



Hillsborough MPO

Metropolitan Planning for Transportation

UPWIP



Unified Planning Work Program

Fiscal Years 2019 – 2020 (Beginning July 1, 2018, ending June 30, 2020)

Adoption Date: May 1, 2018

Effective: July 1, 2018

Modified: August 13, 2018

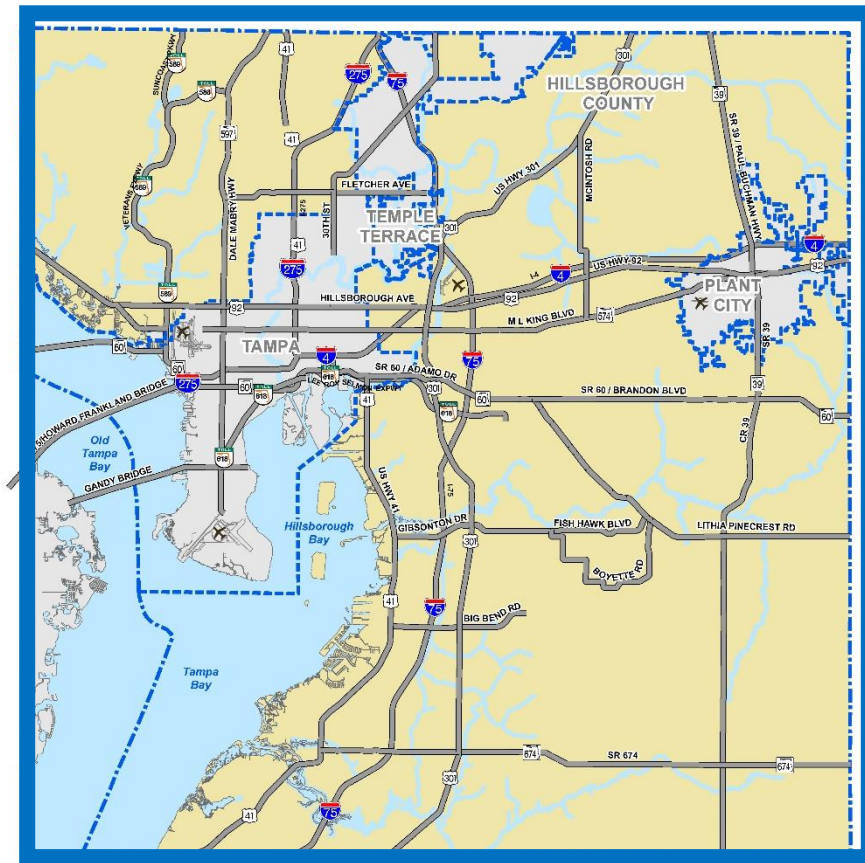
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Amended: [May 13, 2020](#)



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Unified Planning Work Program: FY 2019 – 2020

Fiscal Years 2019 & 2020
Two-Year Unified Planning Work Program

ADOPTED: May 1 2018
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COST ANALYSIS CERTIFICATION





Florida Department of Transportation

605 Suwannee Street
Tallahassee, FL 32399-0450

RICK SCOTT
GOVERNOR

MIKE DEW
SECRETARY

Cost Analysis Certification

Hillsborough County MPO

Unified Planning Work Program - FY 19 and FY20

Adopted 5/13/2020

Revision Number: Revision 6

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

Name: Roger Roscoe

District 7, MPO Liaison
Title and District

Signature 5/13/2020

www.fdot.gov

AUTHENTICATION

Authentication

The Hillsborough County Metropolitan Planning Organizational regular session, on May 15th, 2018, endorsed the Fiscal Years 2018/19 & 2019/20 Unified Planning Work Program for Hillsborough County. By this action, the board directs the execution of all associated contracts and agreements by the Chair of Metropolitan Planning Organization or his designee.



Commissioner Lesley "Les" Miller, Jr.
MPO Chair

UPWP MPO RESOLUTION

MPO RESOLUTION #2018-1 APPROVING THE FY 2019 & FY 2020 UNIFIED PLANNING WORKING PROGRAM


WHEREAS, the Hillsborough County Metropolitan Planning Organization (MPO) is the designated and constituted body responsible for the urban transportation planning process for the Tampa Bay Transportation Management Area with Hillsborough County, and is also the designated official Planning agency in coordinating transportation for the transportation disadvantaged.

WHEREAS, as required by 23 Code of Federal Regulations (CFR) Section 450.308 and Florida Statutes Section 339.175(9), the MPO has developed a Unified Planning Work Program for Fiscal Years 2018/19 & 2019/20, and included in that work program tasks pursuant to Florida Statutes Section 427.015 and Rule 41-2 Florida Administrative Code (FAC) regarding planning for the transportation disadvantaged.

WHEREAS, the MPO is adopting the procedures included herewith to comply with Title VI of the Civil Rights Act of 1964 pursuant to 23 CFR 450.334 and Assurance under 23 USC 324 and 29 USC 794; Executive Order 13166, prohibiting recipients of federal financial assistance from discriminating based on national origin by, among other things, failing to provide meaningful access to individual of Limited English Proficiency (LEP); and with 49 CFR Part 26 regarding Disadvantaged Business Enterprises;

NOW, THEREFORE, BE IT RESOLVED that the Unified Planning Work Program for Fiscal Years Fiscal Years 2018/19 & 2019/20 is approved and authorized to be submitted to state and federal agencies, and that the Executive Director is authorized to develop and execute all supporting and program objectives related grant applications, participation agreements, reimbursements request, and assurances and to authorize expenditures in support of said document.


Passed and Adopted at a regular meeting of the Hillsborough County MPO Board this 1st day of May 2018



Wanda West
MPO Secretary



Commissioner Lesley "Les" Miller, Jr.
MPO Chair



Cameron Clark
MPO Attorney

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INTRODUCTION

ACRONYMS

ADA	Americans with Disabilities Act
BPAC	Bicycle/Pedestrian Advisory Committee
BRT	Bus Rapid Transit
CAAA	Clean Air Act Amendments of 1990
CAC	Citizens Advisory Committee
CCC	West Central Florida MPO Chairs Coordinating Committee
CIP	Capital Improvements Program
CMAQ	Congestion Mitigation/Air Quality
CMP	Congestion Management Process
CTC	Community Transportation Coordinator
CUTR	Center for Urban Transportation Research (at USF)
DEP	(Florida) Department of Environmental Protection
EPA	US Environmental Protection Agency
EPC	Environmental Protection Commission of Hillsborough County
ETAT	Environmental Technical Advisory Team
ETDM	Efficient Transportation Decision Making
FAA	Federal Aviation Administration
FAST Act	Fixing America's Surface Transportation Act
FDOT	Florida Department of Transportation
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
FTP	Florida Transportation Plan
FY	Fiscal Year
GIS	Geographic Information Systems
HART	Hillsborough Area Regional Transit Authority
HCEPC	Environmental Protection Commission of Hillsborough County
HUD	US Department of Housing and Urban Development
ITS	Intelligent Transportation Systems
JPA	Joint Participation Agreement
LEP	Limited English Proficiency
LOS	Level of Service
LRTP	Long Range Transportation Plan
MAP-21	Moving Ahead for Progress in the 21st Century
MPO	Metropolitan Planning Organization
MPOAC	Florida MPO Advisory Council
NAAQS	National Ambient Air Quality Standards
PPP	Public Participation Plan
RTA	Regional Transportation Analysis (modeling process)
SAFETEA-LU	Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users
SE Data	Socio-Economic Data

SIS	Strategic Intermodal System
STP	Surface Transportation Program
STWG	School Transportation Working Group
TAC	Technical Advisory Committee
TAZ	Traffic Analysis Zone
TBARTA	Tampa Bay Area Regional Transit Authority
TBRPC	Tampa Bay Regional Planning Council
TDCB	Transportation Disadvantaged Coordinating Board
TDM	Transportation Demand Management
TDP	Transit Development Plan
TIP	Transportation Improvement Program
TMA	Transportation Management Area
TOD	Transit Oriented Development
TRIP	Transportation Regional Incentive Program
UPWP	Unified Planning Work Program
USDOT	United States Department of Transportation

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THE UNIFIED PLANNING WORK PROGRAM

The Unified Planning Work Program (UPWP) defines the transportation planning activities and products to be developed by the Metropolitan Planning Organization (MPO) and other transportation planning agencies. It is the basis for allocating federal, state, and local funds for long range transportation planning activities within Hillsborough County. The UPWP is required by federal law under Title 23 CFR 450.314 and Title 49 CFR 613.100 when federal funds are used for transportation planning. The UPWP is reviewed jointly by the Federal Highway and Transit Administrations (FHWA and FTA), as well as the Florida Department of Transportation (FDOT) (as required by state law under Chapter 339.175 governing MPOs). This UPWP covers a two-year period from July 1, 2018, to June 30, 2020.

Background - The Fixing America's Surface Transportation Act (FAST Act) was signed into law (Public Law 114-94) on December 4, 2015. Like previous authorization acts, the FAST Act requires the Governor to designate an MPO for each urbanized area with a population of more than 50,000 to carry out the transportation planning process. In addition, it specifies that the MPO shall:

- Prepare a long-range transportation plan and provide citizens, affected public agencies, representatives of transportation agency employees, private providers of transportation, and other parties an opportunity to comment;
- Develop a transportation improvement program for the area, which will be updated at least once every year and shall be approved by the MPO, FDOT, FTA, and FHWA, as part of the Statewide Transportation Improvement Program;
- In developing such plans and programs, employ a continuing, cooperative and comprehensive process;
- Develop a Congestion Management Process; and
- Comply with the Americans with Disabilities Act of 1990, Executive Order 13166 Limited English Proficiency, Title VI of the Civil Rights Act of 1964, and regulations regarding Disadvantaged Business Enterprises.

COMPREHENSIVE TRANSPORTATION PLANNING ACTIVITIES

In the past fiscal year, all federal and state requirements were met by the MPO. In addition, many other projects that were essential to the comprehensive transportation planning process were completed. Reports, studies, newsletters, and brochures produced by the MPO are available at the Planning Commission's Library, located on the 18th Floor of the County Center (601 E. Kennedy Boulevard, Tampa), on the MPO website at www.planhillsborough.org, or in other formats by request. Items produced and made available within the past two years include:

- FY 2017 – 2021 & FY 2018 – 2022 Project Priorities for TIP (2016 & 2017)
- FY 2017 – 2021 & FY 2018 – 2022 TIP documents (2016 & 2017)
- Unified Planning Work Program FY 17/18 and amendments (2016 - 2018)
- 2016 and 2017 Priorities, Tampa Bay Transportation Management Area (2016 & 2017)
- Federal Certification Review (2017)
- Gasparilla Bicycle Safety Rodeo (2017 & 2018)
- Tampa Innovation District Transit Circulator Study (2016)
- Selmon Expressway Western Extension – Gandy Boulevard Assessment (2016)
- Transportation Disadvantaged Service Plan 2016-2021
- I-275/Busch & I-275/Fowler Innovation Gateway Concept Study – Phase I & II (2016/2017)
- Walk/Bike Plan for the City of Tampa Phase V (2016)
- Public Participation Plan 2016 Update (2016)
- Tampa Hillsborough Greenways and Trails Master Plan Update (2016)
- 2016 MPO State of the System Report (2016)
- Northwest Hillsborough County Transit Study (2017)
- Community Transportation Coordinator Evaluation July 1, 2015 – June 30, 2016 (2017)
- FHWA Data Business Plan Pilot Project (2017)
- Spruce Street Pedestrian and Bicycle Improvements Technical Memorandum (2017)
- Health Impact Assessment of the George Road Complete Streets Study (2017)
- HART Maintenance and Operations Feasibility Study (2017)
- Bullard Parkway Complete Streets Study (2017)
- Brandon Corridor & Mixed-Use Centers Pilot Project Phase I (2017)
- Vision Zero Action Plan (2017)
- Dale Mabry Pedestrian Overpass Technical Feasibility Analysis (2017)
- Plant City Walk/Bike Plan (2017)
- Plant City Roadway Extension Studies (2017)
- Multimodal Level of Service White Paper (2017)
- Hillsborough-Polk Freight Logistics Zone Strategic Plan 2016-2017 (2017)
- SR 60/Kennedy Blvd Multimodal Safety Review (2017)

PRIORITIES FOR THE METROPOLITAN AREA

The Hillsborough County MPO has established planning priorities, focusing on local and regional issues that are intended to supplement and further support the emphasis areas established at the state and federal level. In response to the ongoing development throughout Hillsborough County, state and local governments and transportation agencies have or are utilizing various policy tools and system improvements to ensure future transportation system functionality and the mobility of its users. These efforts include major investments in infrastructure, growth management, transit planning, providing transportation choices by supporting all modes of travel, and planning for sub-areas and corridors. The MPO plays a vital role in this process by providing a forum for transportation decision-making and by creating the Long-Range Transportation Plan (LRTP), Transportation Improvement Program (TIP), and associated work products. The products of the MPO serve as the central source for the envisioned future transportation network and support the efforts of its partners to implement projects and policies that lead to that future. Through emphasizing the planning activities and priorities described below, the MPO will continue in this role.

Plan Hillsborough Boards Strategic Planning Retreat

In March 2018, the Hillsborough MPO board met with the board of its host organization, the Hillsborough County City-County Planning Commission, and a third board which is also staffed by the same organization, the Hillsborough River Interlocal Planning Board. Together, the staff of these three boards is referred to as Plan Hillsborough, under the web address www.PlanHillsborough.org. At their joint retreat, these three boards responsible for collaborative planning across jurisdictional lines on transportation, land use, and environmental issues brainstormed about challenges and opportunities facing our community. Their ideas identify focus areas for the agency's work in the coming 1-5 years:

How might we create more transportation choices for our citizens?

- “Make Better Use of What We Have” – Reconfigure and enhance existing transportation resources. Find cost-effective and early wins that build on and enhance our existing resources. Build alternative modes into reconstruction and preservation projects
- “Show Me the Money/Mode” – Create new capacity/modes and find the funding to pay for it. Capture the value of new or redeveloped property around new transit stations and interchanges. Build new modes. Find private sector partnerships

In what ways can we explore regionalism ... what issues do we face at regional levels and how can we better address them?

- “A Symphony of Solutions”/”Come Together” – Commit to develop a clear message that addresses local and regional concerns via greater outreach and

Unified Planning Work Program: FY 2019 – 2020

agreement among appointed boards and elected officials. Agree on common ground and create clear, concise and sculpted messages.

- “Wishing Well” – Collaboratively agree on a transportation funding package that benefits the region and has the highest probability of initial funding and matching funds. Create leverage through a united front; seek matching funds and common goods (quid pro quo); address concerns and innovate.

In what ways might we engage citizens to gain the biggest impact on initiatives?

- “Data Bytes” – Provide planning data in smaller, easy to understand, visually pleasing ways – reduces intimidation and simplifies the process
- “Go to Where the People Are” – Get a local team of champions, present at schools, churches, HOAs, etc. – meet the people in their community
- “Reaching the Masses” – Utilize traditional (mass) media – newspapers, billboards, radio, earned media and public service announcements
- “I-Scream Social” – Use social media to publicize and promote planning initiatives, answer questions from citizens, social media town halls

In what ways can we use robust technology for innovative planning?

- “Policy Vetted by Data” – Acquire big-data sets and develop tools that are used to answer pertinent questions and aid in vetting policies
- “Use Technology to Educate” – Use technology to educate stakeholders to understand policy and need – so that emotions do not control

Whom might we partner with to enhance planning projects, and why would certain partnerships make the most sense?

- “Win-win-win” - Build partnerships with local and regional corporations, universities, financial institutions, private sector, HOAs, business associations; gets citizens involved, builds buy-in and adds brain power

How might we better link land use and transportation to tackle big issues like redevelopment and Urban Service Area expansion?

- “Pairings” – Create paired land use and transportation/mobility options; promote different types of centers; incentivize infill and redevelopment
- Encourage/pursue more public/private partnerships and identify proven market-driven approaches for redevelopment
- Maximize the potential of economic development in all decisions and integrate big data, costs, assumptions into decision-making

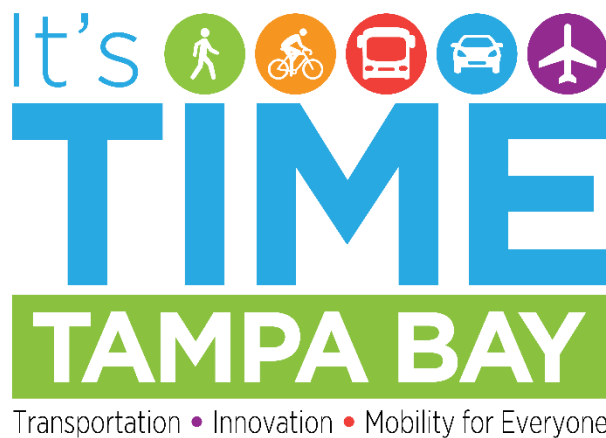
Closer Regional Collaboration & Engagement

The Tampa Bay region, consisting of Citrus, Hernando, Hillsborough, Manatee, Pasco Pinellas, and Sarasota Counties, continues to deliberate how to best coordinate regional transportation decision-making and the most appropriate forum for reaching those decisions. TBARTA is underway with the “MPO Regional Coordination Structure Research and Best Practices for the Tampa Bay Region”. The goal is to explore options and outline the preferred framework for improving regional coordination in the Tampa Bay region such that there are effective mechanisms for planning, prioritizing, and developing transportation plans and projects. The study is expected to wrap up by December 2018.

At the same time, several related planning initiatives are progressing in the Tampa Bay Transportation Management Area, made up of Hillsborough, Pasco and Pinellas Counties. The three MPOs for this area are closely collaborating in developing land use and transportation scenarios to lay the groundwork for the 2045 update of their individual Long Range Transportation Plans. A Regional Transit Feasibility Plan began in 2017 and recently recommended a “catalyst project” consisting of a regional BRT system operating in the I-275 corridor. A draft of this plan has been released for public review and vetting, and is expected to conclude in late 2018. The Florida Department of Transportation is leading a program called Tampa Bay Next to modernize Tampa Bay’s transportation infrastructure and prepare for the future. Together, to increase public understanding and cut down on competing messages, these efforts have joined together and seek to engage citizens, businesses, civic organizations and local governments under one banner called “It’s Time Tampa Bay”. This is expected to culminate in November 2019, when the 2045 LRTP updates are due to be adopted.

Building Consensus on Transit Investments

Working through the TMA Leadership Group, the MPO will facilitate dialogue with local governments, civic and business groups, and others, on the need to step up investments in transit to support current and future growth. This is expected to take place in calendar year 2018 and lead directly into discussion of the project(s) to include in the cost feasible 2045 Long Range Transportation Plan in calendar year 2019.



2045 Long Range Transportation Plan Update

a) Regional Scenario Planning

Together, population in the tri-county area is expected to grow by one million, reaching four million people, by 2045. The three

MPOs that compose the TMA have started a collaborative scenario planning process to produce a common regional chapter for the LRTP. The overarching purpose of this process

is to address the question of how the region can best accommodate this growth. Three initial scenarios have been sketched out:

1. Trend Plus, defined as continuing current land use policies with incremental expansion of the Urban Service Area in Hillsborough County.
2. Beltway and Boulevard, defined by the conversion of I-275 north of downtown Tampa into an at-grade boulevard, accompanied by construction of managed lanes on I-75 and I-4, as well as a new limited access highway in the SR 54 corridor.
3. Transit Oriented Development, focused on a rail transit line following the CSX corridor between downtown Tampa and the USF area.

These scenarios will be analyzed for potential impacts and disseminated through an interactive web-based public survey in the summer of 2018. The results, technical analysis and public feedback will be used by the three MPOs to help shape a final preferred land use and transportation scenario that will likely consist of a “hybrid” of the three initial scenarios. Once endorsed by the MPO, the hybrid scenario will then be used as the basis for drafting a cost feasible plan in calendar year 2019. The Hillsborough MPO’s target date for adopting an updated LRTP is November 2019.

b) Drivers of Change

The Hillsborough MPO already has begun engaging the public, via live audience polling, on what some of the major influences or “drivers” of change should be factored into the 2045 Update, as well as strategies for accommodating this growth and where resources should be focused. While this polling was not developed as a statistically significant survey, results indicate that there are people in Hillsborough County who are interested in alternatives to current trends. The Hillsborough MPO is currently analyzing the implications of responses to the survey, like traffic congestion and infrastructure cost, which will be assessed in a broader outreach phase to determine how widely held those preferences are.

c) Guiding Principles from the County Strategic Plan

The Board of County Commissioners has adopted principles to plan for growth and development in Hillsborough County, which the MPO will consider in updating the LRTP. These principles include:

- Quality of Life: respecting the diversity of urban, suburban, semi-rural, and rural choices, preservation of environmentally significant land, and maintaining viable agricultural lands;
- Fiscal Sustainability: prioritizing limited resources, leveraging private capital investments, capitalizing on existing infrastructure, provide alternative mobility options, and using the right tools for the right setting (i.e. Special Assessment District);

- **Economic Prosperity:** protecting competitive sites for future job creation, structure mobility fees to incentivize economic objectives, and linking infrastructure spending to private capital investment;
- **Responsible Growth:** recognizing the difference between stable and transition areas, redeveloping declining commercial and industrial areas, structure mobility fee to incentivize a productive development pattern, and using the right tools for the right setting (i.e. TDR Program);
- **Consistency of Action:** providing certainty for the community and development industry, aligning programs and investment decisions, and linking the capital improvement program, land use, and development standards.

d) Public Participation and Stakeholder Consultation: Federal Expectations

In keeping with “Federal Strategies for Implementing Requirements for LRTP Updates for the Florida MPOs” issued by the FHWA Florida Division, the MPO will invite the following stakeholders to engage with the MPO in updating the LRTP:

- State and federal environmental protection, wildlife management, and historic preservation agencies;
- FDOT, HART, City of Tampa, City of Temple Terrace, City of Plant City, unincorporated Hillsborough County, and other partner agencies throughout the region;
- Seminole Tribe of Florida, and other tribal organizations;
- Community groups and/or geographic areas which may have been underrepresented in the past, as identified in the 2017 Title VI Inclusivity Plan (e.g. low-income, minority, LEP, disabled populations, children who are at high-risk, and the elderly);
- Residents which may be directly affected by plans, and casual or disinterested participants; and,
- Emergency and security management agencies
- Travel and tourism interests
- Private transportation providers
- Economic development organizations
- Faith-based and community-based organizations
- Representatives of the business community
- School district
- Freight shippers, providers of freight services and other stakeholders concerned with freight and goods movement

e) Performance-Based Planning: Federal Expectations and FDOT Planning Emphasis Area

FHWA has finalized six interrelated performance rules to implement the transportation performance measures framework established by MAP-21 and the FAST Act. Collectively, the rules address challenges facing the transportation system, including: improving safety, maintaining the condition of the infrastructure, reducing traffic congestion, improving the efficiency of the system and freight movement, protecting the environment, and reducing delays in project delivery. Performance will be measured in terms of:

- Safety
- Travel Time Reliability
- Freight Reliability
- Condition of assets including pavement, bridges and transit

The purpose of performance-based planning is to ensure the most efficient investment of federal transportation funds by increasing accountability, transparency, and providing for better investment decisions. The Federal Highway Administration (FHWA) requires the MPO to establish targets and report progress toward achieving those targets on an annual basis, beginning on February 27, 2018. The Hillsborough MPO may either agree to plan and program projects so that they contribute toward the accomplishment of the FDOT targets or establish its own quantifiable performance targets for the metropolitan planning area. These requirements are being phased in over the next two years and data sources and sharing agreements between the MPO and FDOT are still being worked out. The MPO will work with FDOT to establish baseline conditions, set targets for each measure, and incorporate them into the LRTP. (Safety conditions and targets have already been set by a TIP amendment approved by the MPO in February 2018.) Progress toward meeting the targets will be reported through new and existing mechanisms. The MPO will work with HART when setting performance targets for transit asset management. Also, the MPO will describe how the preferred scenario resulting from the 2045 Plan Scenario Planning Process (described above) has improved the performance of the transportation system over the trend scenario. Cooperative efforts between MPOs and FDOT to emphasize target setting and adopted performance measures in planning products will be included in future UPWPs.

Focus on Communities of Concern, Public Health & Equity

Over the past two years, the MPO made a concerted effort to identify and map “Communities of Concern”. Communities of Concern are defined as areas with high proportions of two or more population groups protected by Title VI of the Civil Rights Act of 1964 and related requirements, including minorities, low-income, and persons with disabilities. These are documented in a Nondiscrimination Plan, currently in draft form. In addition, the MPO has worked closely with the Florida Department of Health – Hillsborough County in formulating a resolution to present to the MPO for “Health in All Policies”. The goal is to measure and improve the impact of transportation plans on public health, including safety, active transportation, access to healthy food, and air quality. The MPO will continue to focus on these areas to avoid disproportionately high and adverse impacts on protected populations as well as to seek an equitable distribution of benefits.

Regional Vulnerability & Resiliency

In 2013, the Hillsborough MPO was awarded an FHWA grant as one of 19 pilot projects around the nation to assess the vulnerability of the transportation network to disruption caused by climate change and extreme weather. Since then, the MPO has studied adaptation and resiliency approaches at the systems level in the Imagine 2040 LRTP, and at the project level by identifying ways to mitigate the impacts of storm surge and flooding on the Selmon Expressway Western Extension – Gandy Boulevard.

The MPO, along with Forward Pinellas, Pasco County, FDOT and the Tampa Bay Regional Planning Council, recently received a grant under FHWA's 2018 Resilience and Durability to Extreme Weather Pilot Program. This grant will expand the vulnerability analysis to the regional level, and is expected to provide valuable input to the 2045 LRTP.

School Transportation Planning

The MPO Board was expanded in 2015 to include a seat for a member of the School Board, and in 2016 the MPO Chair designated the School Transportation Working Group (STWG). STWG is composed of transportation-focused professionals representing local governments, transit agencies, public safety organizations, several functional groups within the School District, as well as nongovernmental organizations and citizens with an interest in school transportation. The STWG meets monthly and is chaired by the School Board Chair. MPO staff will continue to support the STWG.

With the STWG's oversight, the MPO commissioned a School Safety Study expected to be completed in FY 2018. The study will examine schools with the highest need for safety improvements and recommend projects that may be eligible for Safe Routes to School funding. Staff will continue to coordinate with the School District and local jurisdictions to prioritize these projects for funding as part of the Transportation Improvement Program.

