



# UPWP

Hillsborough MPO Unified Planning Work Program  
FY 2021 & FY 2022

## Fiscal Years 2021 & 2022 Hillsborough MPO Two-Year Unified Planning Work Program

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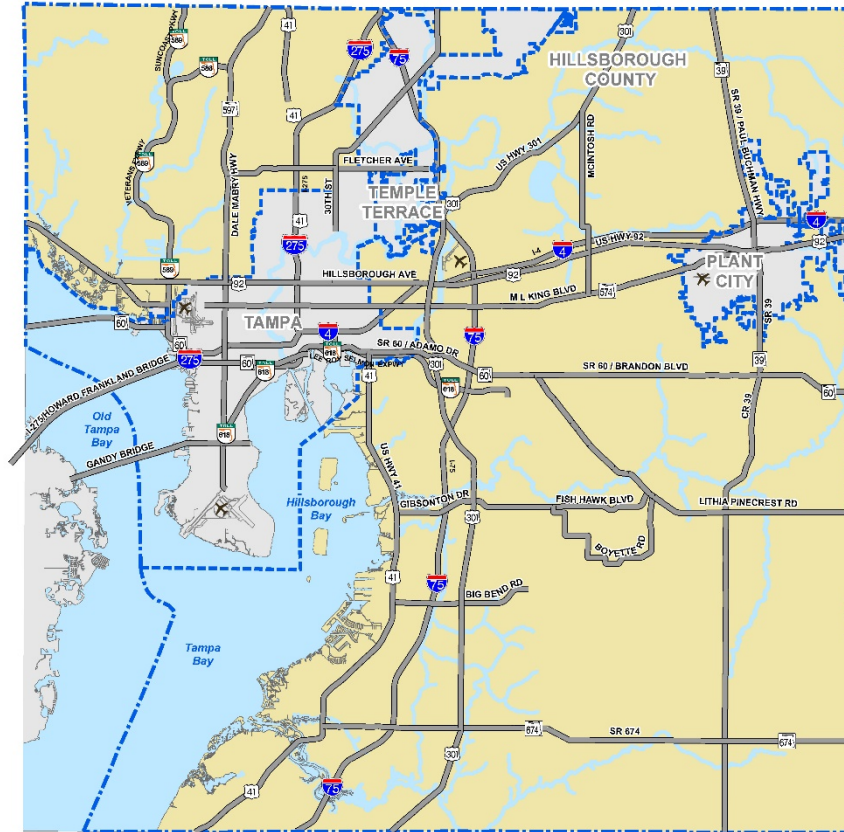
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Amendment October 13, 2021



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Unified Planning Work Program: FY 2021 – 2022

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Hillsborough Metropolitan Planning Organization

Fiscal Years 2021 & 2022 Hillsborough MPO Two-Year Unified Planning Work Program

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## **Hillsborough County Metropolitan Planning Organization**

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Commissioner Pat Kemp, Hillsborough County, Vice Chair

Mr. Paul Anderson, Port Tampa Bay

Councilman Joseph Citro, City of Tampa

Councilman John Dingfelder, City of Tampa

Derek Doughty, Hillsborough County City-County Planning Commission

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Commissioner Kimberly Overman, Hillsborough County

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Commissioner Mariella Smith, Hillsborough County

Ms. Jessica Vaughn, Hillsborough County School Board

Mr. Joseph C. Waggoner, Tampa-Hillsborough Expressway Authority

Ms. Melanie Williams, Hillsborough Area Regional Transit Authority

Mr. David Gwynn, P.E., Florida Department of Transportation District 7 (non-voting advisor)

*Ms. Elizabeth Alden, AICP, Executive Director*

*Mr. Cameron Clark, Esq., MPO Attorney*

The MPO does not discriminate in any of its programs or services. Public participation is solicited by the MPO without regard to race, color, national origin, sex, age, disability, family, or religious status. Learn more about our commitment to nondiscrimination and diversity by contacting our Title VI/nondiscrimination coordinator, Joshua Barber at (813)273-3774 ext. 313 or [barberj@plancom.org](mailto:barberj@plancom.org).

