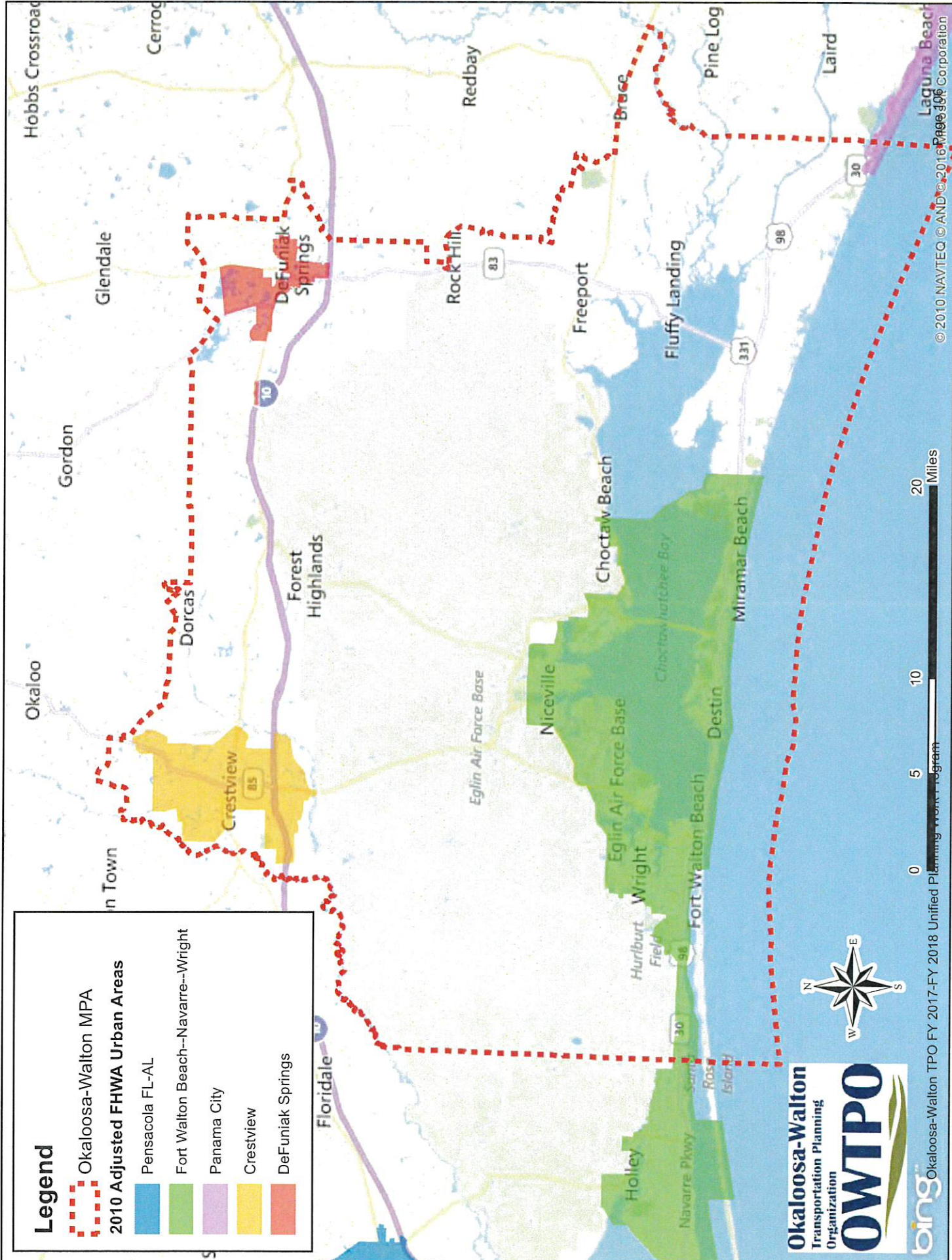
Responsible Agency: TPO

Appendix J

Joint FDOT/TPO Certification Statement

Legend

-  Okaloosa-Walton MPA
-  2010 Adjusted FHWA Urban Areas
-  Pensacola FL-AL
-  Fort Walton Beach--Navarre--Wright
-  Panama City
-  Crestview
-  DeFuniak Springs



Okaloosa-Walton
 Transportation Planning
 Organization
OWTPO