Planning for Emerging Technologies: A local priority and FDOT Planning Emphasis Area

Autonomous, Connected, Electric and Shared-Use vehicles (sometimes called ACES) are emerging technologies with significant implications for the future of surface transportation. According to the Federal Highway Administration, "Transportation is in the midst of disruptive change from new technologies (automated and connected vehicles); new institutions (shared mobility firms); and changing attitudes (reduced car ownership). Across the nation, transportation planners are under pressure to develop performance-oriented policies, plans, and investment decisions that consider an increasingly complex transportation landscape. In the process, planners need to consider, but cannot yet reliably predict, the potential impact of disruptive and transformational Connected Vehicle (CV) and Automated Vehicle (AV) technologies on safety, vehicle ownership, road capacity, VMT, land-use, roadway design, future investment demands, and economic development, among

others. While some forms of CV and AV are already being deployed across the United States, significant unknowns exist regarding the rate of technology adoption, which types of technologies will prevail in the marketplace, the interaction between CV/AV vehicles and various forms of shared mobility services, and the impacts of interim and widespread levels of CV/ AV usage.”

The MPO will consider these implications as it updates the LRTP to 2045, both from a technical perspective (for example, modeling impacts to travel demand, capacity and safety) and from a policy perspective (land use and parking requirements, as examples). The MPO is fortunate that FDOT has sponsored a study to develop ACES guidance for MPOs that will be available in FY18. Adopting and supporting innovative technologies and business practices supports all seven goals of the Florida Transportation Plan and the federal planning factors found in the FAST Act. ACES may lead to great improvements in safety, transportation choices, and quality of life for Floridians, our visitors and the Florida economy. Though there is a great deal of speculation and uncertainty of the potential impacts these technologies will have, MPOs need to determine how best to address the challenges and opportunities presented to them by ACES vehicles.

Big Data

Over the past several years, the MPO has been following new sources of transportation data. Data from sensors, mobile phones and GPS are now becoming more widely available and at lower cost, enabling agencies to monitor traffic flows (volume and speed) on any street almost in real time on a minute-by-minute basis. The MPO has been working with FDOT to access travel time data, develop a methodology to process the huge volume of data efficiently, and integrate the data into the MPO’s existing multimodal database.

At the same time, the MPO has been working with regional partners to assemble publicly-available data sources and develop a data-sharing portal to enable professionals, researchers and the public to access data.

Acting on Vision Zero

A Vision Zero policy establishes a goal of reducing traffic fatalities and serious injuries to zero, typically by a target date. Here in Hillsborough County, a “Vision Zero” goal resolution has been adopted by the Tampa City Council, Hillsborough County Commission, Temple Terrace City Council, Plant City Commission, and by the School Board of Hillsborough County.

Over the past year, the MPO worked to build a coalition of residents, business people, health professionals, representatives of the media, law enforcement, schools, local governments, and others to collaborate on a Vision Zero Action Plan. The Plan identified the top severe crash corridors in Hillsborough County and focuses on four “action tracks” to reduce crashes: Paint Saves Lives (pop-up design interventions), One Message, Many Voices (outreach and

messaging), Consistent and Fair (enforcement), the Future Will Not be Like the Past (flexible design standards).

In FY19, the MPO will facilitate the creation of corridor coalitions along two of the top 20 severe crash corridors. The corridor coalitions will be comprised of agency and organization partners, along with residents, business owners, and other stakeholders on or near the corridor. To spark the creation of the corridor coalitions, the MPO will assist and engage the coalitions in planning and holding a half-day event to highlight and bring more community awareness to the safety issues within their corridor.

As an outgrowth of Vision Zero, at the request of the board, the MPO also will begin producing quarterly reports of fatalities and severe crashes, fatality and crash rates, and safety projects to address those rates.

FEDERAL PLANNING FACTORS

The MPO performs its planning activities in accordance with federal and state laws and rules. The FAST Act builds on changes made by MAP-21 which requires MPOs to consider ten specific factors in the development of transportation plans and programs. This is illustrated in the Planning Factors Table on page 31. The planning factors require the MPO to:

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
2. Increase the safety of the transportation system for motorized and non-motorized users;
3. Increase the security of the transportation system for motorized and non-motorized users;
4. Increase the accessibility and mobility of people and for freight;
5. Protect and enhance the environment, promote energy conservation, improve the 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 operations;
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; and
10. Enhance travel and tourism.

The process for developing MPO products is continuing, cooperative, and comprehensive. It involves regular update cycles, informal partnerships and formal review processes with

metropolitan area stakeholders, as well as integration of multiple modes and functionalities at all levels of planning. In addition to these core products, many of the processes, plans, and partnerships of the MPO support the planning factors.

The MPO gives the highest priority to projects that **preserve** and extend the life of existing transportation assets. This may include resurfacing, bridge repair and replacement, and transit fleet replacement projects prioritized for funding in the TIP.

Safety is among the MPO's most heavily weighted planning factors. The MPO is a leader in promoting roadway design principles that provide safe and functional facilities for motorized and non-motorized users. Livable Roadways initiatives, bicycle and pedestrian planning activities, and corridor and sub-area studies balancing the needs of all modal users at a fine scale all support this planning factor. Local governments, FDOT, transportation agencies, stakeholder groups, and the public are engaged in these activities in partnership with the MPO.

The MPO supports the **economic vitality of the metropolitan area** through its work with the State of Florida, the Tampa Bay TMA and the TBARTA CCC. The participation in the planning and implementation of the Regional LRTP, the Strategic Intermodal System (SIS) and the Transportation Regional Incentive Program enable and support state, regional and global competitiveness, productivity, and efficiency. Planning for regional improvements is addressed by making regional connections, reducing traffic congestion, and improving access to activity centers and key economic spaces.

Security, like safety, is addressed in Goal I of the LRTP. Transportation systems are vitally important in ensuring the security of the community in case of a disaster. The FHWA Vulnerability Assessment and Adaptation Strategy Pilot Project completed in 2014 and subsequently referenced in the LRTP focuses on the vulnerability of the transportation network to inland flooding, storm surge, and sea level rise. As a follow-up exercise, the MPO and Tampa-Hillsborough Expressway Authority (THEA) conducted a 2016 adaptation assessment on Gandy Boulevard which evaluated risk, refined strategies, and produced a series of low-risk, high-benefit solutions for the boulevard's elevated connector. In February 2018, the Tampa Bay Transportation Management Area Leadership Group (TMA) was awarded a grant by FHWA to conduct a **resilience** and durability pilot program at the regional level, to include identification and synthesis of data, studies and findings, verification of critical linkages, development of adaptation strategies, and knowledge exchange activities. Additional analyses and activities with jurisdictions and implementing authorities will continue as needed.

Access and mobility for people and freight are addressed in Goal IV of the LRTP, which states that a major emphasis of the plan is to "Promote accessibility and mobility by increasing and improving multi-modal transportation choices, and the connectivity across and between modes, for people and freight." The ways in which transportation improvements can support this goal are taken into consideration in performance measures

related to minimizing traffic for drivers and shippers, and major investments for economic growth by serving job centers and reducing delay. The MPO has recently expanded its efforts in planning for goods movement. For several years, the staff has served as a supporting participant in the FDOT District 7 Regional Goods Movement Study, providing FDOT with information and data needed to develop goals, objectives and specific strategies to enhance goods movement in Hillsborough County and the region, and has incorporated those strategies and recommendations into the LRTP. In collaboration with the Polk TPO, the MPO completed a Freight Logistics Zone (FLZ) Strategic Plan in 2016 to fulfill requirements of Chapter 2015-106, Section 311.103, Florida Statutes to assist funding prioritization within FLZs.

The MPO works closely with the Hillsborough County City-County Planning Commission to improve the **quality of life** in Hillsborough County and promote **consistency between transportation improvements and state and local planned growth, economic development and environmental conservation planning**. The Planning Commission develops the comprehensive plans for the four jurisdictions in this area, including future land use, economic development, housing, conservation, and other elements. These plans, and the adopted policies within them, establish the socioeconomic data, environmental and cultural constraints, and inform the goals of the MPO's LRTP. In addition, the MPO used the State's Environmental Screening Tool to evaluate projects in the LRTP. MPO plans and programs are also reviewed by the Hillsborough County Environmental Protection Commission, Children's Board, Community Action Board, School District, the TBRPC, Florida Department of Transportation, Florida Department of Health in Hillsborough County, and Florida Departments of Environmental Protection, Elder Affairs, Education, and Children & Families, whose representatives serve on the MPO's advisory committees.

The **integration and connectivity** of the transportation system across and between modes are addressed by the MPO in several ways. One of these is in "complete streets" initiatives, bicycle and pedestrian planning activities, and corridor and sub-area studies mentioned above. The goal of these is to increase the safety and comfort of all modal users. For example, connectivity is a criterion in prioritizing sidewalk and bicycle facility improvements.

Transit system connectivity has also been a focus. Major undertakings over the past two years have included a transit circulator study in the University Area, evaluation of transit in northwest Hillsborough County, and a maintenance facility feasibility study. The purpose of these studies, all of which were conducted in collaboration with HART, is to provide for future transit service connecting an identified area with the larger regional system and ensure effective maintenance strategies for the existing and future fleet.

The MPO promotes **efficient system management and operation** through a Congestion Management / Crash Mitigation Process. Documents related to this process and produced in the last two years include the MPO's 2016 State of the System Report and Vision Zero Action Plan. The MPO also produced metrics to meet federal MAP-21 requirements in early

2018. The MPO provides ongoing support for this factor by hosting an ITS Committee with local government and agency partners.

MAP-21 added a couple of new planning factors:

- Enhance travel and tourism
- Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation

In addition, MPOs are directed to consult with agencies and officials responsible for tourism and natural disaster risk reduction in developing plans and TIPs.

AIR QUALITY

The Clean Air Act Amendments of 1990 identified areas around the country that had not attained compliance with the levels set by the National Ambient Air Quality Standard (NAAQS). Tampa/St. Petersburg/Clearwater urbanized area fell into this category but has since met those standards. On April 15, 2004, the U.S. Environmental Protection Agency (EPA) reported that the State of Florida is in “Attainment” and the new designation became effective June 15, 2005.

The US Environmental Protection Agency has updated the air quality standards for ground-level ozone. This pollutant is of concern to our region as it is formed when pollutants from cars and power plants react in sunlight. Two counties in the Tampa Bay air shed (Hillsborough and Pinellas counties) were designated as marginal in 1990. The standard was relaxed in 1997 to 85 parts per billion (ppb) and then set at 75 ppb in 2008. On October 1, 2015, EPA strengthened the National Ambient Air Quality Standard for ground-level ozone to 70 ppb.

The updated ozone standard could place the Tampa Bay Area in a non-attainment status, depending on air quality monitoring results. If so, the MPO would need to conform the Long-Range Transportation Plan and Transportation Improvement Program to the federal air quality mandates.

TASK PERFORMED WITH FUNDS UNDER TITLE 49

The Hillsborough County MPO and Hillsborough Area Regional Transit (HART) coordinate closely to plan for public transit, with HART taking the lead in operational, 5 and 10-year planning, and the MPO typically leading long-range efforts, such as 20-year plans and needs assessments. Close coordination is also required for integrating transit services and facilities into the greater network of transportation infrastructure. For example, HART’s planning activities include evaluating its bus stops for accessibility to persons with disabilities, and identifying means to improve access; they also include phased implementation of bus-rapid-

transit technologies along the roads served by key bus routes. The MPO will continue to coordinate with HART on project planning and development.

These activities are coordinated with local public works and planning/zoning departments through the MPO's Technical Advisory and ITS Committees as well as through staff advisory groups convened to guide the development of targeted studies and other planning activities. Public transit planning tasks described in this UPWP also include long-range planning travel demand management, an activity closely coordinated with the rideshare operations of the Tampa Bay Area Regional Transit Authority (TBARTA). The MPOs in the Tampa Bay region signed an interlocal agreement with TBARTA to provide logistical support to the MPO Chairs' Coordinating Committee (CCC) for regional transportation activities. In 2015, the CCC merged with TBARTA to become the TBARTA-CCC.

SOFT MATCH

Section 120 of Title 23, U.S.C., permits a state to use certain toll revenue expenditures as a credit toward the non-federal matching share of all programs authorized by Title 23, (with the exception of Emergency Relief Programs) and for transit programs authorized by Chapter 53 of Title 49, U.S.C. This is, in essence, a "soft-match" provision that allows the federal share to be increased up to 100% to the extent credits are available. The "soft match" amount being utilized to match the FHWA funding in the UPWP is **18.07 %** of FHWA program funds (PL and SU) for a total of **\$354,446.66 in FY 2019 and \$299,664.93 in FY 2020**.

The level of effort in this UPWP is largely based on state and federal requirements, joint efforts with planning partners that support the transportation planning process, and the cycle of updates to the Long Range Transportation Plan. The MPO conducts these activities in a manner consistent with the MPO's mission statement:

"To develop a comprehensive long-range transportation plan which supports the mobility needs and economic development of the community as reflected in the adopted comprehensive plans. An integral part of the plan will be policies to guide development of a balanced transportation system. These policies shall encourage preservation of neighborhoods, protect the environment, enhance the community's quality of life and promote public transportation. Cooperation and coordination between the community and agencies are required for the plan to work."

INDIRECT COSTS

Regarding budgeting for work tasks, each task in the UPWP corresponds to an adopted budget and associated indirect cost rate detailed in the "Estimated Budget Detail" worksheet. The federal Office of Management and Budget defines indirect costs as "those costs that have

been incurred for common or joint purposes that benefit more than one cost objective and cannot be readily identified with a particular objective without effort disproportionate to the results achieved.” These costs are incurred by and originate in the agency carrying out the Federal Award and remain after direct costs have been determined and assigned directly to Federal awards and other activities, as appropriate. Indirect Costs are typically charged to Federal awards by the use of an indirect cost rate. The indirect cost rate is a device for determining in a reasonable manner the proportion of indirect costs each program should bear. It is the ratio (expressed as a percentage) of the indirect costs to a direct cost base. The **Hillsborough MPO’s indirect rate for FY 19 is 10%**. The expenses paid out of the 10% De Minimis Rate include:

- Agency-wide training/educational costs
- Awards program (staff & board recognition)
- Copier impression charges/maintenance/supplies
- Data processing services external
- Fleet mgmt services (county vehicle maint/repair)
- Fleet vehicle monthly parking expenses
- Insurance assessments (liability & auto)
- Maint computer equipment
- Postage/freight expenses
- Agency-wide memberships
- Books & agency-wide subscriptions
- Computer software
- Data processing/general operating supplies
- Fleet vehicle fuel/oil
- Fleet vehicle rental (shared county vehicles)
- Maint building/facilities
- Office supplies/minor office equipment
- Telecommunications (phones & internet)

This cost has been applied to all MPO related UPWP Tasks. The Certificate of Indirect cost can be found in Appendix C of the UPWP.

PUBLIC PARTICIPATION & AGENCY COORDINATION

Planning tasks included in this UPWP were solicited in March 2018 from the public and other transportation agencies that receive state and federal funding, such as FDOT, HART, the Tampa-Hillsborough Expressway Authority, Hillsborough County Aviation Authority, and Port Tampa Bay. The UPWP was presented to the Citizens Advisory, Technical Advisory, Bicycle and Pedestrian Advisory, Intelligent Transportation Systems, and Livable Roadways Committees, along with the Transportation Disadvantaged Coordinating Board and the MPO Board’s Policy Committee, in April 2018. In addition, it was presented to the MPO in April and May 2018. Consistent with the MPO’s [Public Participation Plan](#), all these meetings were publicly noticed and allowed time for public comment. Agendas were distributed to a wide mailing list and posted on the MPO’s website. Also, review copies of the draft were sent to the FDOT, FHWA, FTA, Tampa Bay Regional Planning Council (TBRPC), the MPOs for Pinellas, Hernando, Pasco, Polk and Sarasota/Manatee counties and posted on the Hillsborough

County MPO website. All comments received were addressed and revisions were made, where appropriate, in the UPWP.

Comments received by the MPO regarding the UPWP are provided in Appendix F. The final draft version of the UPWP was reviewed by the MPO's Citizen, Technical, Bicycle/Pedestrian, and Livable Roadways advisory committees. Appendix G provides the dates of formal motions passed by the CAC and TAC following their review of the UPWP.

In general, all MPO plans and programs comply with the provisions of Title VI of the Civil Rights Act of 1964, which assures that no person shall, on grounds of race, color, national origin, sex, age, disability, family, or religious status be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

The MPO's updated Title VI Program is incorporated in Appendix C. The Title VI Program will be updated annually.

In addition, the MPO complies with the Americans with Disabilities Act and Executive Order 13166 Limited English Proficiency. Persons who require special accommodations or translation services (free of charge) should contact Johnny Wong at 813-272-5940 x370, wongj@plancom.org at least 3 business days before the public meeting.

PLANNING FACTORS TABLE

#	Task Name	1	2	3	4	5	6	7	8	9	10
		Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency including enhancing travel and tourism	Increase the safety of the transportation system for motorized and non-motorized users	Increase the security of the transportation system for motorized and non-motorized users	Increase the accessibility and mobility of people and for freight	Protect and enhance the environment , promote energy conservation , improve the quality of life, and promote consistency between transportation improvements and state and local planned growth and economic development patterns	Enhance the integration and connectivity of the transportation system, across and between modes , for people and freight	Promote efficient system management and operations	Emphasize the preservation of the existing transportation system	Improve the resiliency and reliability of the transportation system and reduce or mitigate storm-water impacts of surface transportation	Enhance travel and tourism
1.0	Transportation Planning Management	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2.0	Systems and Corridor Planning										
	Congestion Management, Crash Mitigation Planning, and ITS	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Security and Emergency Preparedness Planning	✓	✓	✓		✓			✓	✓	
	Complete Streets and Non-Motorized Planning	✓	✓	✓	✓	✓	✓	✓			✓
	Intermodal/Freight Planning	✓	✓	✓	✓		✓	✓	✓	✓	✓
	Transit and Transportation Demand Mgmt. Planning	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Transportation Disadvantaged Planning	✓	✓		✓		✓	✓	✓	✓	
	Corridor, Sub-Area, and Environmental Studies	✓	✓	✓	✓	✓	✓	✓		✓	
3.0	Long Range Transportation Plan and Data Monitoring										
		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
4.0	Transportation Improvement Program										
		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
5.0	Public Participation										
		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
6.0	Local/Regional Coordination and Planning										
		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
7.0	HART Planning Program										
		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

ORGANIZATION AND MANAGEMENT

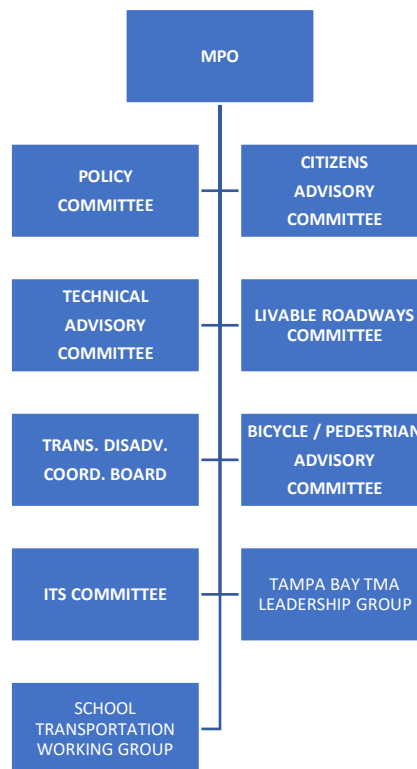
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MPO PROCESS AND PARTICIPANTS

By federal and state law, urbanized areas with a population of at least 50,000 must designate a single agency, an MPO, to conduct long range transportation planning and receive federal planning funds. Federal agencies such as the FTA, the EPA, and the FHWA, as well as the FDOT, review the plans and programs of the MPO.

The MPO is composed of elected and appointed officials from the Hillsborough County Board of County Commissioners; the cities of Tampa, Temple Terrace, and Plant City; HART; Tampa-Hillsborough Expressway Authority; Hillsborough County Aviation Authority; and Port Tampa Bay. In addition, the School Board and the Hillsborough County City-County Planning Commission (the Planning Commission) are also represented on the MPO as voting members. The MPO staff is also the transportation staff to the Planning Commission.

In addition, citizen volunteers and professional staff representing different jurisdictions and agencies serve on eight standing committees to advise the MPO on a variety of subjects. In 2011, the MPO revised its by-laws to formalize its standing advisory committees. In 2013, the MPO formed a new advisory committee in partnership with its neighbor MPOs in Pinellas and Pasco Counties now known as the Tampa Bay TMA Leadership Group. This committee provides guidance to all the MPO boards. Finally, in 2016 the MPO formed the School Transportation Working Group (STWG). The following diagram shows the relationship of the MPO to its advisory subcommittees.



INTER-AGENCY COORDINATION AND AGREEMENTS

The MPO has planning contracts, interlocal agreements and/or coordinates planning activities with various organizations in Hillsborough County. Those agencies involved with transportation planning are:

- City of Plant City
- City of Tampa
- City of Temple Terrace
- Hillsborough County Aviation Authority
- Tampa Bay Regional Planning Council (TBRPC)
- Hillsborough Area Regional Transit Authority (HART)
- Hillsborough County City-County Planning Commission
- Florida Department of Transportation (FDOT), District 7
- Center for Urban Transportation Research (CUTR) at USF
- Environmental Protection Commission of Hillsborough County
- Tampa Bay Area Regional Transit Authority (TBARTA)
- West Central Florida MPO Chairs Coordinating Committee (CCC)
- School District of Hillsborough County (SDHC)
- Hillsborough County
- Port Tampa Bay
- Tampa-Hillsborough Expressway Authority

The Hillsborough County MPO maintains agreements with each of its member governments and agencies through an Interlocal Agreement. These include the cities of Tampa, Temple Terrace, Plant City, as well as Hillsborough County, Port Tampa Bay, Hillsborough County Aviation Authority, Tampa-Hillsborough Expressway Authority and HART. In addition, the MPO has a staff services agreement with the Hillsborough County City-County Planning Commission. The MPO will continue to maintain this and the following agreements with the agencies involved with transportation planning in Hillsborough County:

EXISTING MPO AGREEMENTS TABLE

#	MPO AGREEMENTS	EXECUTION DATE	EXPIRATION
1	MPO Staff Services Agreement: Provides the Planning Commission with staff and other necessities to support transportation planning.	October 12, 2014	(See Note a)
2	Intergovernmental Coordination & Review and Public Transportation Coordination Joint Participation Agreement (JPA): This agreement provides for cooperation between the MPO, FDOT, TBARTA, HART, Port Tampa Bay, Aviation Authority, and the Expressway Authority to develop MPO planning documents and related studies. The agreement also provides for a process for the Tampa Bay Regional Planning Council (TBRPC) to conduct intergovernmental coordination and review of MPO transportation plans and local comprehensive plans pursuant to Chapter 163. F.S. and review by the Department of Economic Opportunity. Finally, a dispute resolution process through the TBRPC is provided through this agreement.	February 2, 2015	(See Note b)
3	Metropolitan Planning Organization Agreement: Allows for transfer of FTA funds.	July 1, 2016	June 30, 2018
4	Interlocal Agreement for the creation of the MPO: Enables the MPO to carry out the metropolitan transportation planning process in cooperation with the Florida Department of Transportation, assist in the development of transportation systems, develop plans and programs, and ensure a continuing, cooperative, and comprehensive process.	September 4, 2014	(See Note c)
5	Federal Transit Administration Section 5305(d) JPA: Provides FTA Section 5305(d) Program funding to support MPO planning programs.	December 8, 2014	June 30, 2017
6	Second Amended and Restated Interlocal Agreement for Regional Transportation and Coordination in West Central Florida: Created the West Central Florida Metropolitan Planning Organization Chairs Coordinating Committee.	July 12, 2011	(See Note b)

NOTES:

- A) REMAINS IN EFFECT UNTIL TERMINATED BY PARTIES TO AGREEMENT.
- B) FIVE-YEAR TERM WITH REVIEW BY PARTIES TO AGREEMENT; AUTOMATIC RENEWAL EVERY FIVE YEARS.
- C) REMAINS IN EFFECT UNTIL TERMINATED BY PARTIES TO AGREEMENT; REVIEWED AND UPDATED AS NEEDED EVERY TEN YEARS. THE AGREEMENT WAS AMENDED AUGUST 19, 2015 TO ADD THE SCHOOL BOARD AS A VOTING MEMBER OF THE MPO.

OPERATIONAL PROCEDURES AND BY-LAWS

The MPO's role and responsibilities are established by Title 23, United States Code and by Chapter 339, Florida Statutes. The MPO follows these requirements and its adopted by-laws, which can be accessed at:

<http://www.planhillsborough.org/wp-content/uploads/2012/08/MPO-by-laws.pdf>.

STATEMENTS AND ASSURANCES

The MPO complies with all applicable grant requirements and conditions. Certifications and assurances are provided in Appendix A and B.

MPO WORK ELEMENTS AND PLANNING TASK

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TASK 1: TRANSPORTATION PLANNING MANAGEMENT

PURPOSE:

Maintain a transportation planning work program that responds to the needs of the community and meets state and federal requirements for multi-modal transportation planning in Hillsborough County.

PREVIOUS WORK:

Completed

- ✓ Quadrennial Federal and Annual Joint Certification with FDOT (2017)
- ✓ UPWP Updates and Amendments (2017 & 2018)
- ✓ Bi-annual FY 2017/2018 & 2018/2019 UPWP documents (May 2017)
- ✓ Reviewed, monitored, and commented on proposed state legislation regarding changes to the transportation planning process (FY 17/18 & 18/19)

Ongoing

- ✓ Grant administration activities (applications, contracts, grant agreements, budget submittals, quarterly reports, and invoices)
 - ✓ UPWP Updates and Amendments
 - ✓ Annual USF Fellowship Program
 - ✓ Annual Single Audit (with Hillsborough County)
 - ✓ Legal services for MPO
 - ✓ Provide support, technical assistance and materials to the board through local, state, and federal legislative updates, participation in the Florida MPO Advisory Council and subcommittees, and correspondence with elected officials.
 - ✓ Attend professional trainings, seminars, meetings, workshops and conferences
-

REQUIRED ACTIVITIES:

- UPWP Development and Management:
 - Identify local transportation planning priorities and address federal and state planning emphasis areas.
 - Coordinate with other transportation planning agencies and provide opportunities for input.
 - Assess progress towards meeting UPWP objectives and budget targets on a quarterly basis
 - Prepare new UPWP bi-annually and update with modifications & amendments as needed.