## UPWP MPO Resolution

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**MPO Resolution #2020-1**  
**Approving the FY 2020-2021 & FY 2021-2022**  
**Unified Planning Work 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 within Hillsborough County.

**Whereas**, as required by 23 Code of Federal Regulations (CFR) Section 450.308 and Florida Statutes 339.175(9), the MPO has developed a Unified Planning Work Program for Fiscal Years 2020/2021 & 2021/2022.

**Whereas**, the MPO is adopting procedures 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 on the basis of national origin by, among other things, failing to provide meaningful access to individuals of Limited English Proficiency (LEP); and with 49 CFR Part 26 regarding Disadvantaged Businesses Enterprises;

**Now, Therefore, Be it Resolved** that the Unified Planning Work Program for Fiscal Years 2020-2021 & 2021-2022 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 requests, 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 13<sup>th</sup> day of May 2020.

DocuSigned by:

*Lesley "Les" Miller, Jr.*

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Lesley "Les" Miller, Jr.

MPO Chair

DocuSigned by:

*Cameron Clark*

000C10F3EAC0093

Cameron Clark

MPO Attorney

DocuSigned by:

*Cheryl Wilkening*

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Cheryl Wilkening

MPO Secretary



## Authentication

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### Authentication

The Hillsborough County Metropolitan Planning Organization regular session, on May 13<sup>th</sup>, 2020, endorsed the Fiscal Years 2020/2021 & 2021/2022 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.

DocuSigned by:

*Lesley "Les" Miller, Jr.*

B1BAC8F2D11E453

Lesley "Les" Miller, Jr.

MPO Chair

DocuSigned by:

*Cameron Clark*

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Cameron Clark

MPO Attorney

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*Cheryl Wilkening*

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Cheryl Wilkening

MPO Secretary

## Cost Analysis Certification



525-010-08  
POLICY PLANNING  
02/19

### Florida Department of Transportation

RON DESANTIS  
GOVERNOR

605 Suwannee Street  
Tallahassee, FL 32399-0450

KEVIN J. THIBAUT, P.E.  
SECRETARY

### Cost Analysis Certification

Hillsborough County MPO

Unified Planning Work Program - FY 2022

Amended 10/13/2021

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: Suzanne Monk

Government Liaison, District Seven

Title and District

DocuSigned by:  
*Suzanne Monk*  
394273904311405

10/13/2021

Signature

www.fdot.gov

## Acronyms

ACES	Automated, Connected, Electric, Shared
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
HUD	US Department of Housing and Urban Development
ITS	Intelligent Transportation Systems
JPA	Joint Participation Agreement
LEP	Limited English Proficiency
LOS	Level of Service
L RTP	Long Range Transportation Plan
MAP-21	Moving Ahead for Progress in the 21st Century Act
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

## Hillsborough Metropolitan Planning Organization

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

## **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, 2020, to June 30, 2022.

**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](http://www.planhillsborough.org), or in other formats by request. Items produced and made available within the past two years include:

- 2045 Long Range Transportation Plan and Technical Memoranda (2019)
- Vision Zero Implementation Plan - Phase 2 (Spring 2019)
- Data Business Plan Implementation and sharing of data (Fall 2018)