- Grant Management:
 - Certify compliance with state and federal regulations regarding expenditure of funds for transportation planning.
 - Keep grant records and effectively administer contracts and agreements.
 - Maintain and improve, as needed, timekeeping and grant management systems to track staff hours charged to grants, revenues, expenditures and grant balances.
 - Annually, assist FDOT with financial Risk Assessment and submission of Single Audit.
 - Include MPO grants as decision units in budget of Hillsborough County.
 - Develop and issue task authorizations under contracts maintained with General Planning Consultants.
 - Monitor progress towards goals, including Disadvantaged Business Enterprise goals.
 - Deobligate funds, as needed

- As needed, review and update Interlocal Agreements for the creation of the MPO, and coordinated transportation planning in Hillsborough County and the region.

- Comply with federal and state planning requirements including:
 - MPO Program Management Handbook (FDOT)
 - Title VI of the Civil Rights Act of 1964
 - Open meetings and public records laws
 - Environmental Justice
 - Disadvantaged Business Enterprise Policy Statement
 - Limited English Proficiency
 - Metropolitan Transportation Planning Final Rule (23 CFR Part 450, 49 CFR Part 613)
 - Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards (2 CFR Part 200)

- Necessary training and/or travel:
 - Participate and travel to transportation workshops, conferences, meetings and coordination activities to provide staff, board, and committee members training and education and maintain technical expertise.
 - Examples include, but are not limited to, the Transportation Research Board, Institute of Transportation Engineers, American Planning Association, National Highway and Transit Institutes, Women’s Transportation Seminar, Rail-volution Sponsorship and other transit, bicycle/pedestrian conference, and transportation disadvantaged activities.

- Procure, maintain and dispose of equipment, hardware and software, adhering to thresholds for federal prior approval:

- Upgraded and replacement computers, other related software/equipment and furniture.
 - Properly document and dispose of obsolete equipment.
 - Maintain computer equipment and back-up electronic files based on a regular schedule to minimize loss of data and store at a remote location.
- Monitor and report on local, regional, state and federal legislation and regulations including:
 - Re-authorization of transportation funding programs of the U.S. Congress and Florida Legislature.
 - Federal and state rule-making.
 - Reports to the MPO Board and Committees on proposed changes to legislation and rules when necessary.
 - Participate in the Association of MPOs, the National Association of Regional Councils, Florida MPOAC and other organizations.
 - Proposed legislation including travel to legislative hearings.
 - Maintaining a library of state, local, and federal policies, standards and guidelines governing MPO activities. Purchase materials when necessary.
 - Observe restrictions on use of federal and state funds for lobbying.
-
- Maintenance of a Disaster Preparedness Plan to ensure continuity of operations.
 - Expenses associated with ADA/508 compliance activities
- Travel to, and participate in, necessary workshops/meetings.
 - All projects are consistent with federal and state regulations and detailed in invoices submitted to FDOT for reimbursement.
 - Legal counsel and consultants may assist with these tasks.
 - FHWA, FTA, and other funds may be used to support these tasks (lobbying is an ineligible expense for federal funds).

END PRODUCTS:

- Funding deobligation requests (Spring 2020, monitored and updated as needed)
- Maintenance of current UPWP (Spring 2019) document, including amendments and modifications (monitored and updated as needed)
- FY 2021 & 2022 UPWP (Spring 2020)
- Grant applications and budget submittals (Ongoing)
- Timekeeping and grants management systems (On-going)
- Grant progress reports, invoices, and timekeeping records (Quarterly)

- Independent single audit of grants through County (monitored and updated as needed)
 - State/Fed. Certification of MPO process (Annually, Winter – Spring)
 - Reports to the MPO Board and Committees, TBARTA, MPO Advisory Council and local agencies, especially during legislative session (Annually, Winter – Spring)
 - Correspondence to legislative delegation and federal and state (monitored and updated as needed)
 - Updated Interlocal Agreements, Requirements & Procedures (Ongoing)
 - Legal services for MPO (Ongoing)
 - Procurement and disposal of capital equipment, hardware, software and electronic file back-ups (monitored and updated as needed)
-

RESPONSIBLE AGENCIES:

MPO

- Dates indicated are for a calendar year: January – December.

Task 1 Transportation Planning Management								
Estimated Budget Detail for FY 2018/19								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services								
		\$ 161,684.98	\$ -	\$ 86,480.79	\$ 10,810.10	\$ 10,810.10	\$ -	\$ 269,785.97
	Subtotal:	\$ 161,684.98	\$ -	\$ 86,480.79	\$ 10,810.10	\$ 10,810.10	\$ -	\$ 269,785.97
B. Consultant Services								
	Subtotal:							
C. Travel								
		\$ 15,000.00						\$ 15,000.00
	Subtotal:	\$ 15,000.00						\$ 15,000.00
D. Other Direct Expenses								
	Legal Services	\$ 12,800.00						\$ 12,800.00
	computers, technical equipment, ADA compliance and furniture	\$ 14,322.30						\$ 14,322.30
	Subtotal:	\$ 27,122.30						\$ 27,122.30
E. Indirect Rate (Indirect Rate =.10)								
		\$ 20,380.72	\$ -	\$ 8,648.07	\$ 1,081.01	\$ 1,081.01	\$ -	\$ 31,190.81
	Subtotal:	\$ 20,380.72	\$ -	\$ 8,648.07	\$ 1,081.01	\$ 1,081.01	\$ -	\$ 31,190.81
	Total:	\$ 224,188.00	\$ -	\$ 95,128.86	\$ 11,891.11	\$ 11,891.11	\$ -	\$ 343,099.08

Task 1 Transportation Planning Management								
Estimated Budget Detail for FY 2019/20								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services								
		\$ 152,629.10		\$ 85,728.00	\$10,716.00	\$ 10,716.00		\$259,789.10
	Subtotal:	\$ 152,629.10		\$ 85,728.00	\$10,716.00	\$ 10,716.00		\$259,789.10
B. Consultant Services								
	Subtotal:							
C. Travel								
		\$ 13,500.00						\$ 13,500.00
	Subtotal:	\$ 13,500.00						\$ 13,500.00
D. Other Direct Expenses								
	Legal Services	\$ 7,000.00						\$ 7,000.00
	computers, technical equipment, ADA Compliance supplies, and furniture	\$ 15,000.00						\$ 15,000.00
	Subtotal:	\$ 22,000.00						\$ 22,000.00
E. Indirect Rate (Indirect Rate =.10)								
		\$ 18,812.90	\$ -	\$ 8,572.80	\$ 1,071.60	\$ 1,071.60	\$ -	\$ 29,528.90
	Subtotal:	\$ 18,812.90	\$ -	\$ 8,572.80	\$ 1,071.60	\$ 1,071.60	\$ -	\$ 29,528.90
	Total:	\$ 206,942.00	\$ -	\$ 94,300.80	\$11,787.60	\$ 11,787.60	\$ -	\$324,818.00

TASK 2: SYSTEM AND CORRIDOR PLANNING

PURPOSE:

Conduct transportation planning, coordination, and implementation assistance in the following areas:

- Congestion Management, Crash Mitigation Planning, and ITS
- Security and Emergency Preparedness Planning
- Complete Streets & Non-Motorized Planning
- Intermodal/Freight Planning
- Transit and TDM Planning
- Transportation Disadvantaged Planning
- Corridor, Sub-Area & Environmental Studies

Detailed descriptions, previous work, required activities, and end products will be divided by individual planning areas. The combined budget summary and task detail pages for all systems planning areas follows the Task 2 descriptions.

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Congestion Management, Crash Mitigation Planning, and ITS

PURPOSE:

Planning and funding for an integrated and inter-operable Intelligent Transportation System (ITS) within Hillsborough County. Maintain the Congestion Management/Crash Mitigation Process (CMCMP), coordinated with the rest of the region and the state. Includes analyzing crash events and patterns, effect on transportation system effectiveness, travel patterns, and system performance. Develop, prioritize, and recommend strategies to improve mobility within corridors and sub-areas.

PREVIOUS WORK:

Completed

- ✓ Brandon Corridor & Mixed-Use Center Pilot Project (Fall 2017)
- ✓ Vision Zero Action Plan (Summer 2017)

Ongoing

- ✓ Identify candidate projects for the 2045 Plan
 - ✓ Update/maintain Multimodal Database
 - ✓ Participation in Community Traffic Safety Team for Hillsborough County
 - ✓ Develop FHWA-sponsored Data Business Plan and Data-Sharing Portal
-

REQUIRED ACTIVITIES:

- Update the CMCMP Process and System Performance Report, integrating the goals and performance metrics of the LRTP, and consistent with evolving federal and state guidance for evaluating performance and setting targets.
- Maintain the ITS Committee as a forum to discuss operations and maintenance issues and review performance measures.
- Conduct feasibility studies of crash reduction, lane operation, and other strategies identified in CMCMP Performance Report and ITS Master Plan. Evaluate operation of one-way pairs.
- Coordinate the operations, architecture, and communications to ensure that jurisdictions' ITS operate as an integrated system. Update the Hillsborough County portion of the Tampa Bay Regional ITS Architecture as needed, and ensure consistency with the National ITS Architecture, as facilitated by the ITS Committee.
- Maintain and update, as needed, the Hillsborough County ITS Master Plan. Include ITS priorities in the TIP by identifying, prioritizing, and costing out candidate projects.
- Evaluate the effectiveness of implemented CMCMP strategies using before and after studies and Crash Modification Factors.

- Analyze arterial travel times using real time data available from FDOT and/or data sources.
- Include CMCMP priorities in the TIP by identifying, prioritizing, and costing out candidate projects.
- Assist local governments in implementing recommendations of completed CMCMP studies and plans.
- Work with local governments to develop tools and policy modifications such as reduction of sidewalk waivers, particularly in urban and suburban areas, access management, and context sensitive roadway design.
- Seek public input in updating the CMCMP.
- Produce and distribute reports outlining CMCMP recommendations, safety educational materials.
- Participation in Hillsborough Community Traffic Safety Team.
- Provide learning opportunities for high school, undergraduate, and graduate students through planning internships.
- Vision Zero Action Plan coalition-building, strategies focused on high crash corridors and other implementation activities.
- Seek grants to support Vision Zero as a free-standing initiative.
- Travel to, and participate in, necessary workshops/meetings.
 - All projects are consistent with federal and state regulations and detailed in invoices submitted to FDOT for reimbursement.
- Consultants may assist with these tasks.
- FHWA, FTA, and other funds may be used to support these tasks (lobbying is an ineligible expense for federal funds).

END PRODUCTS:

- Updated CMCMP System Performance Report as part of 2045 Plan (Spring 2020)
- Data Business Plan Implementation and sharing of data (Summer 2018)
 - Vision Zero Action Plan safety retrofit feasibility studies for high crash corridors: 1) 15th Street (Fowler Ave. to Fletcher Ave.), 2) 78th Street (Causeway Blvd. to Palm River Rd.), 3) Bruce B Downs Boulevard (Fowler Ave. to Bearss Ave.), 4) CR 579/Mango Road (MLK Blvd to US 92), 5) Fletcher Avenue (Armenia Ave. to Nebraska Ave.), 6) Lynn Turner Road (Gunn Hwy to Ehrlich Rd.), 7) Sheldon Road (Hillsborough Ave. to Waters Ave.), and 8) Gibsonton Drive (I-75 to Balm Riverview Rd.)
- CMCMP Feasibility Studies of corridors or sub-areas (monitored and updated as needed)
- Updates to Hillsborough County portion of Tampa Bay Regional ITS Architecture (monitored and updated as needed)
- Prioritized projects for consideration in LRTP and TIP (Annually, Summer)

Unified Planning Work Program: FY 2019 – 2020

- Assist agencies in implementing management systems and CMCMP recommendations (Ongoing)
 - Public outreach for CMCMP and Vision Zero, including safety education and brochures, pamphlets and other printed collateral products (monitored and updated as needed)
-

RESPONSIBLE AGENCIES:

MPO – Lead Agency, FDOT, HART, Hillsborough County, City of Tampa, and other agencies on the CMS Steering Committee.

- Dates indicated are for a calendar year: January – December.

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Security and Emergency Preparedness Planning

PURPOSE:

Coordinate transportation planning with homeland security, disaster preparedness, and post-disaster redevelopment planning. Enhance the resiliency of the transportation system to withstand threats from man-made and natural disasters. Consider and plan for the long-term effects of extreme weather on the transportation system.

PREVIOUS WORK:

Completed

- ✓ Selmon Expressway Western Extension – Gandy Boulevard Assessment (June 2016)
- ✓ Sea Level Scenario (SLS) Sketch Planning Tool Workshop (October 2017)
- ✓ All Hazards Recovery Plan Training for Hillsborough, Sarasota, and Manatee Counties (March 2018)

Ongoing

- ✓ Resiliency Performance Measures
 - ✓ Participation in local, regional, state and federal trainings and meetings
-

REQUIRED ACTIVITIES:

- Coordinate with TBRPC, Hillsborough County Emergency Operations, EPC, Hillsborough County Local Mitigation Strategy group and other agencies in planning to safeguard life and property in the event of man-made or natural disasters.
- Monitor adopted emergency evacuation plans and routes to ensure that they are considered in establishing transportation needs and priorities.
- Continue to research, develop and evaluate disaster and post-disaster recovery scenarios to be considered in the LRTP, including, but not limited to, sea level rise and storm surge projections, to identify vulnerabilities within the transportation system.
- Continue to develop mitigation strategies and project priorities to offset vulnerabilities and enhance the resiliency of the transportation system.
- To enhance transportation security, the MPO will continue to explore opportunities to coordinate planning with law enforcement agencies, the Department of Homeland Security, FHWA, FTA, emergency management services, transit operators, the Port Tampa Bay and the U.S. Coast Guard.
- Serve as the lead MPO for the FHWA sponsored Tampa Bay TMA Vulnerability and Durability Pilot Program study. In addition to report development, activities may include, but are not limited to, technical analysis, stakeholder coordination, public input solicitation, and participation in local, state, and regional, and national information exchanges.

- Participate and support the efforts of the Tampa Bay Clean Air Coalition.
 - Produce and distribute educational materials.
 - Provide learning opportunities for students through high school, undergraduate, and graduate internships.
 - Travel to, and participate in, necessary workshops/meetings.
 - All projects are consistent with federal and state regulations and detailed in invoices submitted to FDOT for reimbursement.
 - Consultants may assist with these tasks.
 - FHWA, FTA, and other funds may be used in support of these tasks (lobbying is an ineligible expense for federal funds).
-

END PRODUCTS:

- LRTP needs and project priorities reflecting resiliency, security and emergency preparedness considerations
 - Hillsborough Vulnerability Assessment & Adaptation Options Pilot Project Final Report follow-up analyses (monitored and updated as needed or requested)
 - FHWA – Tampa Bay TMA Resiliency and Durability to Extreme Weather Pilot Program Project (Winter 2019/2020)
 - Presentations to local, regional, state, and federal agencies and organizations (monitored and updated as needed or requested)
-

RESPONSIBLE AGENCIES:

MPO – Lead Agency, FDOT, HART, Hillsborough County, City of Tampa, and other agencies involved in emergency preparedness and disaster and hazard mitigation activities.

- Dates indicated are for a calendar year: January – December.

Complete Streets and Non-Motorized Planning

PURPOSE:

Develop, support and promote plans and projects that increase and improve cycling and walking facilities, improve safety and security, and create access for all users. Increase travel choices, cycling and walking as integral parts of the transportation network and are viable travel choices for people of all ages and abilities.

PREVIOUS WORK:

Completed

- ✓ Tampa Walk Bike Plan, Phase V (2016)
- ✓ George Road Walk/Bike Connector and Complete Street Study (2016)
- ✓ Tampa Hillsborough Greenways and Trails Master Plan Update (2016)
- ✓ Hillsborough County Trails, Paths and Bicycle Guide (2016)
- ✓ Bullard Parkway Complete Streets Study (2017)
- ✓ Morgan Street Complete Street Study (2017)
- ✓ Greenway Crossing at Dale Mabry Feasibility Study (2017)
- ✓ Multi Modal Level of Service White Paper (2017)
- ✓ Morgan Street Complete Street Study (2017)
- ✓ Plant City Walk Bike Plan (2017)
- ✓ SR/60 Kennedy Blvd Complete Streets Study (2017)
- ✓ West Hillsborough Complete Streets Study (2017)

Ongoing

- ✓ West Tampa Multi-Modal Plan
 - ✓ Review road construction projects for bike, pedestrian, and livable roadways considerations.
 - ✓ Healthy Community Design Partnerships
 - ✓ Data Collection on Nonmotorized Modes
-

REQUIRED ACTIVITIES:

- Prioritize and recommend bicycle and pedestrian infrastructure projects needed to complete the network grid, as well as safety/public awareness programs for inclusion in the LRTP, TIP and other documents.
- Provide Bicycle/Pedestrian Advisory Committee guidance on the update of the Walk/Bike Safety Plans.
- Analyze bicycle and pedestrian counts and crash data and develop countermeasures at select locations to create safer, more convenient and attractive bicycling and walking environments.

- Promote physical activity, public safety, health policies, mental health, air & water quality, and social equity policies that increase awareness of public health benefits of walking and cycling for all users; coordinate with the Area Agency on Aging, Children’s Board, Health Department, and other community partners.
- Coordinate regionally pedestrian and cycle facilities and initiatives, supporting the regional multi-use trails committee.
- Support and assist with the Safe Routes to School and coordinate with local governments to identify candidate projects as appropriate.
- Follow-up reviews based on School Safety Study.
- Monitor transportation improvement projects, comprehensive and community plans, and land development proposals to ensure the needs of non-motorized travelers have been considered. Offer a well-planned, safe and efficient system for pedestrians and bicyclists that will connect neighborhoods, parks, schools, trails, community centers, transit stops and businesses.
- Coordinate with FDOT to determine Context Classifications for State roads in Hillsborough County using FDOT’s Complete Streets Screening Tool as appropriate.
- Assist local jurisdictions in implementing adopted bicycle, pedestrian and livable roadways plans and guidelines that provide bikeway and walkway systems that are integrated with other transportation infrastructure.
- Analyze the MPO’s Livable Roadways Design Guidelines for use in Complete Streets implementation.
- Conduct research on best practices and health outcomes related to the implementation of complete streets.
- Research best practices and federal and state guidance on innovative walk and bike infrastructure. Assist in deployment of appropriate strategies locally, such as bicycle-activated signals, wayfinding, protected bike lanes, and colored bicycle lanes to define rights-of-way for bicyclists.
- Assist local jurisdictions to incorporate pedestrian and cycling-supportive urban design principles in local codes and standards, and develop sample language for local agency consideration.
- Identify opportunities, through the State’s Suntrails network and other programs, for multi-use trails along waterways and across major barriers. Develop a concept plan for a continuous trail corridor from the Pinellas County line to the Manatee County line.
- Conduct feasibility studies for trail segments that fill gaps in the network (e.g. I-275 corridor between Dale Mabry and Downtown Tampa; US 41 corridor between SR 60 and Gibsonton Rd; trail overpass at Courtney Campbell Causeway and Rocky Point Drive; USF to Temple Terrace; Temple Terrace Golf Cart Access and Mobility Study; and Plant City Canal Connector Trail)
- Support the promotion of bicycle tourism and tours.

- Organize and participate in programs, action plans or policies that improve bicycle and pedestrian safety, and educate motorists, bicyclists and pedestrians, such as promotional events, bicycle safety rodeos and other public education campaign strategies. Special efforts will be made to include children, minority communities, persons with disabilities and speakers of other languages. Develop and distribute safety education material to the public and through events coordinated through the Safe Kids Coalition, Community Traffic Safety Teams and other partners, and support the Lights on Bikes Campaign.
- Recommend policies for relocating utilities, removing billboards, preserving canopy roads, enhancing landscaping and street trees, as well as instituting traffic calming techniques.
- Provide learning opportunities for high school, undergraduate, and graduate students through experience with planning projects.
- Travel to, and participate in, necessary workshops/meetings.
 - All projects are consistent with federal and state regulations and detailed in invoices submitted to FDOT for reimbursement.
- Consultants may assist with these tasks.
- FHWA, FTA, and other funds may be used in support of these tasks (lobbying is an ineligible expense for federal funds).

END PRODUCTS:

- Complete Streets Policy Implementation Tasks (monitored and updated as needed)
- Selmon - South Coast Greenway Connector Study (Summer/Fall 2018)

Ongoing:

- Needs and priorities for bicycle and pedestrian improvements and transportation enhancements for inclusion in the 2045 Plan and TIP (Annually, Spring)
- Recommendations for non-motorized features in facility construction
- Educational and informational programs on bicycle and pedestrian safety

RESPONSIBLE AGENCIES:

MPO – Lead Agency, FDOT, Hillsborough County & Public Works, HART, BPAC Member Agencies, and Livable Roadways Committee Member Agencies

- Dates indicated are for a calendar year: January – December.

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Intermodal/Freight Planning

PURPOSE:

Conduct and participate in planning for goods movement and intermodal transportation facilities including ports and airports. Identify needs and projects critical to the metropolitan area's economic vitality.

PREVIOUS WORK:

Completed

- ✓ Freight Logistics Zone Strategic Plan and follow-up activities (June 2017)

Ongoing

- ✓ Freight needs assessment updates
 - ✓ Review road construction projects for freight and goods movement considerations.
 - ✓ Coordinate Hillsborough County freight planning components as part of FDOT district seven regional goods movement strategic plan.
 - ✓ Coordinate with the FDOT district seven transportation providers advisory group.
 - ✓ Coordinate with state and regional port and aviation planning efforts.
-

REQUIRED ACTIVITIES:

- Participate in the update of existing policies, regulations, and laws governing commodity flows in Hillsborough County.
- Review the freight movement recommendations from previous plans and evaluate their applicability to Hillsborough County. Collaborate with FDOT District Seven Regional Goods Movement Study to identify Hillsborough County freight hot-spot locations and longer-term capacity projects.
- Conduct studies in support of goods movement to and through intermodal facilities such as Port Tampa Bay facilities (e.g. 50th Street/US 41).
- Monitor and update key freight industry stakeholders and opportunities to develop partnerships among business, trade, transportation, and economic development officials. Hold meetings of the Tampa Bay Goods Movement Advisory Committee.
- Participate in statewide Freight Prioritization Program through the Metropolitan Planning Organizations Advisory Council (MPOAC).
- Participate in aviation and port planning activities including updates of aviation and port master plans, statewide plans and the continuing Florida Aviation Systems Planning Process.
- Identify best practices in freight movement planning, including programs to generate revenue specifically for freight-related transportation improvement (e.g. port and other freight logistics zones)

- Conduct studies related to the impact of truck traffic and goods movements on communities, and recommend strategies to safely accommodate the needs of all transportation system users.
 - Conduct and support research on the impact of connected and autonomous vehicle technology on freight and good movement.
 - Identify needed improvements, priorities and potential funding sources related to freight and goods movement for consideration in the LRTP and the TIP.
 - Provide learning opportunities for high school, undergraduate, and graduate students through experience with planning projects.
 - Travel to and participate in necessary workshops/meetings.
 - All projects are consistent with federal and state regulations and detailed in invoices submitted to FDOT for reimbursement.
 - Consultants may assist with these tasks.
 - FHWA, FTA, and other funds may be used in support of these tasks (lobbying is an ineligible expense for federal funds).
-

END PRODUCTS:

- Freight needs and cost affordable projects for LRTP and TIP (annually)
 - Technical, corridor and feasibility studies related to freight and goods movement (monitored and updated as needed)
 - Assist with Freight Logistics Zone implementation (monitored and updated as needed)
-

RESPONSIBLE AGENCIES:

MPO – Lead Agency, FDOT is Lead Agency for Regional Goods Movement Study, Port Tampa Bay, Hillsborough County Aviation Authority, Hillsborough County and Public Works

- Dates indicated are for a calendar year: January – December.

Transit and Transportation Demand Management Planning

PURPOSE:

Evaluate transit and travel demand management needs in Hillsborough County and develop plans and programs for transit services, facilities, and transportation demand management (TDM) programs.

PREVIOUS WORK:

Completed

- ✓ Tampa Innovation District Transit Circulator Study (2016)
- ✓ Brandon Corridor & Mixed-Use Centers Pilot Project (Winter 2017)
- ✓ Northwest Hillsborough Transit Study (Summer 2017)
- ✓ HART Operations & Maintenance Feasibility Study (Summer 2017)

Ongoing

- ✓ Review road construction projects for transit considerations
 - ✓ Participate in TBARTA Transportation Management Committee and FDOT Regional Transportation Interexchange (R-TIE)
 - ✓ Review Transit Development Plan (Annually)
 - ✓ HART Infrastructure and Technology Planning Studies (as needed)
-

REQUIRED ACTIVITIES:

- In coordination with HART, TBARTA and other organizations, develop and evaluate options for premium transit services and transit-oriented development for consideration in the LRTP. Re-evaluate premium transit corridors identified in previous plans for opportunities to provide premium service with lower-cost technologies, such as streetcar, BRT in managed lanes or commuter rail in existing freight rail right-of-way.
- Analyze pedestrian and bicycle facilities around transit stops and stations, existing and planned, and recommend improvements.
- Support regional and local premium transit studies such as the Regional Transit Feasibility Plan and/or FTA New Starts grant applications, including technical analysis such as ridership, mobility benefits, cost estimates, environmental and land use impacts, and development potential.
- Participate in HART and TBARTA plans and studies to improve transit connections and TDM services in the community. (e.g. Bus Stop Assessment Study, Cashless Fare Pilot Study, and Update to HART ITS Plan)
- Review the annual update of the HART TDP for consistency with the LRTP; collaborate with HART on joint public outreach efforts related to transit service improvements.

- Research peer cities and best practices, review local conditions, and develop long-range transit strategies.
- Analyze demographic and market characteristics related to the provision of service.
- Assist HART in conducting studies and developing service designs for key area such as New Tampa, and South County. Assess needs and develop recommendations on enhancing transit connections in these areas, evaluating the effectiveness of existing and potential regional express bus routes, maintenance facilities, park-and-ride locations, and MetroRapid routes.
- Update transit level of service analysis for current and future years.
- Provide information and analyses as needed or requested by members of MPO Board and Hillsborough County Commission.
- Conduct and support research on the impact of connected and autonomous vehicle technology transit operations.
- Consider Intercity bus service in transit planning and coordinate public and private providers such as Red Coach and Mega Bus.
- Provide learning opportunities for high school, undergraduate, and graduate students through experience with planning projects.
- Coordination with intercity bus services and public and private transportation providers.
- Travel to, and participate in, necessary workshops/meetings.
 - All projects are consistent with federal and state regulations and detailed in invoices submitted to FDOT for reimbursement.
- Consultants may assist with these tasks.
- FHWA, FTA, and other funds may be used in support of these tasks (lobbying is an ineligible expense for federal funds).

END PRODUCTS:

- HART Sustainable Non-Taxpayer Revenue Sources Study (2018)
- HART Hyperlink Service Study (2019/2020)
- Comments on HART TDP (Annually)
- Service planning for areas identified by HART and to support the LRTP (monitored and updated as needed)
- Transit studies to support economic development (monitored and updated as needed)

RESPONSIBLE AGENCIES:

MPO - Lead Agency, FDOT, TBARTA, Hillsborough County and Public Works, HART, TBARTA, TMOs,

- Dates indicated are for a calendar year: January – December.

Transportation Disadvantaged Planning

PURPOSE:

Identify transportation disadvantaged populations and their travel needs and monitor the Hillsborough County Transportation Disadvantaged Program. Assess the level of unmet needs and evaluate the performance of the Community Transportation Coordinator (CTC). Support the economic opportunities that the TD program brings to the local and regional economy. Conduct short-range coordinated transportation disadvantaged planning pursuant to Chapter 427, Florida Statutes and Rule Chapter 41-2, FAC.

PREVIOUS WORK:

Completed

- Transportation Disadvantaged Service Plan (2017, 2018)
- Transportation Disadvantaged Day in Tallahassee (2017, 2018)
- Title VI Program Document Revisions (2018)
- MPO Health Atlas (2017-2018)

Ongoing

- Garden Steps Project Report (2018)
 - Annual Expenditures Report (as needed)
 - Annual Evaluation of the Community Transportation Coordinator (annual)
 - Review and evaluate requests for coordination contracts with the CTC (as needed)
 - Priorities for Elderly and Disabled Program and other transportation disadvantaged funds (as needed)
 - Partnerships to improve community health (as needed)
-

REQUIRED ACTIVITIES:

- Annually update required sections of the Transportation Disadvantaged Service Plan (TDSP).
- Annually evaluate the performance of the CTC.
- Consider transportation disadvantaged needs in the LRTP, TIP, and local and regional Comprehensive Plans, including the benefits of the Transportation Disadvantaged Program to the local and regional economy (e.g. Health Impact Assessment Atlas, Transportation Equity Score Card Tool, Children's Transportation, and Senior Intersections Design).
- Maintain a local grievance process to assist in resolving complaints against the CTC.
- Review applications for transportation disadvantaged funding and recommend such funding to the Transportation Disadvantaged Coordinating Board (TDCB), MPO, FDOT, and Florida Commission for the Transportation Disadvantaged.

- With FDOT, Pinellas and Pasco MPOs, solicit and prioritize applications for FTA Section 5310 Elderly & Persons with Disabilities Program, in support of the Tri-County Access Plan.
- Participate in, and when necessary, initiate meetings to discuss the needs and opportunities for improving the local Transportation Disadvantaged Program, including access to jobs.
- Conduct planning to enhance Transportation Disadvantaged services, consistent with the TDSP and as directed by the TDCB.
- Provide information on relevant services available in Hillsborough County, including updates and distribution of the informational material such as The Ride Guide and Hillsborough Community Health Atlas.
- Plan for accessible pedestrian systems integrated with other transportation systems.
- Support the creation of safe, convenient and attractive walking environments that will connect neighborhoods, parks, schools and businesses and provide access for persons of all abilities.
- Sponsor Transportation Disadvantaged events in the City of Tampa, Temple Terrace, Plant City, and Unincorporated Hillsborough County, including Legislative Day in Tallahassee.
- Provide staff support to the Local Coordinating Board, TDCB, and its subcommittees including public notices and advertising as required.
- Monitor state and federal legislation pertaining to the transportation disadvantaged population.
- Study jobs/housing balance to provide local employment opportunities that may reduce overall commuting distances between residential and workplace locations.
- Work with the Dept. of Health, Children’s Board, and other partners to study, develop informational materials and projects and assist with addressing transportation issues that impact public health.
- Provide learning opportunities for high school, undergraduate, and graduate students through experience with planning projects.
- Travel to, and participate in, necessary workshops/meetings.
 - All projects are consistent with federal and state regulations and detailed in invoices submitted to FDOT for reimbursement.
- Consultants may assist with these tasks.
- FHWA, FTA, and other funds may be used in support of these tasks (lobbying is an ineligible expense for federal funds).

END PRODUCTS:

- Updated TDSP (annually, Winter – Spring)
- Annual Expenditures Report (Annually, Summer)
- Update Regional Ride Guide (monitored and updated as needed)
- Annual Evaluation of CTC (Annually, Winter – Spring)

- Transportation Disadvantaged Day in Tallahassee (Annually, Spring)
 - Priorities for state, federal and other transportation disadvantaged funds (Ongoing)
 - Update Community Health Atlas (On-going)
 - Garden Steps Project Follow-up activities (On-going)
-

RESPONSIBLE AGENCIES:

MPO - Lead Agency, TDCB, Community Transportation Coordinator (BOCC)

- Dates indicated are for a calendar year: January – December.

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Corridor, Sub-Area, and Environmental Studies

PURPOSE

Identify policies and improvements addressing multi modal transportation objectives within major corridors and sub-areas. Analyze problems and opportunities that relate to creating a balanced and efficient transportation system. Issues include planning for major investments, policy development, multi-modal transportation systems, congestion management, safety, access management, adverse impacts, land use, aesthetics and urban design. Coordination of studies with local governments, state agencies, community groups, business owners, landowners, residents and other stakeholders. Participate, to the maximum extent possible, in the state's ETDM process, including:

PREVIOUS WORK:

Completed

- ✓ Innovation Alliance Gateway Design Study of I-275@ Fowler Ave & I-275@ Busch Blvd Phase – implementation activities (2017)
- ✓ Brandon Corridors and Mixed Use Centers Study (2017)
- ✓ Hillsborough County School Transportation Study (2018)

Ongoing

- ✓ Support for PD&E studies, district, community, neighborhood plans, other environmental assessments and alternatives analyses for corridors and sub-areas.
 - ✓ Assistance to local agencies and organizations in entering projects in the on-line screening tool for Environmental Technical Advisory Team (ETAT) review and the Area of Interest Analysis (AOI) Tool.
 - ✓ Participation in the statewide ETAT review of potential projects.
-

REQUIRED ACTIVITIES:

- Study transportation and land use alternatives in defined sub-areas, across water bodies, or along corridors where transportation problems are complex and interrelated. Identify alternatives, opportunities to minimize or mitigate negative impacts, and opportunities to capitalize on benefits. Example study areas include Fowler Ave, Busch Blvd, School Areas in New Tampa, the Florida Strawberry Festival Area, and the I-275 Blvd Conversion Concept and its impact on bicycles and pedestrians.
- Focused studies related to urban design, transit-oriented development, right-of-way preservation, and integration of transportation modes, strengthening economic development areas, upgrading aging infrastructure in redevelopment area and other topics as needed to balance competing priorities for a seamless multi-modal system that supports community planning and vision.

- Work cooperatively with local governments, FDOT and project stakeholders on the development of study recommendations (e.g. school transportation study, Innovation Alliance Gateway Design Study).
- Participate in managed lanes studies and Interchange Justification or Modification Reports, as needed.
- Engage the public in the development of study recommendations by holding public meetings and initiating other public outreach activities.
- Support the implementation, refinement and further study of corridor and sub-area studies previously completed by the MPO (e.g. Brandon Corridors and Mixed Use Pilot Study; Fowler and Busch Gateway Design Studies).
- Participate in PD&E and other environmental and alternatives analyses, and other feasibility studies initiated by local and state agencies. Conduct research, analysis, outreach and/or other tasks in support of these studies, as needed, and follow-up from completed studies by considering the preferred solutions as candidate projects in the LRTP.
- Assist local governments and the City-County Planning Commission with research, analysis, outreach or other tasks in support of multimodal transportation planning for community plans, focused area studies, neighborhood plans, district or sub-area plans, including Hillsborough County's corridor preservation policies and maps and Tampa Bay Economic Development Study. Bay is an innovation district in the multi-jurisdictional University Area.
- Identify incremental steps towards improving the grid system across all four local jurisdictions, working with local governments to look for opportunities to create a grid system in new growth areas and manage access to arterial roads, and locations where connectivity could be restored in established areas.
- Ensure that the planning process addresses the equitable distribution of mobility benefits among stakeholders and users of a variety of transportation modes.
- Ensure that recommended improvements minimize or mitigate potential adverse environmental and health impacts.
- Maintain a library of policies, standards, and guidelines that have bearing on corridor and sub-area studies for use by the MPO staff. Purchase materials when necessary.
- Produce and distribute informational materials in support of corridor and sub-area studies.
- Coordinate and conduct planning and design studies with implementing entities, which assist in reducing (mitigating) the Stormwater impacts of surface transportation.
- Conduct research with traditional transportation partners and non-traditional partners (e.g. tourism bureau, private sector, economic development organizations, etc.) to enhance travel and tourism in support of economic development.

- Provide data and participate in the state’s Efficient Transportation Decision Making (ETDM) process to obtain feedback from federal and state environmental resource and permitting agencies on potential direct and indirect impacts of potential projects.
- Provide learning opportunities for high school, undergraduate, and graduate students through experience with planning projects.
- Apply for grants as appropriate (Public, Private, P3, etc.)
- Travel to, and participate in, necessary workshops/meetings.
 - All projects are consistent with federal and state regulations and detailed in invoices submitted to FDOT for reimbursement.
- Consultants may assist with these tasks.
- FHWA, FTA, and other funds may be used in support of these tasks (lobbying is an ineligible expense for federal funds).

END PRODUCTS:

- Research, analysis, outreach and other tasks in support of sub-area, focused area and corridor studies by others (Ongoing)
- Focused studies related to urban design, TOD, ROW preservation, integration of modes, strengthening economic development areas, & other topics, to balance competing priorities (Ongoing)
- Recommendations derived from sub-area and corridor plans for projects to be considered in the update of the LRTP and/or TIP (Ongoing) Updated data to support GIS analysis (Ongoing)
- Comments and responses to ETAT comments regarding candidate projects (Ongoing)
- Participation in Corridor or Intermodal Center Study with FDOT (Spring 2018)

RESPONSIBLE AGENCIES:

MPO - Lead Agency, FDOT, HART, Local Governments, and other Transportation Authorities

- Dates indicated are for a calendar year: January – December.

Task 2 System and Corridor Planning										
Estimated Budget Detail for FY 2018/19										
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Trans. Disad.	FHWA R/D Grant	APHA	Total
A. Personnel Services										
		\$ 148,304.56	\$ -	\$ 90,014.55	\$ 11,252.00	\$ 11,252.00	\$ 42,403.64			\$ 303,226.75
	Subtotal:	\$ 148,304.56	\$ -	\$ 90,014.55	\$ 11,252.00	\$ 11,252.00	\$ 42,403.64			\$ 303,226.75
B. Consultant Services										
		\$ 10,265.45	\$ 315,543.64					\$ 250,000.00		\$ 575,809.09
	Subtotal:	\$ 10,265.45	\$ 315,543.64					\$ 250,000.00		\$ 575,809.09
C. Travel										
	Subtotal:									
D. Other Direct Expenses										
	Safety, Outreach & Education Expenditures (i.e. CMCMP and Vision Zero Plan)	\$ 9,670							\$ 6,906	\$ 16,576
	Subtotal:	\$ 9,670							\$ 6,906	\$ 16,576
E. Indirect Rate (Indirect Rate =.10)										
		\$ 16,823.99	\$ 31,554.36	\$ 9,001.45	\$ 1,125.00	\$ 1,125.00	\$ 4,240.36	\$ -	\$ -	\$ 63,870.16
	Subtotal:	\$ 16,823.99	\$ 31,554.36	\$ 9,001.45	\$ 1,125.00	\$ 1,125.00	\$ 4,240.36	\$ -	\$ -	\$ 63,870.16
	Total:	\$ 185,064.00	\$ 347,098.00	\$ 99,016.00	\$ 12,377.00	\$ 12,377.00	\$ 46,644.00	\$ 250,000.00	\$ 6,906.00	\$ 959,482.00

Task 2 System and Corridor Planning										
Estimated Budget Detail for FY 2019/20										
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Trans. Disad.	FHWA R/D Grant	APHA	Total
A. Personnel Services										
		\$ 190,610.91	\$ -	\$ 90,014.55	\$ 11,251.82	\$ 11,251.82	\$ 43,429.50			\$ 346,558.60
	Subtotal:	\$ 190,610.91	\$ -	\$ 90,014.55	\$ 11,251.82	\$ 11,251.82	\$ 43,429.50			\$ 346,558.60
B. Consultant Services										
		\$ 24,345.45	\$ 122,650.00							\$ 146,995.45
	Subtotal:	\$ 24,345.45	\$ 122,650.00							\$ 146,995.45
C. Travel										
	Subtotal:									
D. Other Direct Expenses										
									\$ 50,000	\$ 50,000
	Subtotal:								\$ 50,000	\$ 50,000
E. Indirect Rate (Indirect Rate =.10)										
		\$ 21,495.64	\$ 12,265.00	\$ 9,001.45	\$ 1,125.18	\$ 1,125.18	\$ 4,825.50			\$ 49,837.95
	Subtotal:	\$ 21,495.64	\$ 12,265.00	\$ 9,001.45	\$ 1,125.18	\$ 1,125.18	\$ 4,825.50			\$ 49,837.95
	Total:	\$ 236,452.00	\$ 134,915.00	\$ 99,016.00	\$ 12,377.00	\$ 12,377.00	\$ 48,255.00		\$ 50,000.00	\$ 593,392.00

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TASK 3: LONG RANGE TRANSPORTATION PLAN AND DATA MONITORING

PURPOSE:

Maintain and implement the 2040 Long Range Transportation Plan (LRTP). Continue to support and use the Tampa Bay Regional Transportation Model as the primary tool to test alternative networks on a regional basis. Review data prepared by others, planning assumptions and recommend changes needed to keep the plan current, cost affordable, and conforming to federal laws. Monitor the physical and performance characteristics of the Hillsborough County multi-modal transportation system to preserve capacity, maximize personal mobility and freight movement, ensure user safety and system security, and maintain the system's integrity. Evaluate the system's operating efficiency and conditions to assess current needs, validate the long-range transportation planning model, project future travel demand, and identify future improvements. Monitor changes in demographic characteristics and land use to ensure transportation projections are compatible with current patterns, local land use policies and provide required inputs to the regional transportation and land use models. Provide socioeconomic (SE) data forecasts needed to update the LRTP, extending the horizon to 2045. Use sound financial planning to accurately estimate available funds for system expansion, operations, and maintenance costs.

PREVIOUS WORK:

Completed

- ✓ LOS Database Updates (2017)
- ✓ Updated Traffic Counts (2017)
- ✓ FHWA pilot project testing "Bluetooth" probe vehicle data to measure speeds and travel time on major roads (2017)
- ✓ ROW Preservation studies (Sam Allen Rd & Rice Road) (Winter 2017)
- ✓ USF Autonomous Transit Feasibility Study (2018)

Ongoing

- ✓ SE Data Scenario Analysis for 2045 LRTP update (2018)
- ✓ Validate Tampa Bay Regional Planning Model (As needed)
- ✓ Enhancements to the Tampa Bay Regional Planning Model (As needed)
- ✓ Update bus routes and stops in GIS database
- ✓ Inventory of bicycle and sidewalk facilities on major road network (As needed)
- ✓ Updates to motorized and non-motorized transportation data (As needed)
- ✓ Collection and review of law enforcement crash data reports (As needed)
- ✓ ITS data collection and analysis (As needed)
- ✓ Update methodology & software database used to develop and maintain SE data (As needed)
- ✓ Database monitoring and ad-hoc reporting (As needed)

REQUIRED ACTIVITIES:

- Amend the current 2040 LRTP if necessary.
- Development of the 2045 LRTP – Needs Assessment, Cost Feasible Plan and Summary document:
 - 2045 Scenario Modeling, leading to final “hybrid” land use and transportation scenario and associated socioeconomic zonal data
 - Develop alternative growth scenarios and create a hybrid scenario based technical analysis and stakeholder input.
 - Develop cost-feasible funding strategies for public input leading to a recommended cost-feasible plan.
 - 2019 Existing Plus Committed transportation network
 - 2045 Public Engagement and Support Activities (e.g. MetroQuest)
 - Interagency Coordination and Stakeholder Input
 - System Performance Report
 - Technical Memorandum Development
- Coordinate with FDOT and other partners to develop performance measures and targets, including ones that link the programming of LRTP projects into the TIP to desired outcomes.
- In coordination with local state and regional entities, address the need for better transportation infrastructure to serve economic development and redevelopment areas.
- Assess and prioritize long-range bicycle, pedestrian, congestion management, system preservation, intermodal, freight, safety, transit, TDM and ITS needs. Develop performance measures to quantify the benefits of these investments.
- Update funding forecasts and cost estimates to identify projects in five-year ranges in a cost feasible 2045 LRTP.
- Support and research innovative approaches to implementing transportation improvements such as value capture, public-private partnerships and special districts.
- Integrate findings from Autonomous, Connected Electric, and Shared (ACES) vehicle research sponsored by FDOT.
- Incorporate the ETDM Planning Screen process in evaluating potential environmental effects of projects proposed for the LRTP.
- Develop and distribute LRTP informational material in various formats, such as newspaper supplements, brochures, foldout maps, and interactive website.
- Per the MPO’s Public Participation Plan, proactive outreach including seeking input from populations and areas that have been under-represented in the past.
- Collaborate as appropriate with local and regional partners on the public outreach strategy.
- Participate in community group presentations, events and meetings to provide information and receive feedback.

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- Record, analyze, and respond to public feedback.
- Evaluate candidate projects based on Environmental Justice and Title VI of the Civil Rights Act of 1964 criteria for disproportionate impacts on and distribution of benefits to low-income and minority populations; consider potential impacts to community health, school transportation, and affordable housing.
- Compile data on conditions on the major road network to update databases and the MPO's GIS, including:
 - Traffic Counts
 - Lane Configuration
 - Jurisdiction
 - Volume/Capacity Ratio
 - Volume/Maximum Service Volume
 - Functional Classification
 - Other Statistical Information
- Continue refinement of the database to enable:
 - Calculating project cost estimates.
 - Calculating multi-modal levels of service.
 - Easier integration of non-motorized data, including latent demand.
 - Rapid data sharing among regional and local partners.
 - Updating the Web Traffic Count System on the MPO website
 - Update data from urbanized area and roadway functional classifications into database, based on 2010 census.
- Follow federal and state guidance for data collection, such as Environmental Justice and Title VI of the Civil Rights Act of 1964 compliance, the Statewide Planning and Research Program, Clean Air Act compliance monitoring, and Highway Performance Monitoring System.
- Participate with FDOT District 7 in surveys of travel behavior patterns and characteristics.
- Formalize a written agreement with FDOT and transit providers for cooperatively developing and sharing information on performance data; compile data from local, regional, and state transit plans and GIS sources.
- Develop transportation model inputs in support of corridor or sub-area studies.
- Compare peer statistics from other communities, underlying demographics, trip purpose and trends over time.
- Conduct technical studies, as needed.
- Analyze transit service levels, transit-supportive areas, and potential rapid-transit corridors for viability, ridership, and priority.
- Update technical documentation of database.
- Evaluate conversion of database to current software platform.

- Comprehensive identification and documentation of the data and the public and private sources necessary to conduct metropolitan freight movement planning in Hillsborough County.
- Design a relational database to be used as the basis of a freight movement management system for Hillsborough County.
- Update inventories of existing sidewalk and bikeway facilities, as needed.
- Collect and analyze data on bicycle and pedestrian counts, crashes and multi-modal level of service, as needed, to support planning studies.
- Updated project reference information to satisfy reporting requirements in support of the LRTP.
- Assist in developing multi-modal LOS districts, consistent with FDOT Quality/LOS and Multi-Modal District Handbooks.
- Evaluate multi-modal LOS criteria.
- Collect and summarize traffic count data as requested by local governments.
- Subject to interlocal agreements, pass through funding to reimburse eligible data collection costs.
- Necessary activities related to federal and state Air Quality Non-Attainment Status compliance and Greenhouse Gas Reduction monitoring requirements; participate in the development of the State Implementation Plan.
- If the region becomes an air quality non-attainment area, use the latest software to determine and certify the conformity of the LRTP TIP with air quality standards and/or emissions budgets established in the State Implementation Plan (SIP).
- Use the methodology stipulated in the Final Conformity Determination Regulations promulgated by EPA/USDOT; base conformity determinations, if necessary, on emissions estimates developed from the most recent socioeconomic, travel, and congestion data; develop draft conformity determination for the LRTP and TIP in consultation with the FHWA, FTA, EPA, FDEP, FDOT and HCEPC.
- As part of the Congestion Management Process, recommend travel reduction, traffic operations, or alternative fuel strategies necessary to maintain air quality. These will be coordinated through the TIP process, Congestion Management Process, and the MPO Chair's Coordinating Committee.
- Maintain datasets developed for the 2045 LRTP. Revise datasets as necessary to reflect changes in new and planned development.
- Coordinate with FDOT's Technical Review Team (TRT) to update and disaggregate data into existing or subdivided TAZs as inputs for testing and validation of the new regional land use allocation model.
- Application of an Activity Based Model (ABM), coordinated through FDOT.
- Utilize data to develop layers in GIS, which may include land use, population, employment, and environmentally sensitive areas, to be used with the regional land use allocation.

- Monitor land use amendments to adopted local comprehensive plans and revise, as necessary, the latest socioeconomic data sets for long- and short-range planning and air quality conformity determinations.
- Methods for new data vary with type of data; they include use of secondary data, visual inspection of maps, and aerials as well as direct measurement.
- Maintain transportation databases enhancing the agency’s technical capacity to aid in the decision-making process.
- Work with local and regional partners to assemble publicly available data sources and develop a data-sharing portal to enable professionals, researchers and the public to access data.
- Conduct ETDM screening of projects advancing into the TIP.
- Address Greenhouse gas reduction requirements, coordinate land use and transportation strategies, as required.
- Peer review with revisions to socio-economic datasets, as needed.
- To comply with the Executive Order on Environmental Justice, update the demographic analysis of Hillsborough County to identify Communities of Concern.
- Provide learning opportunities for high school, undergraduate, and graduate students through experience with planning projects.
- Travel to and participate in necessary workshops/meetings.
 - All projects are consistent with federal and state regulations and detailed in invoices submitted to FDOT for reimbursement.
- Consultants may assist with these tasks.
- FHWA, FTA, and other funds may be used in support of these tasks (lobbying is an ineligible expense for federal funds).

END PRODUCTS:

- Multimodal Level of Service Methodology Update (2018)
- In Coordination with FDOT develop Performance measures and targets (system performance, bridge and pavement measures) (November 2018)
- 2045 Update to the LRTP, including summary report, public engagement report and technical documents (adoption by November 2019)
- Traffic Counts for Hillsborough County and the City of Tampa (2020)
- Enhancements to the Tampa Bay Regional Planning Model (monitored and updated as needed)
- Amendments to the adopted LRTP (if needed)
- Technical memoranda to support LRTP decision-making (monitored and updated as needed).
- Brochures, flyers, maps, pamphlets, websites, advertising and other collateral material to support public outreach associated with the 2045 Plan Update (monitored and updated as needed)

- TBRPM inputs to support corridor or sub-area studies (monitored and updated as needed)
- Technical User Manual (Ongoing)
- Updated web-based traffic count system (Annually)
- Written agreement with FDOT and transit providers for performance measure data and targets (Spring/Summer 2019)
- Updates to motorized and non-motorized transportation data (Ongoing)
- Updates and enhancements to transportation database for project planning, the regional transportation model, GIS, and tracking vehicle miles of travel (Ongoing)
- Tables, charts, and maps illustrating current highway, freight, transit, bicycle, and pedestrian conditions (Ongoing)
- Review of socioeconomic projections developed in cooperation with the TRT (Ongoing)
- Air quality conformity determination reports (if required)
- Up-to-date land use/socioeconomic database consistent with development patterns and local comprehensive plans (Ongoing)
- FTA Section 5305(d) will support tracking transit-related special generators and socio-economic factors (Ongoing)

RESPONSIBLE AGENCIES:

MPO - Lead Agency; FDOT; Hillsborough County; Cities of Tampa, Plant City, and Temple Terrace; HART, Aviation and Port Authorities; Tampa-Hillsborough County Expressway Authority; Tampa Bay Area Regional Transit Authority

- Dates indicated are for a calendar year: January – December.

Task 3 Long Range Transportation Planning and Data

Estimated Budget Detail for FY 2018/19

Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services								
		\$239,640.00	\$ -	\$ 90,056.00	\$ 11,257.00	\$ 11,257.00	\$ -	\$ 352,210.00
	Subtotal:	\$ 239,640.00	\$ -	\$ 90,056.00	\$ 11,257.00	\$ 11,257.00	\$ -	\$ 352,210.00
B. Consultant Services								
		\$ 234,825.73	\$188,831.82					\$ 423,657.55
	Subtotal:	\$ 234,825.73	\$188,831.82					\$ 423,657.55
C. Travel								
	Subtotal:							
D. Other Direct Expenses								
	Subtotal:							
E. Indirect Rate (Indirect Rate =.10)								
		\$ 47,446.57	\$ 18,883.18	\$ 9,005.60	\$ 1,125.70	\$ 1,125.70	\$ -	\$ 77,586.75
	Subtotal:	\$ 47,446.57	\$ 18,883.18	\$ 9,005.60	\$ 1,125.70	\$ 1,125.70	\$ -	\$ 77,586.75
	Total:	\$ 521,912.30	\$207,715.00	\$ 99,061.60	\$ 12,382.70	\$ 12,382.70	\$ -	\$ 853,454.30

Task 3 Long Range Transportation Planning and Data

Estimated Budget Detail for FY 2019/20

Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services								
		\$ 172,458.18	\$ -	\$ 100,841.09	\$ 12,605.13	\$ 12,605.13	\$ -	\$ 298,509.53
	Subtotal:	\$ 172,458.18	\$ -	\$ 100,841.09	\$ 12,605.13	\$ 12,605.13	\$ -	\$ 298,509.53
B. Consultant Services								
		\$ 119,626.37	\$ 83,963.64	\$ -	\$ -	\$ -	\$ -	\$ 203,590.01
	Subtotal:	\$ 119,626.37	\$ 83,963.64	\$ -	\$ -	\$ -	\$ -	\$ 203,590.01
C. Travel								
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Subtotal:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
D. Other Direct Expenses								
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Subtotal:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
E. Indirect Rate (Indirect Rate =.10)								
		\$ 29,208.46	\$ 8,396.36	\$ 11,204.56	\$ 1,400.57	\$ 1,400.57	\$ -	\$ 51,610.52
	Subtotal:	\$ 29,208.46	\$ 8,396.36	\$ 11,204.56	\$ 1,400.57	\$ 1,400.57	\$ -	\$ 51,610.52
	Total:	\$ 321,293.01	\$ 92,360.00	\$ 112,045.65	\$ 14,005.70	\$ 14,005.70	\$ -	\$ 553,710.06

TASK 4: TRANSPORTATION IMPROVEMENT PROGRAM

PURPOSE:

Draw on priorities identified in the adopted LRTP to select projects to receive state and federal funding over the next five years. Develop, maintain, and update the scheduling of improvements and ensure consistency between the MPO TIP, State TIP, and local Capital Improvement Programs. Develop approval priorities for the TIP documents.