## Hillsborough Metropolitan Planning Organization

- Resilient Tampa Bay Transportation Pilot Study (Winter 2020)
- West Tampa Multi-Modal Plan (2018)
- Temple Terrace Low-Speed Study (2019)
- Selmon - South Coast Greenway Connector Study (Fall 2018)
- Needs and priorities for bicycle and pedestrian improvements and transportation enhancements for inclusion in the 2045 LRTP.
- Multimodal Level of Service (MMLoS) and Level of Traffic Stress (LTS) Evaluation (2019)
- Freight Needs and Cost Affordable Projects for 2045 LRTP (November 2019).
- Southshore Transit Study Reevaluation (2018)
- Northwest Hillsborough Transit Study (2018)
- USF Campus Autonomous Transit Feasibility Study (2019)
- Transportation Disadvantaged Service Plan (2018, 2019)
- MPO Health Atlas (2017-2018)
- Garden Steps Project Report (2018)
- Annual Evaluation of the Community Transportation Coordinator (2019)
- Hillsborough County School Transportation Study (2018)
- Best Practices for Environmentally Friendly Noise Walls White Paper (2019)
- MPO Project Priorities for TIP FY (2018, 2019)
- Approved TIP and Amendments (2019 & 2020)
- Federal Obligations Reports FY 2017/18 & 2018/19
- Development of a citizen-friendly online TIP viewer tool.
- Title VI/Nondiscrimination Plan (Spring 2018)
- Measures of Effectiveness Report on the MPO's Public Participation Plan (Spring 2020)
- Complete Streets Project Design with USF – West Columbus Ave (Summer 2018)
- Updated Public Participation Plan and Limited English Proficiency Plan (2018)
- Reviewed and developed regional UPWP tasks (2018, 2020)
- Joint certification of MPO (2019, 2020).
- Participated in the Technical Review Team (TRT) meetings for the Tampa Bay Regional Planning Model and other tools (monthly).
- Participated in the Florida Model Task Force.
- Participated in regional studies, including the Regional Transit Feasibility Plan and Resilient Tampa Bay – Transportation Pilot Program Project.
- Supported and attended tri-county committee meetings, including the Bicycle Pedestrian Advisory Committee and Tri-County Transportation Disadvantaged Local Coordinating Board Subcommittee.
- Established project priorities for TRIP and Regional Multiuse Trails funding, through the CCC, as well as recommending tri-county priorities to the Tampa Bay TMA Leadership Group.

## **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 below. 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 stormwater 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. Table 1 shows how the UPWP takas align with the Federal planning factors.

**TABLE 1: FEDERAL PLANNING FACTORS**

#	Task Name	Federal Planning Factor 1 - Economic Vitality	Federal Planning Factor 2 - Safety	Federal Planning Factor 3 - Security	Federal Planning Factor 4 - Accessibility and Mobility	Federal Planning Factor 5 - Environment, Energy and Growth	Federal Planning Factor 6 - Connectivity	Federal Planning Factor 7 - Efficiency	Federal Planning Factor 8 - Preservation	Federal Planning Factor 9 - Resiliency and Reliability	Federal Planning Factor 10 - 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										
		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓



## **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.

## **Federal Performance Based Planning and Expectations**

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, which began on February 27, 2018.

## **State Planning Factors and Emphasis Areas**

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

### **Automated, Connected, Electric, Shared-Use (ACES) Vehicles and Technology (2018 and 2020)**

According to the Federal Highway Administration, "Transportation is in the midst of disruptive change from new technologies (automated and connected vehicles); new institutions (shared mobility firms); and changing attitudes (reduced car ownership). Across the nation, transportation planners are under pressure to develop performance-oriented policies, plans, and investment decisions that consider an increasingly complex transportation landscape. In the process, planners need to consider, but cannot yet reliably predict, the potential impact of disruptive and transformational Connected Vehicle (CV) and Automated Vehicle (AV) technologies on safety, vehicle ownership, road capacity, VMT, land-use, roadway design, future investment demands, and economic development, among others. While some forms of CV and AV are already being deployed across the United States, significant unknowns exist regarding the rate of technology adoption, which types of technologies will prevail in the marketplace, the interaction between CV/AV vehicles and various forms of shared mobility services, and the impacts of interim and widespread levels of CV/AV usage."

Adopting and supporting innovative technologies and business practices supports all seven goals of the Florida Transportation Plan and the federal planning factors found in the FAST Act. ACES may lead to great improvements in safety, transportation choices, and quality of life for Floridians, our visitors, and the Florida economy. Though there is a great deal of speculation and uncertainty of the potential impacts these technologies will have, the Hillsborough MPO is actively working to determine how best to address the challenges and opportunities presented to the county and region by ACES vehicles.

To this end, the 2045 LRTP used scenario planning to anticipate employment and population growth and the capacity of the overall transportation system under a technology forward scenario, among other potentials. Ultimately, a hybrid scenario was chosen which built upon the use of technology to support the existing and future transportation network. Using new technologies to improve transportation efficiency emerged as a major priority from the

public involvement process. The 2045 LRTP also includes a section on emerging technologies and cites two recent pilot projects to explore their potential.