PREVIOUS WORK:

Completed

- MPO Project Priorities for TIP (2018 & 2019)
- TIP document (2017 & 2018)
- FY 2017/18 -2011/22 Approved TIP amendments (2017 & 2018)
- Federal Obligations Reports (2016 & 2017)

Ongoing

- Development of a citizen-friendly online TIP viewer tool.
-

REQUIRED ACTIVITIES:

- Establish highway, transit, bicycle, pedestrian, intermodal, air quality and transportation disadvantaged priorities for Hillsborough County.
- Evaluate project prioritization based on the adopted LRTP.
- Analyze funding available under the Transportation Alternatives, Surface Transportation Program (urban attributable), and state intermodal programs and coordinate with local and state partners to recommend projects for funding; assist local entities, identify candidate projects and develop funding applications;
- Coordinate annually with agencies and local governments to develop a tentative and final five-year multi-modal TIP (with required certifications) consolidating roadway, transit, transportation disadvantaged, bicycle, pedestrian, and intermodal improvements.
- Coordinate annually with public transit operators and private providers of freight movement regarding their priorities.
- If necessary, ensure the conformity of the TIP with air quality standards and / or emissions budgets established in the State Implementation Plan (SIP).
- Ensure that the Statewide TIP is consistent with the final TIP.
- Initiate and process TIP amendments as needed.
- Review the TIP for consistency and coordination with:
 - Comprehensive Plans
 - Local and State Work Programs
 - PD&E, Sub-Area, and Corridor Studies

- ITS Planning (Refer to Task 2.1)
- Federal & State MPO certification comments
- Federal air quality requirements for non-attainment areas
- Performance measure data collection & analysis and target setting process consistent with federal and state guidance.
- Coordinate on an annual basis with FDOT and HART on the development of the federal obligation report.
- Through the MPO web site, provide an annual listing of projects for which federal funds have been obligated in the preceding year.
- Integrate the web-based TIP with agency GIS information for enhanced public accessibility and stakeholder feedback opportunities.
- Advertise and conduct annual public hearings for the adoption of the TIP priorities and document.
- Participate in periodic statewide meetings addressing TIP reporting and technical requirements.
- Consult with agencies and officials responsible for tourism and natural disasters in developing plans and TIPs
- FTA funds will support compiling transit and TDM projects, amendments, an unbiased project prioritization process, and project selection.
- Travel to and participate in necessary workshops/meetings.
 - All projects are consistent with federal and state regulations and detailed in invoices submitted to FDOT for reimbursement.
- Consultants may assist with these tasks.
- FHWA, FTA, and other funds may be used in support of these tasks (lobbying is an ineligible expense for federal funds).

END PRODUCTS:

- TIPs for the next fiscal years, including:
 - MPO Priority List (Annually, Summer)
 - Final TIP document, including on-line viewer too (Annually, Summer)
 - Air Quality Conformity Determination Report (if needed)
 - 2018 & 2019 Federal Obligation Reports (Annually, Fall)
 - Amendments to the current adopted five-year TIP (monitored and updated as needed)

RESPONSIBLE AGENCIES:

MPO - Lead Agency; FDOT; Hillsborough County; Cities of Tampa, Plant City, and Temple Terrace; HART, Aviation and Port Authorities; Tampa-Hillsborough County Expressway Authority. [Dates indicated are for calendar year: January – December]

Task 4 Transportation Improvement Planning

Estimated Budget Detail for FY 2018/19

Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services								
		\$ 36,320.91	\$ -	\$ 12,906.03	\$ 1,613.25	\$ 1,613.25	\$ -	\$ 52,453.44
	Subtotal:	\$ 36,320.91	\$ -	\$ 12,906.03	\$ 1,613.25	\$ 1,613.25	\$ -	\$ 52,453.44
B. Consultant Services								
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Subtotal:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
C. Travel								
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Subtotal:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
D. Other Direct Expenses								
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Subtotal:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
E. Indirect Rate (Indirect Rate =.10)								
		\$ 3,632.09	\$ -	\$ 1,290.60	\$ 161.33	\$ 161.33	\$ -	\$ 5,245.35
	Subtotal:	\$ 3,632.09	\$ -	\$ 1,290.60	\$ 161.33	\$ 161.33	\$ -	\$ 5,245.35
	Total:	\$ 39,953.00	\$ -	\$ 14,196.63	\$ 1,774.58	\$ 1,774.58	\$ -	\$ 57,698.79

Task 4 Transportation Improvement Planning								
Estimated Budget Detail for FY 2019/20								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services								
		\$ 42,684.55	\$ -	\$ 12,858.91	\$1,607.36	\$ 1,607.36	\$ -	\$ 58,758.18
	Subtotal:	\$ 42,684.55	\$ -	\$ 12,858.91	\$1,607.36	\$ 1,607.36	\$ -	\$ 58,758.18
B. Consultant Services								
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Subtotal:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
C. Travel								
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Subtotal:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
D. Other Direct Expenses								
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Subtotal:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
E. Indirect Rate (Indirect Rate =.10)								
		\$ 4,268.45	\$ -	\$ 1,285.89	\$ 160.74	\$ 160.74	\$ -	\$ 5,875.82
	Subtotal:	\$ 4,268.45	\$ -	\$ 1,285.89	\$ 160.74	\$ 160.74	\$ -	\$ 5,875.82
	Total:	\$ 46,953.00		\$ 14,144.80	\$1,768.10	\$ 1,768.10		\$ 64,634.00

TASK 5: PUBLIC PARTICIPATION

PURPOSE:

Support demographically representative, early and continuing public involvement in the development of plans and programs. Consult the public through an open process including regular public meetings of the MPO Board and advisory committees.

Enhanced citizen awareness, comprehension, and participation. Timely response to inquiries and requests for data from citizens, public agencies, consultants, elected and appointed officials, and boards. Public participation throughout a transparent planning process. Document outreach results and effect on decisions. Evaluate the MPO's *Public Participation Plan*, including how well protected populations are involved. Use this information to develop new methods to effectively engage the public.

PREVIOUS WORK:

Completed

- Annually held 70+ meetings of advisory committees and MPO Board, including public hearings.
- Six regular meetings and one public hearing of the TDCB (FY2017, 2018)
- Title VI/Nondiscrimination Plan (Spring 2018)
- Measures of Effectiveness Report on the MPO's Public Participation Plan (Spring 2018)

Ongoing

- Complete Streets Project Design with USF – West Columbus Ave (Summer 2018)
 - Updated Public Participation Plan and Limited English Proficiency Plan
 - Responses to requests for information
 - Update website, www.planhillsborough.org
 - Monthly editions of *Connections to Tomorrow* electronic newsletter
 - Support for MPO Board and Committee Members to maintain rosters and quorums
-

REQUIRED ACTIVITIES:

- Organize meetings, prepare agenda materials, resolutions, and complete information packets for advisory committees, TDCB, Planning Commission, and MPO Board.
- Consult with local and regional officials on developing transportation plans and programs and identify critical transportation issues to be put on agendas and research, as needed.

- Collaboration with the public outreach for the Tampa Bay Next and Regional Transit Feasibility Plan.
- Provide timely public notice and full public access to key decisions; legal ads and required notice for public hearings.
- Ensure compliance with applicable laws, rules, and procedures when conducting meetings and board and committee business.
- Produce written records of regular and special meetings.
- Continue posting meeting calendar, agendas, agenda packets, minutes, and other meeting materials on the MPO's website.
- Continue government access television coverage of MPO Board meetings.
- Continue providing web-based options for viewing MPO Board meetings, including social media streaming for Public Hearings and video repositories for monthly meetings.
- Explore and implement innovative multi-media and web-based communication tools to enhance public engagement, using low cost ways to involve more people.
- Update mailing lists on an ongoing basis; investigate integrating the Inventory of Community Groups from Appendix E of the MPO's Nondiscrimination Plan into the email distribution/notification system database.
- Update the MPO by-laws, as needed.
- Solicit and orient new MPO, advisory committee and TDCB members.
- Sponsor conferences and workshops and travel to necessary workshops and meetings.
- Provide learning opportunities for high school, undergraduate, and graduate students through experience with planning projects.
- Fund a limited number of door-to-door trips for persons with disabilities to TDCB and MPO events.
- Consult the public through meetings, presentations to community groups, public events, surveys and questionnaires, and other means to elicit equity impacts of transportation plans and projects; as needed, conduct public opinion research to measure awareness, priorities, preferences and trends regarding mobility and public transportation.
- Hold MPO public meetings and events at ADA-accessible locations at a variety of times to maximize public participation opportunities.
- Use demographic data to identify key population groups with a stake in transportation planning decisions, and target information and involvement efforts to key audiences.
- Engage Communities of Concern and identified Indian Tribes, public ports, private transportation providers, and the tourism industry through mailings, newsletters, and other regular communications. Seek co-sponsored public forums.
- Disseminate technical information and interpret transportation plans for citizens, public agencies, consultants, elected and appointed officials and boards; create

- summaries, brochures, displays, and other collateral materials in a form and language to foster comprehension.
- Use large type and high contrast for printed materials about the transportation disadvantaged program.
 - Continue to enhance the agency's website to expand public access to information and make use of the latest available technology for access to persons with disabilities.
 - Provide translations and alternative formats (i.e., Spanish language, Braille or audible formats) of publications, presentations, and materials, by request or as needed, to follow the MPO's Limited English Proficiency (LEP) plan.
 - Translate key messaging and marketing materials for the 2045 Long Range Transportation Plan into different dialects of Spanish, and other languages, as requested.
 - Publish and distribute periodic electronic newsletters distributed via e-mail.
 - Continue to explore remote meeting and web-broadcast meeting capabilities for public meetings to ensure consistent representation from regional partners and longer-distance attendees.
 - Biannually, update Measures of Effectiveness against which the MPO's Public Participation Plan is evaluated; update the MPO's Public Participation Plan bi-annually.
 - Enhance tracking tools to collect measurable data on an ongoing basis, such as quantity, source and subject matter of information requests and public comments; quantity, location and attendance of public meetings and other events.
 - Maintain annual logs of meetings, public outreach, media coverage and publications.
 - Prepare, distribute, record, and analyze comment cards or other mechanisms that allow citizens to evaluate the MPO's effectiveness at meetings, workshops, publications, and informational requests.
 - Maintain MPO committee demographic data to determine representativeness regarding demographic characteristics.
 - Travel to necessary training and workshops.
 - Consultants may assist with this task.
 - FHWA and FTA funds will be used to disseminate transportation plan information.

END PRODUCTS:

- Bi-annual MOE Report and PPP Update (Spring 2020)
- Print MPO Documents:
 - Multi-Use Trial Map (2020)
 - CTC Evaluation (annually)
 - MPO Annual Report (annually)
 - Ride Guide (monitored and updated as needed)

- Monthly meeting agendas, informational materials, and draft documents for regularly scheduled meetings of the MPO and its committees (Ongoing)
- Public notices, advertisements, and other multi-media tools for public meetings, workshops, hearings, and other MPO communications (Ongoing)
- Complete public record of decisions and discussion, including minutes of all board and committee meetings (Ongoing)
- Updated membership rosters, mailing lists, and bylaws (Ongoing)
- *Connections to Tomorrow* eNews (Monthly)
- Responses to and tracking of public information requests (Ongoing)
- Responses to requests for speakers associated with LRTP update and other MPO plans and studies (Ongoing)
- Translation and other services as needed to comply with ADA, Title VI of the Civil Rights Act of 1964 and LEP requirements (Ongoing)
- Updates to public information materials including the MPO website and other collateral materials (Ongoing)
- University of South Florida, Dept. of Urban Planning Fellowship Program (annually)

RESPONSIBLE AGENCIES:

MPO - Lead Agency

- Dates indicated are for a calendar year: January – December.

Task 5 Public Participation & Stakeholder Engagement								
Estimated Budget Detail for FY 2018/19								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services								
		\$ 236,054.56	\$ -	\$ 107,160.00	\$ 13,395.00	\$ 13,395.00	\$ -	\$370,004.56
	Subtotal:	\$ 236,054.56	\$ -	\$ 107,160.00	\$ 13,395.00	\$ 13,395.00	\$ -	\$370,004.56
B. Consultant Services								
		\$ 11,348.18	\$ 7,000.00	\$ -	\$ -	\$ -	\$ -	\$ 18,348.18
	Subtotal:	\$ 11,348.18	\$ 7,000.00	\$ -	\$ -	\$ -	\$ -	\$ 18,348.18
C. Travel								
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Subtotal:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
D. Other Direct Expenses								
	MPO Admin Cost (minutes, legal advertising, printing, etc.)	\$ 22,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22,500.00
	Television Coverage of Meetings	\$ 6,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,000.00
	Subtotal:	\$ 28,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 28,500.00
E. Indirect Rate (Indirect Rate =.10)								
		\$ 27,590.26	\$ 700.00	\$ 10,716.00	\$ 1,339.50	\$ 1,339.50	\$ -	\$ 41,685.26
	Subtotal:	\$ 27,590.26	\$ 700.00	\$ 10,716.00	\$ 1,339.50	\$ 1,339.50	\$ -	\$ 41,685.26
	Total:	\$ 303,493.00	\$ 7,700.00	\$ 117,876.00	\$ 14,734.50	\$ 14,734.50	\$ -	\$458,538.00

Task 5 Public Participation & Stakeholder Engagement								
Estimated Budget Detail for FY 2019/20								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services								
		\$ 197,992.56	\$ -	\$ 107,160.00	\$ 13,395.00	\$ 13,395.00	\$ -	\$ 331,942.56
	Subtotal:	\$ 197,992.56	\$ -	\$ 107,160.00	\$ 13,395.00	\$ 13,395.00	\$ -	\$ 331,942.56
B. Consultant Services								
		\$ 4,725.45	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,725.45
	Subtotal:	\$ 4,725.45	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,725.45
C. Travel								
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Subtotal:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
D. Other Direct Expenses								
	MPO Admin Cost (minutes, legal advertising, printing, etc.)	\$ 27,272.73	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 27,272.73
	Television Coverage of Meetings.	\$ 4,545.45	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,545.45
	Subtotal:	\$ 31,818.18	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 31,818.18
E. Indirect Rate (Indirect Rate =.10)								
		\$ 20,271.80	\$ -	\$ 10,716.00	\$ 1,339.50	\$ 1,339.50	\$ -	\$ 33,666.80
	Subtotal:	\$ 20,271.80	\$ -	\$ 10,716.00	\$ 1,339.50	\$ 1,339.50	\$ -	\$ 33,666.80
	Total:	\$ 254,808.00	\$ -	\$ 117,876.00	\$ 14,734.50	\$ 14,734.50	\$ -	\$ 402,153.00

TASK 6: LOCAL/REGIONAL COORDINATION AND PLANNING

PURPOSE:

Ensure coordination and consistency between local, regional, and state transportation, urban design, land use, and comprehensive planning efforts with the TIP, LRTP, and other transportation plans. Further, maintain and enhance the ongoing multi-county collaborative transportation planning process and participate in other regional and statewide planning activities and organizations that have an impact on the regional multimodal transportation system.

PREVIOUS WORK:

Completed

- ✓ Coordinate with and assist local officials and planning agencies for ensuring consistency between transportation/community plans and programs
- ✓ Review and comment on proposed comprehensive plan amendments to ensure consistency with MPO plans and programs
- ✓ Coordinate with local governments on changes to development regulations that impact roadway, transit, bicycle and pedestrian design on major corridors
- ✓ Participation in local agencies' policy and technical subcommittees
- ✓ Participate in regular and special meetings of the Tampa Bay Regional Planning Council (TBRPC); Florida MPO Advisory Council; Tampa Bay Area Regional Transit Authority (TBARTA); Corridor Management entities for Courtney-Campbell Causeway and Suncoast Parkway; Florida Aviation System Planning Process; Tampa Bay Partnership; and Florida Transportation Commission. (Ongoing)
- ✓ Held public meetings of the CCC, Regional Multi-Use Trails Committee, and MPO Staff Directors. (Ongoing)
- ✓ Held a joint coordination meeting with the Central Florida MPO Alliance (Annually).
- ✓ Participate in the Regional Transportation Interagency Exchange facilitated by FDOT. (Ongoing)
- ✓ Participate in the development and implementation of the Tampa Bay Regional Strategic Freight Plan with the FDOT Regional Goods Movement Advisory Committee. (Ongoing)
- ✓ Maintain the Regional GIS transportation database. (Ongoing)
- ✓ Review the existing UPWP tasks structure and developed regional UPWP tasks. (Biennially)
- ✓ Compared projects in the FDOT Tentative Work Program with the list of cost-affordable transportation improvements and priorities in the Regional LRTP. (Annually)

- ✓ Reviewed and updated the technical prioritization of candidate projects for Transportation Regional Incentive Program (TRIP) and Transportation Alternatives funding (Annually or as needed)
- ✓ Updated the regional Public Participation Plan (PPP) in coordination with TBARTA to develop a joint public engagement process. (2017-18)
- ✓ Update the Tri-County Access Plan (a Locally Coordinated Human Services Transportation Plan). Reviewed and ranked applications for Section 5310 funding (Annually).
- ✓ Participated in the federal certification of the Tampa Bay Transportation Management Area. (2017)
- ✓ Regional PPP/MOE Report (Fall 2017)
- ✓ Participate in the Technical Review Team Meetings (TRT) for the Tampa Bay Regional Planning Model & other tools. (ongoing – monthly)
- ✓ Gulf Coast Safe Streets Summit (February 2018)

REQUIRED ACTIVITIES:

- Review of comprehensive plan amendments, development plans and changes in development regulations.
- Technical and financial analyses, modeling, presentations, and community outreach in support of Hillsborough County Policy Leadership Group and related activities.
- Assist local agencies with transportation planning related topics, as needed, and requested, including the Hillsborough County Health Department, Sheriff's Office, Environmental Protection Commission, University of South Florida, modal agencies, transportation management organizations, and other local entities.
- Provide technical support to local officials, agencies and jurisdictions on planning, growth management, and other issues related to transportation and community plans, priorities and funding, such as mobility fees, transportation investments to support economic growth, transportation network alternative scenarios, and other topics.
- In coordination with local, regional, and state entities, address the need for better transportation infrastructure to serve economic development and redevelopment areas (including enhancing travel and tourism). Provide public outreach assistance, as needed.
- Perform technical analyses to formulate MPO positions on policies that will directly impact the transportation systems of Tampa, Temple Terrace, Plant City, and unincorporated Hillsborough County.
- Prepare for and attend board meetings of local governing bodies and transportation authorities /organizations.
- Continue to explore opportunities to strengthen intergovernmental coordination with the Seminole Tribe of Florida/Seminole Nation of Oklahoma, including outreach to appropriate contacts and establishing coordination mechanisms.

- Participate in the Florida MPO Advisory Council activities and meetings to share best practices, conduct statewide research tasks, and stay abreast of statewide policy changes.
- Provide input to the Bay Area Legislative Delegation and Florida Transportation Commission on issues affecting West Central Florida.
- Annually review Transportation Regional Incentive Program (TRIP) and regional multiuse trails priorities, prioritize candidate projects and make a recommendation to the TBARTA CCC board.
- Support regional transit planning in coordination with TBARTA, FDOT, and local transit agencies.
- Tasks in support of regional congestion management processes and/or regional performance measures.
- Coordinate project implementation phasing during development of the State Tentative Work Programs and the individual MPO TIPs and Develop/ refine regional priority lists, as needed and required.
- Coordinate with Pinellas and Pasco MPO on the development of the regional component of the LRTP. The regional LRTP would function similar to a three-ring binder, with each MPO having its own 'chapter' while coordinating on regional scenario planning to build consensus on a preferred scenario, and utilizing a single survey source (e.g. MetroQuest) with proactive outreach to stakeholder groups around the region.
- Coordinate with Pinellas and Pasco MPO on the identification of funding strategies for the regional LRTP high priority projects. Expansion of the regional LRTP beyond the 3 county area will be evaluated in the future.
- Continue to coordinate with the FDOT Regional Goods Movement Advisory Committee on the implementation of the Tampa Bay Regional Strategic Freight Plan.
- Provide input on the Florida SIS and the Florida Transportation Plan.
- Participate in Scenic Highway Corridor Management entities for the Courtney-Campbell Causeway and the Suncoast Parkway.
- Develop an interagency coordination agreement for air quality planning as/if required by nonattainment airshed designation(s) or other federal regulatory action. As needed, support the air quality planning process and monitor mobile source emissions.
- Participate and support the efforts of the Tampa Bay Clean Cities Coalition.
- Support regional coordination and intra-regional access to pedestrian and cycle facilities and initiatives.
- Coordinate regional rideshare and vanpool program planning with TBARTA and Transportation Management Organizations.
- Participate in the Technical Review Team (TRT) for the Tampa Bay Regional Planning Model and other tools to ensure seamless travel demand analyses across county borders.

- Participate in the Florida Model Task Force for consistent travel demand analysis methods and technical advances statewide.
- Refine and update regional GIS layers and databases for the eight counties. Consider/research an online GIS tool for public use.
- Update and maintain the congestion management process (CMP) and database including supporting multi-county CMP initiatives and corridor studies. Implement strategies based on the CMP tool box and implement into the LRTP as appropriate. Consider forming a CMP subcommittee.
- Regional Multi-Use Trail mapping and priorities including Coast to Coast, SUNTrail Program coordination and support.
- Provide a forum to ensure products, processes, and activities are consistent with and among coordinating MPOs.
- Integrate regional perspectives within MPO presentations to the local community.
- Review the existing UPWP tasks structure and develop regional UPWP tasks.
- Support TBARTA's MPO Regional Coordination Structure Research and Best Practices Study
- Continue to implement strategies for engaging the public in accordance with the Regional PPP Tools, including a website, printed materials, and other strategies in the PPP. In addition, provide allowances for public participation activities.
- Conduct a review of the effectiveness of the regional public-involvement process and the LEP and Title VI policies in coordination with TBARTA CCC.
- Provide administrative and staff support to the following groups and their subcommittees: Tampa Bay TMA Leadership Group, an advisory committee to the Hillsborough, Pasco, and Pinellas MPOs; TBARTA CCC; and TBARTA MPO Staff Directors meetings. Support at a minimum includes: arranging for venues and conference calls, prepare and distribute agendas and meeting packets, follow up on agenda items as needed/directed, including coordination with partner agencies, monitor update schedule for regional documents and coordinate the drafting, review, and final distribution of updated documents. Other tasks include maintaining up-to-date distribution list, posting materials online and other administrative tasks as needed.
- Update the TMA Profile as needed, including a review of cross-county trip making; an annual update of Transportation Alternatives.
- Participate and coordinate with other agencies in regional studies, such as the Regional Transit Feasibility Plan, led by HART, the Regional Vulnerability Assessment (e.g. FHWA-Tampa Bay Resiliency & Durability to Extreme Weather Pilot Program Project), tourism and freight planning activities, as well as coordination with FDOT on the state Autonomous, Connected Electric and Shared (ACES) Vehicle Planning Initiative.
- Participate in regional studies, including the Regional Transit Feasibility Plan, led by HART.
- Hold Tri-County Meetings of the Bicycle Pedestrian Advisory Committees.

- Hold Tri-County Meetings of the Transportation Disadvantaged Local Coordinating Boards.
- Participate in the TBARTA Regional Public Participation Working group to coordinate outreach activities and events for regional public participation.
- Coordinate with Pinellas and Pasco MPOs on the development of the regional component of the LRTP, including coordinated public outreach and scenario planning activities.
- Attendance, registration, membership and travel costs related to professional training, seminars, meetings, workshops, and conferences.
- TMA Leadership Group major project priorities and Transportation Alternative priorities.
- TMA Leadership Group – Tri-County LCB (TCLCB) Priorities.
- Travel to and participate in necessary workshops/meetings.
 - All projects are consistent with federal and state regulations and detailed in invoices submitted to FDOT for reimbursement.
- Consultants may assist with these tasks.
- FHWA, FTA, and other funds may be used in support of these tasks (lobbying is an ineligible expense for federal funds).

END PRODUCTS:

(end products in this task are produced on an ongoing basis, unless noted otherwise)

- Regional component of LRTP (Winter 2018)
- FHWA – Tampa Bay TMA Resiliency and Durability to Extreme Weather Pilot Program Project (Winter 2019/2020)
- Review comments on local plans, studies, and reports for consistency with LRTP (Ongoing)
- Participation in other regional and statewide organizations’ planning activities to provide the West Central Florida regional needs and perspective (monitored and updated as needed)
- Reports regarding regional and statewide planning activities that may impact the West Central Florida area (monitored and updated as needed)
- Local plan consistency with regional and state plans (Ongoing)
- Cross-county continuity in transportation facilities (Ongoing)
- District-wide travel demand models (Ongoing)
- Comments on proposed regional and state plans and DRI’s (monitored and updated as needed)
- Implementation of the Tampa Bay Regional Strategic Freight Plan (Ongoing)
- A comprehensive, up-to-date, and easily accessible regional transportation website (Ongoing)

- Public meetings of the TBARTA CCC, and MPO Staff Directors, including an annual meeting of the CCC and Central Florida Alliance. (Ongoing)
- Updated list of regional highway and multi-use trails priorities (Annually)
- Regional task sheets in UPWPs (Bi-annually)
- Transportation Regional Incentive Program - TRIP (Annually)
- Public engagement in support of the regional component of the LRTP, utilizing informational materials and/or multi-media tools (Ongoing)
- Public meetings of the Tampa Bay TMA Leadership Group, and planning products as directed by the members, including:
 - Contract for administrative services (monitored and updated as needed)
 - Tri-County future land use map (monitored and updated as needed)
 - Priorities for major projects and Transportation Alternatives (annually)
 - Updated TMA profile (monitored and updated as needed)
 - Regional Transit Feasibility Plan (Fall 2018)
 - TMA LRTP (November 2019)
- Priorities for FTA Section 5310 funding (monitored and updated as needed)
- Contract for administrative services for TBARTA (Ongoing)
- Congestion Management Process (CMP) priorities and products (monitored and updated as needed)
- Tri-County Transportation Disadvantaged Local Coordinating Board meetings (quarterly)
- Meeting facilitation for TMA Leadership Group (Annually)
- Tri-County Ride Guide (monitored and updated as needed)
- Regional Multi-Use Trails Map (monitored and updated as needed)
- Meetings of the BPAC, MUTC, RP3 and TRIP Working Groups (monitored and updated as needed)
- Priorities for FTA 310 Funding (monitored and updated as needed)

RESPONSIBLE AGENCIES:

MPO - Lead Agency, Tampa Bay Area Regional Transit Authority

- Dates indicated are for a calendar year: January – December.