### **Safety (2020)**

Safety has been a federal planning priority over numerous iterations of the transportation legislation. As stated within the FAST Act planning factors, metropolitan areas should “increase safety for motorized and non-motorized users.” The state of Florida has expanded on this concept further by becoming a Vision Zero area, with a stated goal within the Florida Transportation Plan of zero fatalities across the state’s transportation system. FDOT adopted their Strategic Highway Safety Plan in 2016, which provides more information about how the state intends to address transportation safety in the coming years.

The Hillsborough MPO has considered and expanded upon the level of analysis and reporting required by the Federal and State performance measurement process to further study the county’s unique safety challenges. This approach includes the identification of safety needs in the MPO’s LRTP or TIP, stand-alone safety studies for areas or corridors, and safety considerations within modal planning elements. The MPO has adopted a Vision Zero Action Plan and continues to proactively implement it with its State and Local partners.

### **System Connectivity (2020)**

Connectivity is a concept that is emphasized both at the federal and state levels. Within the FAST Act, one of the ten planning factors states, “enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.” Within the Florida Transportation Plan, system connectivity is addressed within four different goals.

- Make our economy more competitive
- Increase opportunities for access to transit and other modes
- Provide a more efficient and mobile transportation system
- Meet the needs of a growing and changing population

A connected system is often more cost-effective and better able to address natural and manmade constraints.

For the Hillsborough MPO, system connectivity is considered within several contexts. First, the LRTP and other planning documents emphasize connectivity within Hillsborough County to serve the unique needs of their urban and non-urban jurisdictions. This requires coordination with member jurisdictions to identify their connectivity needs while also understanding how current and future land uses impact or can help augment connectivity. Second, the Hillsborough MPO considers connectivity beyond its boundaries and emphasizes continuity on those facilities that link the County to other metropolitan and non-urban or rural areas such as Pasco, Polk, Pinellas, and Sarasota Counties. Third, connectivity for the Hillsborough MPO also includes multimodal linkages that are supportive of both passengers and freight. A connected network supports users traveling by a variety of modes, including first and last mile linkages.

## **Resilience (2020)**

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

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

The Hillsborough MPO in collaboration with the Pinellas MPO, Pasco MPO, Tampa Bay Regional Planning Council, and the Florida Department of Transportation District 7, was awarded a Federal Highway Administration (FHWA) Resiliency and Durability to Extreme Weather Grant. Using these funds, the MPO with their partner agencies have developed the “Resilient Tampa Bay: Transportation Pilot Program Project” which used scenario planning to identify potential threats and impacts to the transportation system of climate change, sea level rise, and other natural disaster scenarios. These scenarios were used to identify the impact of such threats and on critical and highly vulnerable transportation facilities and the long-term economic impact such disasters could have upon the region. The team has identified a variety of adaptation strategies to mitigate against these scenarios. This project was reviewed and accepted by MPO Board and committees with a goal of transmitting the information to the local implementing jurisdictions and strongly encouraging them to incorporate mitigation and adaptation strategies in all phases of planning, project development, construction, and maintenance.

## **Priorities for The Metropolitan Area and The Strategic Plan**

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 Strategic Plan**

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](http://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 which were integrated into the agency's first 5-Year Strategic Plan (2018-2023). The Strategic Plan outlines and highlights ways Plan Hillsborough staff can enhance work products related to their planning requirements, improve strategic aspects of how the agency interfaces with the public and its partners, and leverage resources to create a strong future and quality of life for the community. Plan Hillsborough identified the following strategic priorities and subsequent actionable strategies under each area:

- Planning Partnerships
  - Build partnerships with local and regional corporations, universities, financial institutions, the private sector, HOAs, and business associations in order to increase engagements, obtain buy-in, and enhance collaborative opportunities and the knowledge base for projects.
- Enabling Transportation Choices
  - Reconfigure and enhance existing transportation infrastructure. Find cost-effective and early wins that build upon existing facilities. Work to ensure roadway maintenance and re-construction projects include the opportunity for alternative modes.
  - Identify new capacity, modes, and the funding to pay for these items, potentially through private sector partnerships or value capture of new or developed property around transit stations and interchanges.
- Technology and Innovation
  - Use technology to educate and inform stakeholders and citizens about planning.
  - Acquire “big data” and develop tools to pertinent questions and aid in vetting planning policies.