Task 6. Local & Regional Coordination and Planning									
Estimated Budget Detail for FY 2018/19									
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	TBARTA CCC*	FTA 5303	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services									
		54,375.45	-		51,459.39	6,432.42	6,432.42	-	118,699.68
	Subtotal:	54,375.45	-		51,459.39	6,432.42	6,432.42	-	118,699.68
B. Consultant Services									
		2,670.91	5,131.82	22,727.27	-	-	-	-	30,530.00
	Subtotal:	2,670.91	5,131.82	22,727.27	-	-	-	-	30,530.00
C. Travel									
		-	-		-	-	-	-	-
	Subtotal:	-	-		-	-	-	-	-
D. Other Direct Expenses									
		-	-		-	-	-	-	-
	Subtotal:	-	-		-	-	-	-	-
E. Indirect Rate (Indirect Rate =.10)									
		5,704.64	513.18	2,272.73	5,145.94	643.25	643.25	-	14,922.99
	Subtotal:	5,704.64	513.18	2,272.73	5,145.94	643.25	643.25	-	14,922.99
	Total:	62,751.00	5,645.00	25,000.00	56,605.33	7,075.67	7,075.67	-	164,152.67

*These funds are transferred from other MPOs and administered by Hillsborough MPO for the TBARATA Staff Services Agreement.

Task 6. Local & Regional Coordination and Planning									
Estimated Budget Detail for FY 2019/20									
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	TBARTA CCC*	FTA 5303	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services									
		\$ 93,466.36	\$ -		\$51,436.36	\$ 6,429.55	\$ 6,429.55	\$ -	\$157,761.82
	Subtotal:	\$ 93,466.36	\$ -		\$51,436.36	\$ 6,429.55	\$ 6,429.55	\$ -	\$157,761.82
B. Consultant Services									
		\$ 4,988.18	\$ -	\$22,727.27					\$ 27,715.45
	Subtotal:	\$ 4,988.18	\$ -	\$22,727.27					\$ 27,715.45
C. Travel									
	Subtotal:								
D. Other Direct Expenses									
	Subtotal:								
E. Indirect Rate (Indirect Rate =.10)									
		\$ 9,845.46	\$ -	\$ 2,272.73	\$ 5,143.64	\$ 642.95	\$ 642.95		\$ 18,547.73
	Subtotal:	\$ 9,845.46	\$ -	\$ 2,272.73	\$ 5,143.64	\$ 642.95	\$ 642.95		\$ 18,547.73
	Total:	\$ 108,300.00	\$ -	\$25,000.00	\$56,580.00	\$ 7,072.50	\$ 7,072.50		\$204,025.00

*These funds are transferred from other MPOs and administered by Hillsborough MPO for the TBARATA Staff Services Agreement.

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FUNDING AND BUDGET TABLES

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Table 1A: Hillsborough MPO Agency Funding Participation - FY 2018/19

HILLSBOROUGH COUNTY METROPOLITAN PLANNING ORGANIZATION											
GRANTS USED BY THE MPO											
Table 1a (MPO staff and contract funds with prior year funds)											
UNIFIED PLANNING WORK PROGRAM - FY 18/19 (Year 1)											
Amended 03/30/2020											
Task No.	TASK	FHWA PL	FTA 5305		TD	Surface Transportation Program (Contract)	FHWA Resiliency and Durability Pilot (Contract)	American Public Health Association	TBARTA CCC	Consultant Contract Total (excluding indirect cost)	Task Total
			Prior Year FTA Funds Available for Staff Budget (GOR 43)	FTA Grant Staff Budget	Transportation Disadvantaged Staff Budget						
1	Transportation Planning Management	\$ 224,188	\$ 1,035	\$ 117,876							\$ 343,099
2	System & Corridor Planning	\$ 185,064		\$ 123,770	\$ 46,644	\$ 347,098	\$ 250,000	\$ 6,906		\$ 575,809	\$ 907,110
3	Long Range Transportation Planning and Data	\$ 521,912		\$ 123,827		\$ 207,715				\$ 423,658	\$ 853,454
4	Transportation Improvement Planning	\$ 39,953	\$ 65	\$ 17,681							\$ 57,699
5	Public Participation & Stakeholder Engagement	\$ 303,493		\$ 147,345		\$ 7,700				\$ 18,348	\$ 458,538
6	Local & Regional Coordination and Planning	\$ 62,751	\$ 32	\$ 70,725		\$ 5,645			\$ 25,000	\$ 30,530	\$ 164,153
	TOTAL	\$ 1,337,361	\$ 1,132	\$ 601,224	\$ 46,644	\$ 568,158	\$ 250,000	\$ 6,906	\$ 25,000	\$ 1,048,345	\$ 2,836,425
	Funding Source Total	\$ 1,337,361	\$	602,356	\$ 46,644	\$ 568,158	\$ 250,000	\$ 6,906	\$ 25,000	\$ 1,048,345	\$ 2,836,425

Table 1B: Hillsborough MPO Agency Funding Participation – FY 2019/20

HILLSBOROUGH COUNTY METROPOLITAN PLANNING ORGANIZATION										
GRANTS USED BY THE MPO										
Table 1b (MPO staff and contract funds with prior year funds)										
UNIFIED PLANNING WORK PROGRAM - FY 19/20 (Year 2)										
Amended 03/30/2020										
Task No.	TASK	FHWA PL	FTA 5305		TD	Surface Transportation Program (Contract)	American Public Health Association	TBARTA CCC	Consultant Contract Total (excluding indirect cost)	Task Total
			Prior Year FTA Funds Available for Staff Budget	FTA Grant Staff Budget	Transportation Disadvantaged Staff Budget					
1	Transportation Planning Management	\$ 206,942		\$ 117,876						\$ 324,818
2	System & Corridor Planning	\$ 236,452		\$ 123,770	\$ 48,255	\$ 134,915	\$ 50,000		\$ 146,995	\$ 593,392
3	Long Range Transportation Planning and Data	\$ 321,293		\$ 140,057		\$ 92,360			\$ 203,590	\$ 553,710
4	Transportation Improvement Planning	\$ 46,954		\$ 17,681						\$ 64,635
5	Public Participation & Stakeholder Engagement	\$ 254,808		\$ 147,345					\$ 4,725	\$ 402,153
6	Local & Regional Coordination and Planning	\$ 108,300		\$ 70,725				\$ 25,000	\$ 27,715	\$ 204,025
	TOTAL	\$ 1,174,749		\$ 617,454	\$ 48,255	\$ 227,275	\$ 50,000	\$ 25,000	\$ 383,026	\$ 2,142,733
	Funding Source Total	\$ 1,174,749	\$	617,454	\$ 48,255	\$ 227,275	\$ 50,000	\$ 25,000	\$ 383,026	\$ 2,142,733

Table 2A: Hillsborough MPO Funding Sources by Task – FY 2018/19

HILLSBOROUGH COUNTY METROPOLITAN PLANNING ORGANIZATION COORDINATION IN THE MPO AREA (funding sources by tasks) - Table 2a UNIFIED PLANNING WORK PROGRAM - FY 18/19 (Year1) Amended 03/30/2020																				
Task	Task Name	FHWA PL	PL & SU	FHWA -SU	FTA 5305 (New) **Includes rollover			TD	FHWA R/D Grant	APHA	TBARTA CCC ***	FDOT D7	HART	CHARTER SURTAX	TOTAL - ALL SOURCES			GRAND		
		FED	Soft Match*	FED	FED	State Match	Local Match	CTD	FED	Other	Other MPOs	FED	FED	Local	Total Federal	Total State	Total Local	Total		
1	Transportation Planning Management	\$ 224,188	\$ 40,510.77		\$ 95,129	\$ 11,891	\$ 11,788										\$ 319,317	\$ 11,891	\$ 11,788	\$ 342,996
2	System and Corridor Planning	\$ 185,064	\$ 96,161.67	\$ 347,098	\$ 99,016	\$ 12,377	\$ 12,377	\$ 46,644	\$ 250,000	\$ 6,906							\$ 881,178	\$ 59,021	\$ 10,000,000	\$ 10,940,199
3	Long Range Transportation Planning and Data	\$ 521,912	\$ 110,999.01	\$ 92,360	\$ 99,062	\$ 12,383	\$ 12,383										\$ 713,334	\$ 12,383	\$ 800,000	\$ 1,525,717
4	Transportation Improvement Planning	\$ 39,953	\$ 7,219.51		\$ 14,197	\$ 1,775	\$ 1,775										\$ 54,150	\$ 1,775	\$ 2,500,000	\$ 2,555,924
5	Public Participation & Stakeholder Engagement	\$ 303,493	\$ 56,232.58	\$ 7,700	\$ 117,876	\$ 14,735	\$ 14,735										\$ 429,069	\$ 14,735	\$ 900,000	\$ 1,343,804
6	Local & Regional Coordination and Planning	\$ 62,751	\$ 12,359.16	\$ 5,645	\$ 56,605	\$ 7,076	\$ 7,076				\$ 25,000						\$ 150,001	\$ 7,076	\$ 1,200,000	\$ 1,357,077
	FDOT D7 Planning Program (See Appendix H)											\$ 196,000					\$ 196,000		\$ 15,400,000	\$ 15,596,000
	HART Planning Program (See Appendix I)																			
	County Charter Transportation Improvement Surtax (See Appendix J)																			
	TOTAL	\$ 1,337,361	\$ 323,483	\$ 452,803	\$ 481,884	\$ 60,236	\$ 60,132	\$ 46,644	\$ 250,000	\$ 6,906	\$ 25,000	\$ 196,000					\$ 2,743,049	\$ 106,880	\$ 15,411,788	\$ 33,661,716

* Soft Match - The State provides 18.07 % match for FHWA funds with toll credits. Toll credits are actual dollars that can be expended and soft match credits do not appear in the work program.
 ** Tasks 4 includes \$41,161 and Task 5 \$115,000 rollover from FY2018
 *** These funds are transferred from other MPOs and administered by Hillsborough MPO for the TBARTA Staff Services Agreement.

Table 2B: Hillsborough MPO Funding Sources by Task – FY 2019/20

HILLSBOROUGH COUNTY METROPOLITAN PLANNING ORGANIZATION																		
COORDINATION IN THE MPO AREA (funding sources by tasks) - Table 2b																		
UNIFIED PLANNING WORK PROGRAM - FY 19/20 (Year 2)																		
Amended 03/30/2020																		
		FHWA PL	PL & SU	FHWA -SU	FTA 5305 (New)			TD	FHWA R/D Grant	APHA	TBARTA CCC ***	FDOT D7	HART	Local Funds	TOTAL - ALL SOURCES			GRAND
Task	Task Name	FED	Soft Match*	FED	FED	State Match	Local Match	CTD	FED	Other	Other MPOs	FED	FED	Local	Total Federal	Total State	Total Local	Total
1	Transportation Planning Management	\$ 206,942	\$ 37,394.42		\$ 94,301	\$ 11,788	\$ 11,788								\$ 301,243	\$ 11,788	\$ 11,788	\$ 324,818
2	System and Corridor Planning	\$ 236,452	\$ 67,106.02	\$ 134,915	\$ 99,016	\$ 12,377	\$ 12,377	\$ 48,255		\$ 50,000				\$ 125,000	\$ 470,383	\$ 60,632	\$ 187,377	\$ 718,392
3	Long Range Transportation Planning and Data	\$ 321,293	\$ 74,747.10	\$ 92,360	\$ 112,046	\$ 14,006	\$ 14,006								\$ 525,699	\$ 14,006	\$ 14,006	\$ 553,710
4	Transportation Improvement Planning	\$ 46,953	\$ 8,484.41		\$ 14,145	\$ 1,768	\$ 1,768								\$ 61,098	\$ 1,768	\$ 1,768	\$ 64,634
5	Public Participation & Stakeholder Engagement	\$ 254,808	\$ 46,043.81		\$ 117,876	\$ 14,735	\$ 14,735								\$ 372,684	\$ 14,735	\$ 14,735	\$ 402,153
6	Local & Regional Coordination and Planning	\$ 108,300	\$ 19,569.81		\$ 56,580	\$ 7,073	\$ 7,073				\$ 25,000				\$ 189,880	\$ 7,073	\$ 7,073	\$ 204,025
	FDOT D7 Planning Program (See Appendix H)											\$ 196,000			\$ 196,000			\$ 196,000
	HART Planning Program (See Appendix I)												\$ 1,550,000		\$ 1,550,000			\$ 1,550,000
	County Charter Transportation Improvement Surtax (See Appendix J)													\$ 2,860,000			\$ 2,860,000	\$ 2,860,000
	TOTAL	\$ 1,174,748	\$ 253,346	\$ 227,275	\$ 493,963	\$ 61,745	\$ 61,745	\$ 48,255		\$ 50,000	\$ 25,000	\$ 196,000	\$ 1,550,000	\$ 2,985,000	\$ 3,666,986	\$ 110,000	\$ 3,096,745	\$ 6,873,732

* Soft Match - The State provides 18.07 % match for FHWA funds with toll credits. Toll credits are actual dollars that can be expended and soft match credits do not appear in the work program.
 ** Task 1 includes \$7254 (PL)Tasks 3 Includes \$9827(PL) and Task 5 \$3288(SU) rollover from FY2018
 *** These funds are transferred from other MPOs and administered by Hillsborough MPO for the TBARATA Staff Services Agreement.

APPENDICES

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Appendix A: FTA- Application, Certifications, and Assurances

Application for Federal Assistance SF-424		
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>
* 3. Date Received: <input type="text"/>	4. Applicant Identifier: <input type="text"/>	
5a. Federal Entity Identifier: <input type="text"/>	5b. Federal Award Identifier: <input type="text"/>	
State Use Only:		
6. Date Received by State: <input type="text"/>	7. State Application Identifier: <input type="text"/>	
8. APPLICANT INFORMATION:		
* a. Legal Name: <input type="text"/>		
* b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text"/>	* c. Organizational DUNS: <input type="text"/>	
d. Address:		
* Street1: <input type="text"/>	401 East Kennedy Boulevard	
Street2: <input type="text"/>	18th Floor	
* City: <input type="text"/>	Tampa	
County/Parish: <input type="text"/>	Hillsborough	
* State: <input type="text"/>	FL: Florida	
Province: <input type="text"/>		
* Country: <input type="text"/>	USA: UNITED STATES	
* Zip / Postal Code: <input type="text"/>	33602-4932	
e. Organizational Unit:		
Department Name: <input type="text"/>	Division Name: <input type="text"/>	
f. Name and contact information of person to be contacted on matters involving this application:		
Prefix: <input type="text"/>	* First Name: <input type="text"/>	Elizabeth
Middle Name: <input type="text"/>		
* Last Name: <input type="text"/>	Alden	
Suffix: <input type="text"/>		
Title: <input type="text"/>		
Organizational Affiliation: <input type="text"/>		
* Telephone Number: <input type="text"/>	813-272-5940	* Fax Number: <input type="text"/>
* Email: <input type="text"/>	aldenb@plancon.org	

Application for Federal Assistance SF-434	
<p>* 9. Type of Applicant 1: Select Applicant Type:</p> <input type="text" value="X: other (specify)"/> <p>Type of Applicant 2: Select Applicant Type:</p> <input type="text"/> <p>Type of Applicant 3: Select Applicant Type:</p> <input type="text"/> <p>* Other (specify):</p> <input type="text" value="MPO"/>	
<p>* 10. Name of Federal Agency:</p> <input type="text" value="Federal Transit Administration"/>	
<p>11. Catalog of Federal Domestic Assistance Number:</p> <input type="text" value="20.305"/> <p>CFDA Title:</p> <input type="text" value="Metropolitan Planning"/>	
<p>* 12. Funding Opportunity Number:</p> <input type="text" value="FTA 5305 (B)"/> <p>* Title:</p> <input type="text" value="Metropolitan Planning"/>	
<p>13. Competition Identification Number:</p> <input type="text" value="N/A"/> <p>Title:</p> <input type="text"/>	
<p>14. Areas Affected by Project (Cities, Counties, States, etc.):</p> <input type="text"/> <div style="display: flex; justify-content: space-around;"> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/> </div>	
<p>* 15. Describe Title of Applicant's Project:</p> <input type="text" value="Hillsborough County Transportation Planning in support of the MPO's DRMP for FY19 & FY20"/>	
<p>Attach supporting documents as specified in agency instructions.</p> <div style="display: flex; justify-content: space-around;"> <input type="button" value="Add Attachments"/> <input type="button" value="Delete Attachments"/> <input type="button" value="View Attachments"/> </div>	

Application for Federal Assistance SF-424	
16. Congressional Districts Of:	
* a. Applicant: 12, 14	* b. Program/Project: [Redacted]
Attach an additional list of Programs/Project Congressional Districts if needed.	
[Redacted]	<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>
17. Proposed Project:	
* a. Start Date: 07/01/2019	* b. End Date: 06/30/2020
18. Estimated Funding (\$):	
* a. Federal	453,968.00
* b. Applicant	[Redacted]
* c. State	61,745.00
* d. Local	61,745.00
* e. Other	[Redacted]
* f. Program Income	[Redacted]
* g. TOTAL	617,451.00
* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?	
<input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on [Redacted]. <input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review. <input checked="" type="checkbox"/> c. Program is not covered by E.O. 12372.	
* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If "Yes", provide explanation and attach [Redacted] <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>	
21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 28, Section 1091)	
<input checked="" type="checkbox"/> ** I AGREE ** The list of certifications and assurances, or an internal site where you may obtain this list, is contained in the announcement or agency specific instructions.	
Authorized Representative:	
Prefix: Ms.	* First Name: Elizabeth
Middle Name:	[Redacted]
* Last Name: Aiden	[Redacted]
Self:	[Redacted]
* Title: Executive Director	[Redacted]
* Telephone Number: 813-272-5940	Fax Number: 813-3037172
* Email: aaiden@plncom.org	[Redacted]
* Signature of Authorized Representative: [Handwritten Signature]	* Date Signed: 12-3-19

FTA FISCAL YEAR 2019 CERTIFICATIONS AND ASSURANCES
FEDERAL FISCAL YEAR 2019 CERTIFICATIONS AND ASSURANCES FOR FTA
ASSISTANCE PROGRAMS

(Signature pages alternate to providing Certifications and Assurances in TrAMS.)

Name of Applicant: Hillsborough County Metropolitan Planning Organization

The Applicant certifies to the applicable provisions of categories 01–18. _____

Or,

The Applicant certifies to the applicable provisions of the categories it has selected:

Category	Certification
01 Certifications and Assurances Required of Every Applicant	_____ x _____
02 Tax Liability and Felony Convictions	_____
03 Lobbying	_____ x _____
04 Private Sector Protections	_____
05 Transit Asset Management Plan	_____
06 Rolling Stock Buy America Reviews and Bus Testing	_____
07 Urbanized Area Formula Grants Program	_____
08 Formula Grants for Rural Areas	_____
09 Fixed Guideway Capital Investment Grants and the Expedited Project Delivery for Capital Investment Grants Pilot Program	_____
10 Grants for Buses and Bus Facilities and Low or No Emission Vehicle Deployment Grant Programs	_____
11 Enhanced Mobility of Seniors and Individuals with Disabilities Programs	_____
12 State of Good Repair Grants	_____
13 Infrastructure Finance Programs	_____
14 Alcohol and Controlled Substances Testing	_____
15 Rail Safety Training and Oversight	_____
16 Demand Responsive Service	_____
17 Interest and Financing Costs	_____
18 Construction Hiring Preferences	_____

FEDERAL FISCAL YEAR 2019 FTA CERTIFICATIONS AND ASSURANCES SIGNATURE

PAGE

(Required of all Applicants for federal assistance to be awarded by FTA in FY 2019)

AFFIRMATION OF APPLICANT

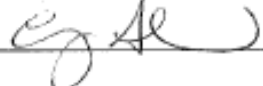
Name of the Applicant: Hillsborough County Metropolitan Planning Organization

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 laws, regulations, and requirements, 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 2019, 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 Award for which it now seeks, or may later seek federal assistance to be awarded during federal fiscal year 2019.

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: 12/3/19

Name Elizabeth Alden, Executive Director Authorized Representative of Applicant

AFFIRMATION OF APPLICANT'S ATTORNEY

For (Name of Applicant): Hillsborough County Metropolitan 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 assisted Award.

Signature  Date: 12-3-19

Name Cameron Clark, MPO Attorney Attorney for Applicant

Each Applicant for federal assistance to be awarded by FTA must provide an Affirmation of Applicant's Attorney pertaining to the Applicant's legal capacity. The Applicant may enter its electronic signature in lieu of the Attorney's signature within TrAMS, provided the Applicant has on file and uploaded to TrAMS this hard-copy Affirmation, signed by the attorney and dated this federal fiscal year.

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

S25-010-08
POLICY PLANNING
02/18

DEBARMENT and SUSPENSION CERTIFICATION

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

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


Name: Commissioner Lesley "Les" Miller, Jr.
Title: Hillsborough County MPO Chair

May 1, 2018

Date

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

525-01D-03
POLICY PLANNING
02/18

LOBBYING CERTIFICATION for GRANTS, LOANS and COOPERATIVE AGREEMENTS

In accordance with Section 1352 of Title 31, United States Code, it is the policy of the Hillsborough County MPO that:

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


Name: Commissioner Lesley "Les" Miller, Jr.
Title: Hillsborough County MPO Chair

May 1, 2018
Date

**Appendix B: Transportation Disadvantaged Grant Application,
Assurance, and Resolution**



Transportation Disadvantaged Planning Grant Application Form

Legal Name	Hillsborough Metropolitan Planning Organizaton		
Federal Employer Identification Number	596000661		
Registered Address	601 E. Kenndy Blvd., 18 th Floor		
City and State	Tampa, FL	Zip Code	33602
Contact Person for this Grant	Michele Ogilvie	Phone Number <i>Format 111-111-1111</i>	813-272-5940
E-Mail Address [Required]	OgilvieM@plancom.org		
Project Location [County(ies)]	Hillsborough	Proposed Project Start Date	7/1/2019
Budget Allocation			
	Grant Amount Requested		\$48,255.00
	<i>Total Project Amount</i>		\$48,255.00

I, the authorized Grant Recipient Representative, hereby certify that the information contained in this form is true and accurate and is submitted in accordance with the 2019-20 Program Manual and Application for the Planning Grant.



Signature of Grant Recipient Representative

5/8/19
Date

Name: Elizabeth Alden

Title: Hillsborough MPO Executive Director:

STANDARD ASSURANCES

The recipient hereby assures and certifies that:

- (1) The recipient will comply with the federal, state, and local statutes, regulations, executive orders, and administrative requirements which relate to discrimination on the basis of race, color, creed, religion, sex, age, and handicap with respect to employment, service provision, and procurement.
- (2) Public and private for-profit, transit and paratransit operators have been or will be afforded a fair and timely opportunity by the local recipient to participate to the maximum extent feasible in the planning and provision of the proposed transportation planning services.
- (3) The recipient has the requisite fiscal, managerial, and legal capacity to carry out the Transportation Disadvantaged Program and to receive and disburse State funds.
- (4) The recipient intends to accomplish all tasks as identified in this grant application.
- (5) Transportation Disadvantaged Trust Funds will not be used to supplant or replace existing federal, state, or local government funds.
- (6) Consultant services purchased through this grant comply with the competitive procurement requirements of Chapter 287 and Chapter 427, Florida Statutes.

This certification is valid for no longer than the contract period for which the grant application is filed:

Date: 5/8/19

Signature: 

Name: Elizabeth Alden

Title: Executive Director

Hillsborough County Metropolitan Planning Organization

**Resolution 19-2
Hillsborough County
Metropolitan Planning Organization**

**Transportation Disadvantaged Trust Fund Planning Grant
Authorizing Resolution**

A RESOLUTION of the BOARD of the Hillsborough County Metropolitan Planning Organization (Applicant), hereinafter BOARD, hereby authorizes the filing and execution of a Transportation Disadvantaged Trust Fund Grant Application with the Florida Commission for the Transportation Disadvantaged.

WHEREAS, this BOARD is eligible to receive a Transportation Disadvantaged Trust Fund Grant and to undertake a transportation disadvantaged service project as authorized by Section 427.0159, Florida Statutes, and Rule 41-2, Florida Administrative Code.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD THAT:

1. The BOARD has the authority to file this grant agreement.
2. The BOARD authorizes the Hillsborough County Metropolitan Planning Organization Executive Director, hereinafter DIRECTOR, to execute the grant agreement, amendments, warranties, certifications, and any other documents which may be required in connection with the agreement with the Florida Commission for the Transportation Disadvantaged on behalf of the BOARD.
3. The BOARD's Registered Agenda in Florida is the DIRECTOR.
The Registered Agent's address is: 601 East Kennedy Boulevard – 18th Floor, Tampa, FL 33602


DULY PASSED AND ADOPTED THIS 8th DAY OF May 2019

Board of Hillsborough County MPO




Commissioner Lesley "Les" Miller, Jr., MPO Chair

ATTEST:



Cameron Clark, MPO Attorney



Wanda West, MPO Secretary

Appendix C: Cost Allocation Plan and Certificate of Indirect Costs

10% De Minimis Indirect Cost Rate Certification
Hillsborough County Metropolitan Planning Organization
Effective Fiscal Year 2018/19

Certification of Eligibility:

I, the undersigned, certify that our agency is eligible to use the 10% de minimis indirect cost rate as we have:

1. Never received a negotiated indirect cost rate.
2. Received less than \$35 million in direct federal funding for the fiscal year requested and each fiscal year thereafter.

Certification of Financial Management System:

I, the undersigned, certify that our agency has a financial management system that accumulates and segregates direct costs (*costs that can be specifically identified to a final cost objective [e.g., a project, program, or other direct activity of an organization]*) from indirect costs (*Costs incurred for a common or joint purpose benefitting more than one final cost objective e.g. administrative costs such as clerical support, human resources, accounting, payroll, financial audits, rent, utilities, supplies, vehicle expense, executive management, etc. that is not readily assignable to the final cost objectives specifically benefitted, without effort disproportionate to the results achieved*) and by project/activity, that are allowable in accordance with Title 2 Code of Federal Regulations Part 200 (2 CFR Part 200).

I certify the agency's financial management system has the following attributes:

- Account numbers identifying allowable direct, indirect, and unallowable cost accounts.
- Ability to accumulate and segregate allowable direct, indirect and unallowable costs into different cost accounts.
- Ability to accumulate and segregate allowable direct costs by project, funding source, and type of cost (e.g.: labor, consulting, pass-thru, or other).
- Internal controls to maintain integrity of financial management system.
- Ability to consistently record and report costs as described in 2 CFR 200.403.
- Ability to ensure costs billed are in compliance with 2 CFR Part 200.
- Ability to ensure costs billed reconcile to general ledgers and job costing ledgers.
- Ability to ensure costs are in compliance with contract terms and federal and state requirements.

I also certify that the types of records that are used to support the existence of these attributes include the following:

- General ledger and job costing ledgers.
- Subsidiary general ledgers.
- Chart of accounts.
- Audited financial statements.
- Time keeping records.
- Documents supporting actual costs (e.g. invoices, canceled checks).

Unified Planning Work Program: FY 2019 – 2020

- Accounting policy and procedure manuals specific to the agency.

Finally, I understand:

1. The de minimis rate of 10% is to be applied to modified total direct costs which means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel and up to the first \$25,000 of each subaward (regardless of the period of performance of the subawards under the award). Modified total direct cost excludes equipment, capital expenditures, rental costs, and the portion of each subaward in excess of \$25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs.
2. Costs must be consistently charged as either indirect or direct but may not be double charged or inconsistently charged as both.
3. The proper use and application of the de minimis rate is the responsibility of Hillsborough MPO and FDOT Audits and Investigations may perform an audit on our agency to ensure compliance with 2 CFR Part 200 and agreements with FDOT. If it is determined we are inconsistently charging costs, or not in compliance with 2 CFR Part 200 we may be required to reimburse FDOT for any identified overbillings.
4. Hillsborough MPO's schedule of expenditures of federal awards must include a note on whether it elected to use the 10% de minimis cost rate in accordance with 2 CFR 200 Part 200.510(b)(6).

I declare that the foregoing is true and correct.

Governmental Unit: Hillsborough County Metropolitan Planning Organization

Signature:  _____

Name of Official*: Elizabeth Alden

Title: Executive Director

Telephone No.: 813-272-5940

E-mail: aldenb@plancom.org

**(Must be executive, financial officer, or equivalent of agency)*

HILLSBOROUGH COUNTY METROPOLITAN PLANNING ORGANIZATION

**SCHEDULE OF EXPENDITURES TO BE REIMBURSED BY THE
10% DE MINIMIS INDIRECT RATE**

Agency Wide Training/Educational Costs
Agency Wide Memberships
Awards Program (staff & board recognition)
Books & Agency Wide Subscriptions
Computer Software
Copier Impression charges/Maintenance/Supplies
Data Processing Services External
Data Processing/General Operating Supplies
Equipment Maintenance
Fleet Mgmt Services (county vehicle maintenance/repairs)
Fleet Vehicle Fuel/Oil
Fleet Vehicle Monthly Parking Expenses
Fleet Vehicle Rental (shared county vehicles)
Insurance Assessments (liability & auto)
Maint Building/Facilities
Maint Computer Equipment
Office Supplies/Minor office Equipment
Postage/Freight Expenses
Telecommunications (telephones & internet)

Appendix D: Title VI Nondiscrimination Assurance and Limited English Proficiency Statement

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

525-010-06
POLICY PLANNING
02/18

TITLE VI/ NONDISCRIMINATION ASSURANCE

Pursuant to Section 9 of US DOT Order 1050.2A, the Hillsborough County MPO assures the Florida Department of Transportation (FDOT) that no person shall on the basis of race, color, national origin, sex, age, disability, family or religious status, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, the Florida Civil Rights Act of 1992 and other nondiscrimination authorities be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any program or activity.

The Hillsborough County MPO further assures FDOT that it will undertake the following with respect to its programs and activities:

1. Designate a Title VI Liaison that has a responsible position within the organization and access to the Recipient's Chief Executive Officer.
2. Issue a policy statement signed by the Chief Executive Officer, which expresses its commitment to the nondiscrimination provisions of Title VI. The policy statement shall be circulated throughout the Recipient's organization and to the general public. Such information shall be published where appropriate in languages other than English.
3. Insert the clauses of *Appendices A and E* of this agreement in every contract subject to the Acts and the Regulations
4. Develop a complaint process and attempt to resolve complaints of discrimination against sub-recipients. Complaints against the Recipient shall immediately be forwarded to the FDOT District Title VI Coordinator.
5. Participate in training offered on Title VI and other nondiscrimination requirements.
6. If reviewed by FDOT or USDOT, take affirmative action to correct any deficiencies found within a reasonable time period, not to exceed ninety (90) calendar days.
7. Have a process to collect racial and ethnic data on persons impacted by your agency's programs.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all federal funds, grants, loans, contracts, properties, discounts or other federal financial assistance under all programs and activities and is binding. The person whose signature appears below is authorized to sign this assurance on behalf of the Recipient.


Name: Commissioner Lesley "Les" Miller, Jr.
Title: Hillsborough County MPO Chair

May 1, 2018
Date

APPENDICES A and E

During the performance of this contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the "Contractor") agrees as follows:

- (1) **Compliance with Regulations:** The Contractor shall comply with the Regulations relative to nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation (hereinafter, "USDOT") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this Agreement.
- (2) **Nondiscrimination:** The Contractor, with regard to the work performed during the contract, shall not discriminate on the basis of race, color, national origin, sex, age, disability, religion or family status in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor shall not participate either directly or indirectly in the discrimination prohibited by section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
- (3) **Solicitations for Subcontractors, including Procurements of Materials and Equipment:** In all solicitations made by the Contractor, either by competitive bidding or negotiation for work to be performed under a subcontract, including procurements of materials or leases of equipment; each potential subcontractor or supplier shall be notified by the Contractor of the Contractor's obligations under this contract and the Regulations relative to nondiscrimination on the basis of race, color, national origin, sex, age, disability, religion or family status.
- (4) **Information and Reports:** The Contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the *Florida Department of Transportation*, the *Federal Highway Administration*, *Federal Transit Administration*, *Federal Aviation Administration*, and/or the *Federal Motor Carrier Safety Administration* to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a Contractor is in the exclusive possession of another who fails or refuses to furnish this information the Contractor shall so certify to the *Florida Department of Transportation*, the *Federal Highway Administration*, *Federal Transit Administration*, *Federal Aviation Administration*, and/or the *Federal Motor Carrier Safety Administration* as appropriate, and shall set forth what efforts it has made to obtain the information.
- (5) **Sanctions for Noncompliance:** In the event of the Contractor's noncompliance with the nondiscrimination provisions of this contract, the *Florida Department of Transportation* shall impose such contract sanctions as it or the *Federal Highway Administration*, *Federal Transit Administration*, *Federal Aviation Administration*, and/or the *Federal Motor Carrier Safety Administration* may determine to be appropriate, including, but not limited to:
 - a. Withholding of payments to the Contractor under the contract until the Contractor complies, and/or
 - b. Cancellation, termination or suspension of the contract, in whole or in part.

- (6) **Incorporation of Provisions:** The Contractor shall include the provisions of paragraphs (1) through (7) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The Contractor shall take such action with respect to any subcontract or procurement as the Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. In the event a Contractor becomes involved in, or is threatened with, litigation with a sub-contractor or supplier as a result of such direction, the Contractor may request the Florida Department of Transportation to enter into such litigation to protect the interests of the Florida Department of Transportation, and, in addition, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.
- (7) **Compliance with Nondiscrimination Statutes and Authorities:** Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21; The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects); Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex); Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27; The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age); Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex); The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not); Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 -- 12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38; The Federal Aviation Administration’s Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex); Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations; Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100); Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

Limited English Proficiency (LEP) Policy Statement

Executive Order 13166 and Title VI of the Civil Rights Act of 1964 prohibits recipients of federal financial assistance from discriminating based on national origin by, among other things, failing to provide meaningful access to individuals who are limited English proficient (LEP). LEP includes access for persons with disabilities.

All recipients and sub-recipients of federal funding are required to take reasonable steps to provide meaningful access to LEP individuals. Among the factors to be considered in determining what constitutes reasonable steps to ensure meaningful access are: **(1)** the number or proportion of LEP persons in the eligible service population; **(2)** the frequency with which LEP individuals come into contact with the program or activity; **(3)** the importance of the service provided by the program; **(4)** the resources available to the recipient.

It is important to ensure that written materials routinely provided in English also are provided in regularly encountered languages other than English. It is particularly important to ensure that vital documents are translated into the non-English language of each regularly encountered LEP group eligible to be served or likely to be affected by the program or activity. A document will be considered vital if it contains information that is critical for obtaining the federal services and/or benefits, or is required by law. Vital documents include, for example: applications; consent and complaint forms; notices of rights and disciplinary action; notices advertising LEP persons of the availability of free language assistance; and written tests that do not assess English language competency, but rather competency for a particular license, job or skill for which English competency is not required; and letters or notices that require a response from the beneficiary or client.

Vital documents must be translated when 1,000 people or 5% of the population eligible to be served or likely to be directly affected by the program/activity, needs services or information in a language other than English to communicate effectively. For many larger documents, translation of vital information contained within the document will suffice and the documents need not be translated in their entirety. Persons with disabilities have access to all programs, services, activities, and information that is comparable to the access provided to persons without disabilities.

It may sometimes be difficult to draw a distinction between vital and non-vital documents, particularly when considering outreach or other documents designed to raise awareness of rights or services. It is impossible from a practical and cost effective perspective to translate every piece of outreach material into every language; and Title VI and E.O. 13166 do not require this of their recipients. However, in some circumstances lack of awareness of the existence of a particular program may effectively deny LEP individuals meaningful access. It is important for recipients, sub recipients and contractors to continually survey/assess the needs of eligible service populations in order to determine whether certain critical outreach materials should be translated into other languages.

The obligation to provide meaningful opportunity to individuals who are LEP is not limited to written translations. Oral communications between recipients and beneficiaries often is a necessary part of the exchange of information. Thus, a recipient that limits its language assistance to the provisions of written materials may not be allowing LEP persons “effectively to be informed of or to participate in the program.”

There are several steps which can assist recipients in providing such oral assistance. They range from hiring bilingual staff or staff interpreters competent in the skill of interpreting, to contracting qualified outside in-person or telephonic interpreter services, to arranging formally for the services of qualified voluntary community interpreters who are bound by confidentiality agreements. Generally, it is not acceptable for agencies or recipients to rely upon an LEP individual's family members or friends to provide the interpreter services. The agency or recipient should meet its obligations under EO 13166 and Title VI by supplying competent language service free of cost.

The Hillsborough County MPO will comply with this federal requirement by:

- **Conducting an annual analysis of the Four Factors Test:**

- (1) the number or proportion of LEP persons in the eligible service population;
- (2) the frequency with which LEP individuals come into contact with the program or activity;
- (3) the importance of the service provided by the program;
- (4) the resources available to the recipient.

- **Public Meetings / Workshops**

All ads for a public meeting will contain the following language:

"Persons who require special accommodations under the Americans with Disabilities Act or persons who require translation services (free of charge) should contact Michele Ogilvie at the Hillsborough County MPO at least 10 working days in advance of the Public Meeting.

Identify and locate the translation and interpreter resources that are needed to provide the language assistance.

As covered under Title VI requirements for nondiscrimination, at each meeting it is necessary to provide the Title VI material and include this material in an alternate language when applicable.

- **Maintaining Files**

Maintain LEP status for certain communities in files to assure consistent communication in the appropriate language.

- **Review Process**

Review delivery processes to determine whether any program process denies or limits participation by LEP persons.

- **Discrimination-Complaint Procedures**

LEP persons should be provided notice of their opportunity to file a discrimination complaint in accordance with Title VI. LEP persons may be advised orally of the opportunity to file a discrimination complaint pursuant to the regulations using an interpreter. LEP persons should be made aware of the free, oral translation of vital information we will provide upon request.

- **Annual Update**

Annual assessment of the language needs will be conducted when this policy is updated by review of census and county labor-market data or review of statistics from school systems, community agencies and organizations and comparison to demographic data.

The MPOs LEP Policy Statement will be updated annually to ensure compliance with federal laws.

Appendix E: Disadvantaged Business Enterprise Policy Statement

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

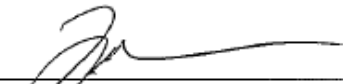
525-010-08
POLICY PLANNING
02/18

DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION

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

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

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


Name: Commissioner Lesley "Les" Miller, Jr.
Title: Hillsborough County MPO Chair

May 1, 2018
Date

Hillsborough MPO DBE Utilization

The MPO currently has ten general planning consultants (GPCs). Each firm has a team that certified DBE sub consultants for the MPO's use on an as-needed basis. The sub consultants have specialties ranging from public engagement to data collection. The MPO authorized the following tasks assigned to DBE consultants since the last federal certification review:

- Element Engineering – Tasks 2 Systems Planning: Focused studies related to urban design, TOD, ROW preservation, integration of modes, strengthening econ devt areas, & other topics, to balance competing priorities... - School Transportation Safety Study (FY 17/18 - \$48,328)
- Valerin – Tasks 3 LRTP: 2045 LRTP Outreach to Hispanic populations and support (FY 17/18 - \$11,093)
- All Traffic Data Services – Tasks 3 Multimodal, SE, Land Use & Environmental Data: Updated traffic count data (FY 17/18 - \$79,875)

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Appendix F: Comments and Preliminary Draft UPWP

UPWP Review Process

The UPWP is developed per the guidelines in the Florida Department of Transportation Metropolitan Planning Organization Program Management Handbook. This Handbook specifies a process for coordinating with partner agencies and providing an opportunity to review the UPWP before its adoption. A preliminary draft of the UPWP was made available to the following agencies, governments and organizations:

City of Plant City
City of Tampa
City of Temple Terrace
Federal Aviation Administration
Federal Highway Administration
Federal Transit Administration
Florida Department of Environmental Protection
Florida Department of Transportation
Hernando County MPO
Hillsborough Area Regional Transit Authority
Hillsborough County
Hillsborough County Grants Administration Office
Hillsborough County Aviation Authority
Hillsborough County City-County Planning Commission
Hillsborough County Environmental Protection Commission
Pasco County MPO
Pinellas County MPO
Polk TPO
Sarasota/Manatee MPO
School District of Hillsborough County
Tampa Bay Area Regional Transit Authority
Seminole Tribe of Florida
Tampa Bay Regional Planning Council
Port Tampa Bay
Tampa-Hillsborough Expressway Authority

Public Comments

FHWA Comments

Page #	Comment Type	Comment Description	MPO Response
	Critical/Enh/Edit		
26	General	Appendix C does not include the Certificate of Indirect cost. Can we get a copy of that approval?	The Certificate of Indirect Cost will be signed on May 1, 2018 along with the adopted UPWP.
43	Critical	Please note that lobbying is an ineligible expense for federal funds.	Noted: All invoiced expenses are compliant with federal and state regulations. Added statement beneath "FHWA, FTA, and other funds may be used to support these tasks".
	General	Please provide more details for travel/participate in necessary workshops/meetings/conferences/training	All projects are compliant with federal and state regulations and detailed in invoices submitted to FDOT for reimbursement. Added projects are "consistent with federal and state regulations."
	General	Please ensure that all task with END PRODUCTS has a schedule for completing the work/ongoing/annual...	Added "monitored and updated as needed" to show schedule for activities.
66	General	What's is Tampa !P stand for?	Added "!p is an innovation district in the multi-jurisdictional University Area." The Tampa !P originally stood for Tampa "Innovation Place", but is now a standalone symbol due to trademark restrictions from another entity.
92	Critical	Please explain what- In addition, provide allowances for public participation activities?	Thank you for the opportunity to clarify statement under required activities: "Continue to implement strategies for engaging the public in accordance with the Regional PPP Tools including a website, printed materials, and other strategies in the PPP. <u>In addition, provide allowances for public participation activities.</u> " The MPO is recognizing and elaborating on the importance of engaging the public in innovative ways which cannot be listed explicitly since the engagement techniques are often unique to the project and affected stakeholders.

	General	Please note that all training/meeting/conference/ participation must be reasonable, necessary and allocable to the transportation planning process.	All projects are compliant with federal and state regulations and detailed in invoices submitted to FDOT for reimbursement. Added projects are “consistent with federal and state regulations.”
	Critical	How are the funding for the CCC accounted for?	CCC funding will be accounted for in Tasks 6 (Local and Regional Coordination and Planning)
	General	For the purchase of office equipment please note that single purchases which exceed \$5000 must get pre-approval.	Noted: All MPO purchases are compliant with federal and state regulations and guidelines.
	Critical	All Agreements or Certifications including Debarment and Suspension, Contracts, Grants, and Cooperative Agreements, Title VI Nondiscrimination Policy Statement and Disadvantaged Business Enterprise (DBE) statements should be signed and dated, and included in the final copy of the document.	All Agreements/Certifications will be signed on May 1, 2018 along with the adopted UPWP.
	General	Tasks that involve consultant participation should provide enough detail (such as project scope, work to be accomplished for each project, anticipated completion dates, and project costs) about what the consultant responsibilities are concerning the activities to be undertaken using federal-aid funds. If that is not possible at this time, prior to the TPO’s use of PL funds for these types planning projects or activities, the District should forward a copy of the scope of services, the anticipated cost, and completion date to the FHWA for review. It will continue to be the responsibility of the District and TPO to ensure that all activities undertaken as part of these tasks are eligible and are allowable costs.	The current consultant participation process calls for a purchase order request (POR) with a detailed scope of services, budget and task page with reference to the project to be submitted to the FDOT MPO liaison for approval. FDOT D7 staff then forwards the information on to FWHA and FTA for review. Finally, all task authorizations and associated cost are will be compliant with state and federal regulations and guidelines.
	General	Please ensure the updated Federal Aid Project (FAP) number and the State Financial Management (FM) numbers are used for the final UPWP.	FPA and FPN numbers have been updated and verified with FDOT D7 staff.

General	FTA Region IV	If planning activities are proposed for funding under the 49 USC 5307 program or any other FTA program, please ensure they are listed and programmed in the UPWP. (FTA Circular 9030.1E, p. IV-1)	The Hillsborough Area Transit Authority (HART) is the direct recipient of the 5307 funds. The MPO does not expend 5307 funds for planning activities but does list any HART 5307 planning activities in the UPWP under Tasks 7 (HART Planning Program). There is currently no funding programmed in Task 7.										
General	FTA Region IV	<p>If funding is being carried over from the prior-year UPWP, carryover amounts should be listed in the document.</p> <p>Please identify any incomplete work elements or activities financed with Federal planning assistance awarded in previous fiscal years as carryover activities. (FTA Circular 8100.1C (p. II-4, item e)).</p>	<p>FTA funds being carried over in the prior year is listed in Table 1B Hillsborough Agency Funding Participation FY2019/20 in the column “ Prior Year FTA Funds Available for Staff Budget.” The MPO does not use FTA funds for contractors. Some incomplete contracts carrying over from FY2018 to FY2019 will require staff management time. They are as follows:</p> <table border="0" data-bbox="941 751 1550 1171"> <tr> <td data-bbox="941 751 1117 793">Task 3</td> <td data-bbox="1117 751 1550 793">AECOM 5-2045 LRTP</td> </tr> <tr> <td data-bbox="941 877 1117 919">Task 3</td> <td data-bbox="1117 877 1550 919">KAI 3 2045 Public Outreach</td> </tr> <tr> <td data-bbox="941 940 1117 982">Task 5</td> <td data-bbox="1117 940 1550 982">AECOM 3 - translation</td> </tr> <tr> <td data-bbox="941 1003 1117 1045">Task 6</td> <td data-bbox="1117 1003 1550 1045">Meeting facilitation for TMA</td> </tr> <tr> <td data-bbox="941 1119 1117 1161">Tasks 2</td> <td data-bbox="1117 1119 1550 1161">ID but not encumbered in FY18</td> </tr> </table>	Task 3	AECOM 5-2045 LRTP	Task 3	KAI 3 2045 Public Outreach	Task 5	AECOM 3 - translation	Task 6	Meeting facilitation for TMA	Tasks 2	ID but not encumbered in FY18
Task 3	AECOM 5-2045 LRTP												
Task 3	KAI 3 2045 Public Outreach												
Task 5	AECOM 3 - translation												
Task 6	Meeting facilitation for TMA												
Tasks 2	ID but not encumbered in FY18												
General	FTA Region IV	If the programmed 5305(d) funds are estimates, coordination with the State DOT may be required for UPWP modification or amendment after the release of the FTA FY18 Apportionment Notice.	Note: MPO Staff has discussed this with the FDOT D7 Liaison and plans on formally revising the UPWP when the new FTA apportionment notice is released.										

FDOT Comments

Hillsborough	DRAFT		March 15, 2018				MPO Response																												
UPWP Check List	Y e s	No	Comment																																
A. COVER AND TITLE PAGE																																			
Includes CFDA Number?	✓																																		
Includes Federal Aid Project Number (FAP)?			<table border="1"> <thead> <tr> <th colspan="4">Hillsborough</th> </tr> <tr> <th></th> <th>Fund</th> <th>FPN</th> <th>Federal A</th> </tr> </thead> <tbody> <tr> <td>FHWA</td> <td>PL</td> <td>439336-2-14-01</td> <td>0059 056</td> </tr> <tr> <td>FHWA</td> <td>SU</td> <td>439336-2-14-01</td> <td>0059 056</td> </tr> <tr> <td>FTA - GOR43</td> <td>5305</td> <td>402255-1-14-18</td> <td>1001-201</td> </tr> <tr> <td></td> <td>5305</td> <td>402255-1-14-19</td> <td>1001-201</td> </tr> <tr> <td></td> <td>5305</td> <td>402255-1-14-20</td> <td>1001-201</td> </tr> </tbody> </table>				Hillsborough					Fund	FPN	Federal A	FHWA	PL	439336-2-14-01	0059 056	FHWA	SU	439336-2-14-01	0059 056	FTA - GOR43	5305	402255-1-14-18	1001-201		5305	402255-1-14-19	1001-201		5305	402255-1-14-20	1001-201	Numbers have been adjusted to those provided in most recent version.
Hillsborough																																			
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FHWA	PL	439336-2-14-01	0059 056																																
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	5305	402255-1-14-20	1001-201																																
Includes FM Number (Work Program)?			See above																																
Name of MPO and Funding Agencies?	✓		Page 2																																
The correct fiscal years for the proposed UPWP are listed?			<p>Cover indicates Fiscal Years 2018/19 and 2019/20</p> <p>Would it be possible to show as FY 2019 – 2020 (Beginning July 1, 2018 ending June 30, 2020) to make date very clear to public?</p> <p>Be consistent in how you are referring to fiscal years. Preferred to show FY 2018 and include an explanation in intro about date ranges of fiscal years. Then, be consistent</p> <p>Example (from page 15)</p> <ul style="list-style-type: none"> • MPO Project Priorities for TIP (2016 & 2017) • FY 2016/2017 – 2020/2021 & 2017/18 – 2020/2021 • Unified Planning Work Program FY 17/18 • 2016 and 2017 Priorities, Tampa Bay Tra (2017) 				<p>Added “(Beginning July 1, 2018, ending June 30, 2020)” to the front cover.</p> <p>Changed to FY in footer & for TIP in project list</p>																												
MPO physical, mailing, and website addresses; phone numbers			<p>Page 2</p> <p>Hillsborough County Metropolitan Planning Organization P. O. BOX 1110, 18th Floor Tampa, Florida 33601-1110 Phone: 813/272-5940 www.planhillsborough.org</p> <p>Show address and PO Box</p>				Added 601 E Kennedy Blvd above Address 1 line on page 2																												

Hillsborough	DRAFT		March 15, 2018	MPO Response
UPWP Check List	Y e s	No	Comment	
The Final UPWP includes an approved signature or MPO resolution and the date of MPO Board action?			Pending	
The Final UPWP includes the Cost Analysis Certification signed and dated by the Grant Manager (MPO Liaison)?			Pending – new form will be provided once signed	The form will be signed on May 1, 2018 with the adoption of the new UPWP.
B. TABLE OF CONTENTS				
Introduction	✓			
Organization and Management	✓			
Work Program Task Sheets – includes the following sections:				
• Administration	✓			
• Data Collection	✓			
• Transportation Improvement Program	✓			
• Long Range Transportation Plan	✓			
• Special Project Planning	✓			
• Public Involvement	✓			
Summary Budget – Table 1 Agency Participation (broken out by year)	✓			
Summary Budget – Table 2 Funding Source (broken out by year)	✓			
District Planning Activities	✓		Listed as Planning Factors	

Hillsborough	DRAFT		March 15, 2018	MPO Response
UPWP Check List	Y e s	No	Comment	
Statements and Assurances			Listed as Certifications and Assurances – Change to STATEMENTS and Assurances	Title of section has been changed to STATEMENTS AND ASSURANCES (page 36)
FTA Grant Application (if included in UPWP)			To be added Fall 2018	
Each Task is consistent in number, wording, and references page numbers with each respective task sheet	✓			
			Page 3, show David Gwynn, P.E. as non-voting advisor	David Gwynn has been added to the list and noted as a non-voting advisor
C. INTRODUCTION				
Brief definition of the UPWP	✓		<p>Acronyms list has a duplicate listing for ITS</p> <p>Page 14</p> <ul style="list-style-type: none"> Develop a transportation improvement updated at least once every two years at FTA, and FHWA, as part of the Statewide <p>MPO Handbook indicates that By State law, the TIP is updated annually</p> <p>5.3.1 TIP Schedule</p> <p>By State law, the TIP is updated annually and a</p> <p>the Governor’s delegate. The FDOT Secretary 134(j)(1)(D); 23 C.F.R. 450.326(a); s.339.175(8</p>	<p>Acronym duplicate has been removed.</p> <p>Corrected language on page 14.</p>
Current overview of the status of comprehensive transportation planning activities	✓		Page 14-15	
Discussion of local and regional planning priorities	✓		Page 16	
Planning tasks to be performed with funds under Title 23 and Title 49 Chapter 53 (Public Transportation)	✓		Page 14	

Hillsborough	DRAFT		March 15, 2018	MPO Response
UPWP Check List	Y e s	No	Comment	
A description of the metropolitan transportation and transportation related air quality planning activities (if applicable) anticipated in the non-attainment area regardless of funding sources or agencies conducting air quality activities;	✓		Page 24	
Discussion of soft match, including a definition and the amount (both as a total and the percent)	✓		Page 25 Confirm that soft match includes SU funds	Match amount includes PL and SU funds.
Indirect Cost Rate (if applicable)			Page 26. Include what expenses will be paid out of the 10% De Minimis Rate and a copy of the De Minimis Certification in the UPWP.	List of expenses paid from 10% De Minimis Rate have been included (pg 28)
Description of Public Involvement process used in development of UPWP	✓		Page 26	
Discussion of Planning Emphasis Areas	✓		Page 27	
D. ORGANIZATION AND MANAGEMENT				
Identification of participants and a brief description of their respective roles in the UPWP metropolitan area planning process	✓		Page 35	
Discussion of appropriate agreements:				
<ul style="list-style-type: none"> Standard Interlocal Agreement 			Provide a BRIEF description of each agreement	Provided a brief description for the interlocal agreement.