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- Citizen Engagement
  - Leverage social media to publicize and promote planning initiatives, answer questions from citizens, and develop new concepts like social media town halls.
  - Utilize traditional media and methods of communication such as newspapers, billboards, radio, earned media, and public service announcements.
  - Provide planning data and information in smaller, easy to understand, visually pleasing ways to enhance understanding and simplify the planning process.
  - Work to break down entrenched positions.
  - Meet the people in their community.
- Opportunities for Regional Collaboration
  - Work with other regional partners to enhance communication, identify common ground, develop collaborative agreements, and craft clear, unified messaging on regional projects.
- Linking Land Use and Transportation
  - Promote the use of different types of centers as a more sustainable growth model.
  - Encourage and pursue more public/private partnerships and identify proven market-driven approaches for development.
  - Create paired land use and transportation/mobility options that are coordinated together.
  - Maximize the potential of economic development in transportation and land use decisions.
  - Incentivize infill and redevelopment within the Urban Service Area.
  - Integrate big data, cost assumptions, and incremental decisions into a more strategic redevelopment strategy.
- Internal Agency Enhancements
  - Improve and enhance internal communication, career advancement and professional growth, goal setting, accountability and consistency, staff effectiveness, and other areas.

**FIGURE 1: STRATEGIC PLAN FOCUS AREAS**



### **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, adopted in 2018. In addition, the MPO has worked closely with the Florida Department of Health – Hillsborough County in formulating a resolution adopted by the MPO in 2019 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.

### **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 to provide logistical support to the MPO Chairs' Coordinating Committee (CCC) for regional transportation activities, covering an eight-county region served by six MPOs.

### **Public Participation & Agency Coordination**

The MPO cooperates with many participating agencies within and outside of Hillsborough County on a local, regional, and statewide level to ensure seamless transportation within Hillsborough County, the region, as well as interregional travel. The following are a list of agencies that the MPO interacts with throughout the year:

- 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 2018 Title VI/Nondiscrimination 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,
- 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.

Planning tasks included in this UPWP were solicited in February -April 2020 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 2020. In addition, it was presented to the MPO in April and May 2020. Consistent with the MPO's Public Participation Plan ([Link](#)), 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 Certification and Assurances is incorporated in Appendix D. 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 Joshua Barber at 813-272-5940 x313, [barberj@plancom.org](mailto:barberj@plancom.org) at least 3 business days before the public meeting.

### **Transportation Improvement Surtax County Charter**

In 2018 the voters of Hillsborough County approved a one-cent sales surtax and an amendment to the County Charter specifying how the surtax proceeds will be used. Apportionment of the proceeds may be expended by the MPO for planning and development purposes, as outlined in Appendix J. In particular, the charter amendment established an Independent Oversight Committee, which began meeting in 2019 and is staffed by the MPO. The surtax is being litigated and may or may not be available in the future.

# Organization and Management

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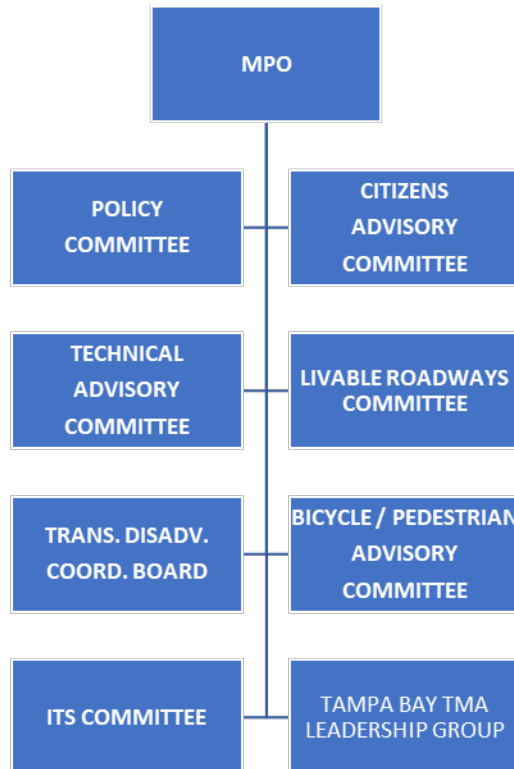
## MPO Process and Participants

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. The following diagram shows the relationship of the MPO to its advisory subcommittees.

**FIGURE 2: MPO COMMITTEE STRUCTURE**



## **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
- Hillsborough County
- City of Tampa
- Port Tampa Bay
- City of Temple Terrace
- Tampa-Hillsborough Expressway Authority
- 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)

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 FHWA funds.	July 1, 2020	June 30, 2022
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 Public Transportation Grant Agreement: Provides FTA PTGA funding to support MPO planning programs.	Feb 3, 2020	June 30, 2022
6	Fifth 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.	Approved by Hillsborough MPO January 7, 2020 – other MPO approvals pending	(See Note b)
7	Agreement with Hillsborough Board of County Commissioners to provide legal services to the MPO.	Original June 17, 2008 – updated January 5, 2018	(See Note a)

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>.

## 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" based on the 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 **\$360,115 in FY 2021 and \$299,995 in FY 2022**.

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 FY2021 – FY2022 is the De Minimis Rate of 10%.**

The expenses paid out of the 10% De Minimis Rate include:

- Agency-wide reasonable, necessary, and allocable Training/educational costs
- Agency-wide memberships
- Awards program (staff & board recognition)
- Books & agency-wide subscriptions
- Copier impression charges/maintenance/supplies
- Computer software
- Data processing services external
- Data processing/general operating supplies
- Fleet management services (county vehicle maintenance/repair)
- Fleet vehicle fuel/oil
- Fleet vehicle monthly parking expenses
- Fleet vehicle rental (shared county vehicles)
- Insurance assessments (liability & auto)
- Maintenance building/facilities
- Maintenance computer equipment
- Office supplies/minor office equipment (single purchases over \$5,000 must get preapproval)
- Postage/freight expenses
- 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.

**Statements and Assurances**

The MPO complies with all applicable grant requirements and conditions. Certifications and assurances are provided in the Appendices.

# MPO Work Elements and Planning Task

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## **Task 1: Transportation Planning Management**

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### ***PURPOSE:***

Maintain a continuous, comprehensive, and cooperative 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.

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### ***PREVIOUS WORK:***

#### **Completed**

- ✓ UPWP Updates and Amendments (2019)
- ✓ Funding deobligation requests (May 2020)
- ✓ Bi-annual FY 2020/2021 UPWP and FY 2021/2022 documents (May 2020)
- ✓ Reviewed, monitored, and commented on proposed state legislation regarding changes to the transportation planning process (FY 18/19 & 19/20)
- ✓ Procured professional services for general planning consultants.

#### **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:

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- 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
  - Americans with Disabilities Act
  - 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)
- Reasonable, necessary, and allocable training and/or travel and participation in:
  - 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, 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.

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- 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.
- Update and maintain Disaster Preparedness Plan to ensure essential functions and continuity of operations during the event of hurricanes, floods, pandemics, and other disasters.

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**). All projects are consistent with federal and state regulations and detailed in invoices submitted to FDOT for reimbursement.

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### **END PRODUCTS:**

- Maintenance of current UPWP (Spring 2020) document, including amendments and modifications (July 2020 – June 2022)
- FY 2023 & FY 2024 UPWP (Spring 2022)
- Grant applications and budget submittals (July 2020 - June 2022)
- Timekeeping and grants management systems (July 2020 - June 2022)
- Grant progress reports, invoices, and timekeeping records (July 2020 – June 2022)
- Independent single audit of grants through County (July 2020 – June 2022)
- State/Fed. Certification of MPO process (May 2021, May 2022)
- Reports to the MPO Board and Committees, TBARTA, MPO Advisory Council and local agencies, especially during legislative session (July 2020 – June 2022)
- Correspondence to legislative delegation and federal and state (July 2020 – June 2022)
- Updated Interlocal Agreements, Requirements & Procedures (July 2020 - June 2022)

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- Legal services for MPO (July 2020 - June 2022)
  - Procurement and disposal of capital equipment, hardware, software and electronic file back-ups (July 2020 - June 2022)
- 

### ***RESPONSIBLE AGENCIES:***

Lead Agency: Hillsborough MPO

## **Task 2: System and Corridor Planning**

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***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 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.