Hillsborough	DRAFT		March 15, 2018	MPO Response																					
UPWP Check List	Y e s	No	Comment																						
<ul style="list-style-type: none"> Metropolitan Planning Organization (MPO) Agreement 			<p style="text-align: center;">EXISTING MPO AGREEMENTS</p> <table border="1"> <thead> <tr> <th>#</th> <th>MPO AGREEMENTS</th> <th>EXECUTIVE ORDER</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>MPO Staff Services Agreement</td> <td>October</td> </tr> <tr> <td>2</td> <td>Intergovernmental Coordination & Review and Public Transportation Coordination Joint Participation</td> <td>February</td> </tr> <tr> <td>3</td> <td>Transportation Planning Funds JPA (PL & STP)</td> <td>July 1</td> </tr> <tr> <td>4</td> <td>Interlocal Agreement for the creation of the MPO</td> <td>September</td> </tr> <tr> <td>5</td> <td>Federal Transit Administration Section 5305(d) JPA</td> <td>December</td> </tr> <tr> <td>6</td> <td>Second Amended and Restated Interlocal Agreement for Regional</td> <td>July 1</td> </tr> </tbody> </table> <p>Correct name is Metropolitan Planning Organization Agreement</p>	#	MPO AGREEMENTS	EXECUTIVE ORDER	1	MPO Staff Services Agreement	October	2	Intergovernmental Coordination & Review and Public Transportation Coordination Joint Participation	February	3	Transportation Planning Funds JPA (PL & STP)	July 1	4	Interlocal Agreement for the creation of the MPO	September	5	Federal Transit Administration Section 5305(d) JPA	December	6	Second Amended and Restated Interlocal Agreement for Regional	July 1	Changed #3 to Metropolitan Planning Organization Agreement
#	MPO AGREEMENTS	EXECUTIVE ORDER																							
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5	Federal Transit Administration Section 5305(d) JPA	December																							
6	Second Amended and Restated Interlocal Agreement for Regional	July 1																							
<ul style="list-style-type: none"> Joint Participation Agreement – FTA 5303 funds 			Provide a BRIEF description of each agreement	Provided a brief description for 5303 funding agreement																					
<ul style="list-style-type: none"> ICAR Agreement 			Provide a BRIEF description of each agreement	Provided a brief description for the ICAR agreement																					
<ul style="list-style-type: none"> Other agreements 			Provide a BRIEF description of each agreement	Provided a brief description of other agreements																					
Identification and discussion of operational procedures and bylaws			Page 37																						
E. WORK PROGRAM TASK SHEETS																									
Each sheet should describe individual tasks, be in the same format, and include:																									
<ul style="list-style-type: none"> Task number and title 	✓																								
<ul style="list-style-type: none"> Purpose 	✓																								
<ul style="list-style-type: none"> Previous work completed 	✓																								
<ul style="list-style-type: none"> Required Activities – how task will be performed; who will perform the task 	✓																								
<ul style="list-style-type: none"> Responsible agency or agencies 	✓																								

Hillsborough	DRAFT		March 15, 2018	MPO Response
UPWP Check List	Y e s	No	Comment	
<ul style="list-style-type: none"> Proposed funding source(s) – tied into Table 2 			Include column with CCC money in Regional Task 6	
Schedule that adequately describes activities that will take place during the year, including: <ul style="list-style-type: none"> Schedule of milestones or benchmarks End product(s) Estimated completion date(s) 	✓			
Proposed funding source(s) with anticipated costs by fiscal year and by budget line item (<i>an Estimated Budget Detail</i>)			Include column with CCC money in Regional Task 6	Added as requested and also included columns in tables 1a,1b,2a,2b
F. STATEMENTS AND ASSURANCES				
DBE			Please ensure that the MPO includes FDOT's official UPWP Statements and Assurances in the UPWP (page 99-102). These documents are available at the following link: https://fms.fdot.gov/Anonymous/SendDocumentToClient?documentId=1795	Screenshot placeholders have been added and document has been added to For Signature file.
Debarment and Suspension			PENDING	
Lobbying			PENDING	
Title VI Nondiscrimination Agreement			PENDING	
Appendix A				
Appendix E				
G. FTA SECTION 5305(d) APPLICATION (IF INCLUDED IN UPWP)				
Certain FTA grants – Form 424			Not required until actual allocation is release later this year...	

Hillsborough	DRAFT		March 15, 2018	MPO Response
UPWP Check List	Y e s	No	Comment	
Certain FTA Grants: FTA Certification / Assurances			Not required until actual allocation is release later this year...	
Affirmation of Applicant			Not required until actual allocation is release later this year...	
Affirmation of Applicant's Attorney			Not required until actual allocation is release later this year...	
Budget showing total funds by classifications			Not required until actual allocation is release later this year...	
Budget showing FTA funds only by classifications			Not required until actual allocation is release later this year...	
H. TABLE 1: AGENCY PARTICIPATION				
Participating agencies identified with funding commitments			Table 1 should be labeled Hillsborough Metropolitan Planning Organization AGENCY FUNDING PARTICIPATION And should show total funding BY AGENCY (FHWA, FTA, Local Match, Soft Match, etc.) - see MPO Handbook page 3-78 for example	Title updated
Table includes only those District planning activities scheduled to occur within the MPO Boundaries	✓		There is a regional planning task	Task 6 is a local and regional planning tasks. The Regional planning activities occurs in District 7
Table shows the amount of funds set aside for work by consultants			Consultant totals should be for all fund types	Column added to reflect combined consultant funds.
There is one table for Year 1 and one table for Year 2	✓			
I. TABLE 2: FUNDING SOURCE				
Proposed funding sources and budgeted funds are identified by task and subtask for each appropriate funding source, and are			Table 2 should be labeled Hillsborough Metropolitan Planning Organization FUND SOURCE BY TASK This table shows funding by contract – See MPO Handbook page 3-80 for example	Title updated CCC column added

Hillsborough	DRAFT		March 15, 2018	MPO Response
UPWP Check List	Y e s	No	Comment	
consistent with applicable Task Sheet			Add Column for money collected from other MPOs for CCC activities	
The Department's PL and FTA matching funds are shown separately	✓			
Federal, state, and local contribution levels are provided by task and subtask			For each open FTA contracts include contract number	GOR 43 is the only FTA contract open. The contract number has been noted in the Prior Year FTA funding column.
The total amounts shown in each task agree with the amounts shown in Table 1: Agency Participation	✓			
There is one table for Year 1 and one table for Year 2	✓			
J. GENERAL				
The Final UPWP was reviewed and endorsed or approved by the TAC, CAC, and the MPO prior to distribution			PENDING	
Documentation of the endorsement or approvals (e.g., a MPO Resolution, meeting minutes, letter of authentication) are included			PENDING	
Tasks or activities to correct or eliminate deficiencies noted in the previous federal and/or state certification reviews are identified in the UPWP			N/A	
The annual audit is included as part of	✓			

Hillsborough	DRAFT		March 15, 2018	MPO Response
UPWP Check List	Y e s	No	Comment	
the Program Administration Task, and as a separate line item				
Equipment purchases are identified as part of a task	✓			
Equipment rentals and leases are included by tasks	✓			
Matrix that identifies how each task relates to the Planning Emphasis Areas and Planning Factors	✓			
CENTRAL OFFICE COMMENTS				
Please ensure that the MPO uses the revised Cost Analysis Certification in their final UPWP (page 7). This form is available at the following link: https://fms.fdot.gov/Anonymous/SendDocumentToClient?documentId=1788			Placeholder has been added to document and file for signature has been added to the signature file.	
Please ensure that the MPO includes all of the required UPWP Statements and Assurances in the UPWP. I was not able to find the Lobbying or Debarment Statements. These documents are available at the following link: https://fms.fdot.gov/Anonymous/SendDocumentToClient?documentId=1795			Placeholders for Lobbying and Debarment Statements have been added to Appendix A	
The MPOs Joint Certification Statement (Appendix H) does not need to be included in the UPWP			Appendix H has been removed	
Recommendation- - An interactive table of contents would be very helpful to navigate the UPWP.			Made interactive from Word document (ctrl + click), will be clickable in PDF.	

Appendix G: TAC and CAC Endorsement of UPWP

MPO Committee and Other Requests	
BPAC/TAC	<ul style="list-style-type: none"> No motions or requests
TDCB - Motion	<ul style="list-style-type: none"> Research best practices and strategies on how to improve the safety and mobility for the County's aging road users by reducing their fatalities, while maintaining their mobility and independence (e.g. Senior Zones). - Safety Studies of High Crash Corridors and Locations –list under activities
LRC - Motion	<ul style="list-style-type: none"> Use FDOT's Complete Street Screening Tool to analyze countywide corridors to determine the need for additional overlays and regulations for future roadway classifications. - Safety Studies of High Crash Corridors and Locations (list under activities) Study impacts of proposed Ray's Stadium on the Downtown Streetcar system – needs to come from HART or Tampa- Study limited access roadway on/off ramps for additional safety measures to reduce conflicts with non-vehicular (pedestrian) traffic. - Safety Studies of High Crash Corridors and Locations - list under activities A feasibility study for a trail overpass at Courtney Campbell Causeway and Rocky Point Drive. – include under feasibility studies for non -motorized
CAC – Individual member Request	<ul style="list-style-type: none"> Analysis of Complete Streets pre & post implementation vehicle and pedestrian crash, injury, fatality, and level of service data – Safety Studies of High Crash Corridors and Locations -list under activities Mobility/Downtown Parking Plan Implementation Study – City of Tampa needs to request Evaluate adding physical separators to striped bicycle lanes - – include under feasibility studies for non -motorized Regional Public Participation Database – will be addressed FY18 South County problem areas: I-75 between Gibsonton Drive and Big Bend Rd. – HC has SC tsp and PD&E on BB Rd Tampa Heights Traffic Calming Study (between Florida and Nebraska) – FDOT briefing will address on Heights MP Nebraska Ave - Bus stops near Publix do not have crosswalks (Bt/ E. Hanna and Hillsborough) – Addressed w/ FL-Fowler BRT study Bruce B. Downs/Bearss/Livingston area traffic - Hillsborough County needs to make request.

Citizen Advisory Committee Action taken at their meeting of April 11, 2018:

Approve the draft FY19 & FY20 UPWP and forward to MPO Board for approval.

Technical Advisory Committee action taken at their meeting of April 16, 2018:

Approve the draft FY19 & FY20 UPWP and forward to MPO Board for approval.

Appendix H: FDOT District 7 Planning Program

Access Management

Assist in reviewing and commenting on driveway access as it relates to local government planning initiatives, Project Development and Environment (PD&E) Studies, corridor studies, access management plans, zoning requirements, development agreements, Work Program and Developer projects along State Highway System (SHS) facilities and access management standards.

Air Quality Analysis

Assist the Metropolitan Planning Organizations (MPOs) in performing Air Quality Conformity Determination Analysis for their Long Range Transportation Plans, Transportation Improvements Programs and associated amendments. Assist the MPOs in evaluating the air quality impacts of individual transportation improvements and programs. [U.S. E.P.A. did not modify the NAAQS as anticipated; therefore the Tampa Bay airshed remains in attainment. This activity is not required at this time.]

Bicycle and Pedestrian Activities

Maintain a comprehensive database of bicycle and pedestrian facilities on the State Road system. Assist in review and commenting on bicycle, pedestrian, and transit plans. Identify gaps and list possible improvements. Evaluate potential corridors and the adaptability for bike lanes.

Community/Government Liaison

Provide policy, technical advice, administrative support, overall coordination, cooperation and assistance to District Seven MPO staffs, MPO Boards, local governments, and community; including full participation in technical and staff support for advisory committees. Assist MPOs in conducting effective on-going transportation planning programs and processes, developing, maintaining and implementing plans and programs which meet State and Federal requirements, and promote coordination, cooperation, and consistency among their planning processes and programs. Major programs include the Unified Planning Work Program, Transportation Improvement Priorities and Transportation Improvement Program, Long Range Transportation Plans, Public Participation Plan, and Congestion Management Process. Conduct annual Joint Certification with the MPOs. Coordinate and facilitate implementation of the Transportation Alternatives Program.

Corridor Planning Studies

Conduct studies of major corridors to identify and evaluate travel issues, and determine the effectiveness and impacts of proposed alternatives to address those issues. The results may range from a set of recommended improvements that address specific problems to a comprehensive action plan for improving the corridor.

On the Strategic Intermodal System (SIS) and SHS, these studies include the development of strategies and plans for implementing and maintaining SIS and SHS standards such as those for Level-of-Service, interchange spacing and access management. This may include preparation of action plans, master plans, corridor studies, and others as identified.

Design Traffic Forecast

Develop and update traffic projections for state highway corridors and supporting regional roadways. These traffic projections are necessary to support the road design for capacity and operational improvements and the pavement design for resurfacing.

Development of Regional Impact

Assist in reviewing, monitoring, updating and providing support for Development of Regional Impacts. The District will review developments of regional impact (DRIs) pursuant to Rule 73C-40, Florida Administrative Code, and Sub-DRIs to ensure that developer proportionate share mitigation or proportionate fair share mitigation is requested to offset impacts to the roadway network as related to the SIS and SHS. In all of these areas, the District typically coordinates the review process as needed with the Department of Economic Opportunity (DEO), the Regional Planning Councils (RPC), local governments, and with the Florida Department of Transportation (FDOT) Central Office staff, if necessary.

Efficient Transportation Decision Making (ETDM) Process

The ETDM process was designed to accomplish the streamline objectives that were identified in Moving Ahead for Progress in the 21st Century Act (MAP-21). The District will implement the ETDM process in a five county area. The District ETDM Coordinator will coordinate training and provide guidance to the MPOs and District staff on the implementation of the ETDM process. Each MPO will designate an MPO ETDM Coordinator to work closely with the District ETDM Coordinator and Environmental Technical Advisory Team agency representatives so that the MPO can fully participate in all aspects of ETDM.

Comprehensive Plan Amendments

The District will review amendments made to local government comprehensive plans and comment on their potential impact to transportation facilities of state importance in accordance with Chapter 163.3184, Florida Statutes, which may include the SIS and the SHS. The District typically coordinates the review process as needed with the Department of Economic Opportunity (DEO), the Regional Planning Councils (RPC), local governments, and with FDOT Central Office staff if necessary.

Intelligent Transportation Systems (ITS) Planning

The Department will support the MPO's efforts to plan the ITS program and to structure ITS into their respective organizations. These ITS planning activities include developing an ITS Management Plan and Program Plan for each county, developing the MPO's capability to manage the Regional ITS Architecture and developing ITS programs and projects for the MPO's Long Range Transportation Plan and Transportation Improvement Program. Further, this support includes integrating intra-regional ITS deployment and operations, as well as assuring that intra-regional and inter-regional operations are coordinated.

Interchange Analysis

Conduct analysis of interchanges to identify and evaluate travel issues, and determine the effectiveness and impacts of proposed alternatives to address those issues. The results may range from a set of recommended improvements that address specific problems to a comprehensive rebuild of the interchange for improving the safety and operation of the ramps and the entire interchange. Provide coordination with the Federal Highway Administration and technical support and review for interchange operations, interchange modification, and new interchanges.

Level-of-Service

Identify roadways that have a deficient Level-of-Service (LOS) for existing and future conditions; determine level of need and determine timing of improvements. Assist Citrus, Hillsborough, Hernando, Pasco and Pinellas County staff in the update of their Level-of-Service analysis to current conditions and with Level-of-Service issues and training. Review and participate in the development of Action Plans/Corridor Studies on Level-of-Service issues. Advise and assist the Metropolitan Planning Organization(s), the Regional Planning Council and Local Government Staff. Apply LOS for Transportation Concurrency, where it is utilized, and Comprehensive Plan Amendment reviews. Update the database, charts and maps.

Long Range Transportation Plan (LRTP) Update and Maintenance

Provide technical and policy advisory assistance to the District MPOs in developing, updating and maintaining their LRTP through a coordinated and consistent effort using a single regional travel demand forecasting model, a single regional planning database and a mutually agreed upon set of modeling and planning assumptions. Provide State and Federal revenue forecasts and District transportation costs.

Conduct corridor studies, sub-area studies, and special transportation studies to support the on-going maintenance, update and implementation of the MPOs adopted LRTPs. This includes modeling support and other technical assistance, as needed, for Project Development and Environment and other special studies.

Develop, validate and maintain a set of systems planning models, land use allocation models and other analytical tools needed by the Department and MPOs to maintain their Long Range Transportation Plans and other planning studies and analysis. Models are used to validate the Tampa Bay Regional Planning Model and Tampa Bay Regional Land Use Allocation Model, including initial design and development of enhancements and initial testing of model performance and also validate special modeling techniques and analysis methodologies, as needed, for corridor, sub-area and special transportation studies.

Review the overall performance of the Tampa Bay Regional Planning Model and the Tampa Bay Regional Land Use Allocation Model in the maintenance of the MPOs Long Range Transportation Plans and in the conduct of corridor and sub-area transportation studies to identify needed model enhancements and refinements.

Assist the MPOs with developing their long range transportation plan by integrating the Strategic Intermodal System Second Five-Year Work Program and Cost Feasible Plan.

Mapping/Database Development

Create maps of the District's multi-modal facilities using GIS and ArcMap®. This includes maps of the FDOT Five-Year Work Program showing capacity projects, resurfacing projects, public transit and other special areas. For each Legislative District in District 7, capacity and resurfacing project maps are produced. Maps of existing bicycle and pedestrian facilities are also produced. GIS maps of all past PD&E Studies, with a summary of the recommended improvements are maintained by the District. Provides technical support to other FDOT disciplines and areas as requested.

Multi-Modal Systems

Multi-Modal Systems is the conduit that provides research and technical assistance to District agencies and MPOs concerning guidance and administration of State and Federal grants with the purpose of presenting economic growth through various multi-modal opportunities. Monitor and provide input on proposed and adopted State and Federal legislative issues related to transportation programs. Review and analyze availability of innovative financing methods and techniques for agency use. Participate in agencies' planning activities and coordinate agencies' planned freight movement and public transportation improvements with the Department's roadway improvement projects. Coordinate and participate in the development and implementation of the Strategic Intermodal System.

Multi-Modal Transportation Studies

Conduct or provide technical assistance for Multi-modal transportation studies and other special transportation analysis and interactive transit/technology application research studies when those opportunities become available. The specific studies will be identified as needs arise.

Regional Goods Movement Study

Develop an overall coordinated regional strategy for addressing goods movement needs in the Tampa Bay Region. Identify and assess the needs and issues of major regional freight activity centers (including major intermodal facilities) and regional significant freight corridors, through a series of sub-area and corridor studies. Conduct inventories of the characteristics of goods movement in the Tampa Bay Region. Assist the MPOs in establishing on-going Goods Movement Management Systems to address goods movement issues and advance goods movement programs and improvements to the MPO.

Regional Transportation Planning Coordination

Support and participate in all levels of regional coordination and proposed activities among the Tampa Bay Area Regional Transit Authority (development of a regional transportation master plan) and District MPOs including the MPO Chair's Coordinating Committee (broad level policy direction for development of the regional transportation system); the MPO Director's Coordination Team (coordination of MPOs planning programs and proposed activities); the Tampa Bay Regional Planning Model Technical Review Team (coordination of the development and update of the MPOs Long Range Transportation Plans).

Provide on-going technical and policy advisory assistance to the MPOs in the development of regional planning products, including the Tampa Bay Regional Profile, the Tampa Bay Regional Roadways Strategic Plan and the Tampa Bay Regional Congestion Management System Plan.

Maintain a database of existing (2010) socioeconomic and travel characteristics for District MPOs, including information on population, dwelling units, hotel/motel units, school enrollment, current land uses, traffic counts, transit usage, special generators activity, and other variables essential to the validation and operation of the Tampa Bay Regional Planning Model.

Travel Characteristics

Prepare and conduct surveys and analysis to maintain a current set of travel characteristics of the Tampa Bay area needed to validate planning models and provide needed data for plan updates, corridor and sub-area studies and special transportation studies.

Consultants may assist with tasks listed.

Funding Source

Federal Funds – FHWA SPR-PL-1		
Year	1	\$196,000
(2018/19)		
Year	2	\$196,000
(2019/20)		

Appendix I: HART Planning Program

HART Planning Projects

Comprehensive Operations Analysis

The Comprehensive Operations Plan (COA) will be aimed at reevaluating the 2017 COA that not only implemented significant route efficiencies but also addressed a nearly \$6 million deficit in operating funding. This reevaluation project will look to leverage as much of the previous study from 2017 to evaluate service expansion based on newly projected surtax revenues associated with the November 2018 referendum. The study will be focused on extensive public outreach, including the identification of equitable service expansion in the three Cities of Hillsborough County, based on their sales tax contributions. In addition to operational needs, estimates for capital growth and facilities will be reevaluated as well.

Bus Stop Inventory Assessment Study

The last time HART embarked on a comprehensive evaluation of its amenities conditions and needs was in 2003. This study would be designed to develop a detailed report aimed at summarizing the current state of the agencies amenities infrastructure and outline what measures can be taken to modernize the existing inventory that exists within the agency. This would include evaluating existing amenities infrastructure, modernizing the agencies bus stop inventory procedures and inventory database, develop a prioritization of the bus stop improvement needs throughout the system, and creating a phasing plan to address and implement the priority needs.

Transit Development Plan (TDP)

Prepare the Transit Development Plan to submit in September 2019. The TDP presents a ten-year plan for service and capital projects based on anticipated funding.

Transit Surtax Program of Projects

Prepare a program of projects to present to the Independent Oversight Committee by the September 30, 2019 deadline. This program of projects will be a proposed set of operational and capital projects to be implemented starting January 2020 that meet the requirements of the Charter Amendment passed by the voters of Hillsborough County in November 2018.

FTA Transit Oriented Development (TOD) Pilot

The study will examine and evaluate the performance of existing Transit Oriented Development (TOD) land-use policies for the City of Tampa and Hillsborough County in relation to two transit projects- the City of Tampa's Streetcar Extension Project and HART's local BRT Project for the Nebraska Ave/Florida Ave/Fowler Ave.

Tampa Arterial BRT Study

HART is procuring planning and design services for transportation infrastructure and improvements to improve local street-level bus service along Florida, Nebraska and Fowler Avenues and adjacent corridors as well as corridors that intersect with these three corridors between the USF Tampa Campus and downtown Tampa. These services will move forward with infrastructure and facility enhancement projects that are intended, in whole or in part, to support a rapid bus service that improves and expands transit operations and facilities to attract new riders and benefit existing riders, including those with a higher propensity for transit use such as university students, millennials, moderate and low-income residents and workers, patients of medical centers, active seniors, and transit dependent residents. The project will foster development that supports local land use plans as well as long-term economic growth. HART sought proposals from well-qualified and experienced parties to provide consultation services to complete both design and engineering services for the designated corridors. This study is in alignment with not only HART's mission, but the long-term plans of the MPO, by seeking to implement progressive transit services between University of South Florida and Downtown Tampa; two of the region's most important job employment centers. It is expected that this project will result in a number of potential smaller projects that can be implemented in the near term with local funding, while still evaluating the feasibility for a larger end to end BRT-like project that can be funded with an FTA Small Starts grant.

The Uptowner Circulator

HART is procuring contract services to operate a circulator service within the Tampa Innovation District boundary. The Updated service is provided by a fixed route circulator connecting key private anchor partners and time point stops with a long term vision of evolving into on-demand and/or automated vehicle services. The program is slated to begin in the Summer of 2019 and will operate fare free.

The On-Demand Downtown Circulator Service

Currently, HART is procuring services to take over the existing Downtowner on-demand service that operates in the core business district and Tampa Heights area of downtown Tampa. The expectation of HART is to continue this service as similarly to how it exists today with a fare free structure and mobile app hailing capability.

Grant Opportunities

HART will continue to seek funding for additional grants throughout the FY year, to include FTA and State opportunities. HART is committed to seeking out grant and project opportunities that contribute to the advancement of transit in the region. This includes reviewing new federal and state programs for obtaining additional funding for service, facility improvements, and capital projects.

Public Outreach and Equity Planning

Develop and implement outreach activities to educate the public on transportation options and obtain their input on needs and service improvement proposals. Continue efforts to ensure that the needs of minority and low-income populations are considered in the planning for transit services.

Development Reviews

Ongoing review of roadway designs, applications for development permits and rezoning and submit recommendations to the City of Tampa and Hillsborough County for inclusion of transit and pedestrian amenities.

Monitor System Performance

Monitor ridership and operations on existing services. Service strategies will be dependent upon available funding.

Interagency Coordination

Continue close coordination with all local, state, and federal agencies in Planning efforts for projects throughout the service area and region.

Funding Source

FTA Funding		
	Pilot Program TOD Planning 20005B	FTA 5307
Year 1 (2018/19)	\$0	
Year 2 (2019/20)	\$800,000	\$750,000

Appendix J: County Charter Transportation Improvement Surtax

APPENDIX J

County Charter Transportation Improvement Surtax

FY 20 Budget

DRAFT

The purpose of the surtax is to fund transportation improvements throughout Hillsborough County, including road and bridge improvements; the expansion of public transit options; fixing potholes; enhancing bus service; relieving rush hour bottlenecks; improving intersections; and making walking and biking safer. One percent of the surtax proceeds shall be expended by the MPO on planning and development purposes, including data collection, analysis, planning, and grant funding to assist the implementing agencies and the Independent Oversight Committee, as defined in Article 11 of the Hillsborough County Charter.

[Charters in Fund 10903]

Character	FY 20 Amount	Comments
10 - Personnel	\$482,872	Based on: <ul style="list-style-type: none"> • Transportation planning engineer • Community relations coordinator • Planning program & grants coordinator • Community planner for shared mobility services • ¼ Deputy executive director • ¼ Administrative assistant • ¼ Accountant
30 - Operating	\$2,372,128	Includes: <ul style="list-style-type: none"> • Planning/engineering consultant services: planning-level feasibility studies, field reviews, transit service planning, etc. as requested by implementing agencies • Shared data platforms: development, subscriptions, data collection as needed, etc. • Production and distribution of public information materials such as reports, presentations, web pages, etc. • Administrative and overhead costs such as legal ads, postage, office supplies, printing, software, etc.
60 - Equipment	\$5,000	<ul style="list-style-type: none"> • Computers, servers, projectors etc. > \$1,000
	\$2,860,000	