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## **Congestion Management, Crash Mitigation Planning, and ITS**

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### ***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**

- ✓ Vision Zero Implementation Plan - Phase 2 (Spring 2019)
- ✓ Data Business Plan Implementation and sharing of data (Fall 2018)
- ✓ CMCMP System Performance Report – 2045 LRTP
- ✓ Speed Management Study (2020)

#### **Ongoing**

- Update/maintain Multimodal Database
  - Participation in Community Traffic Safety Team for Hillsborough County
  - Update/maintain Data Business Plan and Shared Data & Analytics Platform
  - Vision Zero Quarterly Reports
- 

### ***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.
- 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.
- Develop a Hillsborough County Smart Cities Action Plan. Identify TSM&O and ITS priorities for the TIP by identifying, evaluating, and costing out candidate projects.
- Maintain and update, as needed, the Shared Data & Analytics Platform. Explore value and feasibility of expanding the Platform with new mobility-oriented datasets.

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- 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.
- Participate in Hillsborough Community Traffic Safety Team.
- Participate in the Hillsborough County Smart Cities Alliance.
- Vision Zero Action Plan coalition-building, strategies focused on high crash corridors and other implementation activities.
- Provide learning opportunities for high school, undergraduate, and graduate students through planning internships.
- Seek grants to support Vision Zero as a free-standing initiative.
- Coordinate with the State Motorcycle Safety Coalitions.
- 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.
- Travel to, and participate in, necessary workshops/meetings.

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). All projects are consistent with federal and state regulations and detailed in invoices submitted to FDOT for reimbursement.

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### **END PRODUCTS:**

- CMCMP Feasibility Studies of high crash and/or congested corridors or sub-areas (July 2020 - June 2022)

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- Vision Zero Action Plan safety retrofit feasibility studies for high crash corridors (November 2020):
  - a. 15th Street (Fowler Ave. to Fletcher Ave.),
  - b. 78th Street (Causeway Blvd. to Palm River Rd.),
  - c. Bruce B Downs Boulevard (Fowler Ave. to Bearss Ave.),
  - d. CR 579/Mango Road (MLK Blvd to US 92),
  - e. Fletcher Avenue (Armenia Ave. to Nebraska Ave.),
  - f. Lynn Turner Road (Gunn Hwy to Ehrlich Rd.),
  - g. Sheldon Road (Hillsborough Ave. to Waters Ave.), and
  - h. Gibsonton Drive (I-75 to Balm Riverview Rd.)
- Smart Cities Action Plan (July 2021)
- Data Platform for performance Monitoring and Project Evaluation (July 2020 - June 2022)
- Updates to Hillsborough County portion of Tampa Bay Regional ITS Architecture (July 2020 - June 2022)
- Electric Vehicle Facility Needs and Charging Station Assessment (June 2022)
- Prioritized projects for consideration in TIP (July 2020, July 2021)
- Projects for consideration in updates or changes in LRTP (July 2020, July 2021)
- Assist agencies in implementing management systems and CMCMR recommendations (July 2020 - June 2022)
- Public outreach for CMCMR and Vision Zero, including Vision Zero Quarterly Reports, safety education and brochures, pamphlets and other printed collateral products (July 2020 - June 2022)

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**RESPONSIBLE AGENCIES:**

Lead Agency: Hillsborough MPO

Stakeholders: FDOT, HART, Hillsborough County, City of Tampa, and other agencies on the CMS Steering Committee.



## Security and Emergency Preparedness Planning

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### **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**

- ✓ Resilient Tampa Bay Transportation Pilot Study (Winter 2020)

#### **Ongoing**

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

### **REQUIRED ACTIVITIES:**

- Coordinate with Tampa Bay Regional Planning Council (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.
- Participate in local, state, regional, national follow-up activities related to the FHWA sponsored Tampa Bay TMA Vulnerability and Durability Pilot Program study.
- Participate and support the resiliency and sustainability efforts of jurisdictions, agencies, universities and other community organizations including the Tampa Bay Resiliency Coalition and the Tampa Bay Clean Air Coalition
- Conduct vulnerability/resiliency assessments of transportation systems in Hillsborough County in coordination with implementing agencies

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- Produce and distribute educational materials.
- Seek and collaborate on grants in support of sustainability/resiliency efforts.
- Provide learning opportunities for students through high school, undergraduate, and graduate internships.
- Travel to, and participate in, necessary workshops/meetings.

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). All projects are consistent with federal and state regulations and detailed in invoices submitted to FDOT for reimbursement.

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### ***END PRODUCTS:***

- Vulnerability Assessments of transportation facilities in Hillsborough County (July 2020 - June 2022)
  - Continued development of mitigation strategies and project priorities (July 2020 - June 2022)
  - Presentations to local, regional, state, and federal agencies and organizations (July 2020 - June 2022)
  - Storm Evacuation and Shelter-in-Place Plan Update (June 2021)
- 

### ***RESPONSIBLE AGENCIES:***

Lead Agency: Hillsborough MPO

Stakeholders: FDOT, HART, Hillsborough County, City of Tampa, and other agencies involved in emergency preparedness and disaster and hazard mitigation.

## Complete Streets Planning

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### **PURPOSE:**

Develop, support and promote plans and projects that increase and improve cycling, walking, and other multimodal 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.

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### **PREVIOUS WORK:**

#### **Completed**

- ✓ Temple Terrace Low-Speed Vehicle Study (2019)
- ✓ Needs and priorities for bicycle and pedestrian improvements and transportation enhancements for inclusion in the 2045 LRTP (2019)

#### **Ongoing**

- Review road construction projects for bike, pedestrian, and livable roadways considerations.
  - Healthy Community Design Partnerships
  - Data Collection on Nonmotorized Modes
- 

### **REQUIRED ACTIVITIES:**

- Data Collection, Updates, Research, and Baseline Conditions
  - Analyze bicycle, pedestrian, and other modes count and crash data and develop countermeasures at select locations to create safer, more convenient and attractive multimodal environments.
  - 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.
- Coordination and Jurisdictional Support
  - Provide Bicycle/Pedestrian Advisory Committee guidance on the update of the Walk/Bike Safety Plans.
  - 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 regional pedestrian and bicycle 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.

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- Assist local jurisdictions in implementing appropriate or adopted bicycle, pedestrian and livable roadways plans and guidelines that provide bikeway and walkway systems that are integrated with other transportation infrastructure.
- 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.
- Policies, Programs, Documents
  - 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; trial overpass at Courtney Campbell Causeway and Rocky Point Drive; USF to Temple Terrace; and Plant City Canal Connector Trail)
  - 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.
- Implementation
  - 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.
  - 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.
  - Identify opportunities, through the State's Suntrails network and other programs, for multi-use trails along waterways and across major barriers.
  - Continue implementation for a continuous trail corridor from the Pinellas County line to the Manatee County line (South Coast Greenway)
  - Travel to, and participate in, necessary workshops/meetings

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). All projects are consistent with federal and state regulations and detailed in invoices submitted to FDOT for reimbursement.

**END PRODUCTS:**

- Plant City Canal Connector Trail Feasibility Study (June 2021)
  - USF to Temple Terrace Trail Feasibility Study (June 2022)
  - School and Park Zone Speed Study (June 2021)
  - Recommendations for non-motorized features and maintenance in facility construction (July 2020 - June 2022)
  - Educational and informational programs on bicycle and pedestrian safety (July 2020 - June 2022)
- 

**RESPONSIBLE AGENCIES:**

Lead Agency: Hillsborough MPO

Stakeholders: FDOT, Hillsborough County & Public Works, HART, BPAC Member Agencies, and Livable Roadways Committee Member Agencies

## **Intermodal/Freight Planning**

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### ***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.

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### ***PREVIOUS WORK:***

#### **Completed**

- ✓ Freight Priority Projects submitted to Florida MPOAC for consideration by FDOT (2019, 2020).
- ✓ Freight Needs and Cost Affordable Projects for 2045 LRTP (November 2019).

#### **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 7 Regional Goods Movement Strategic Plan.
  - Coordinate with the FDOT District 7 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 7 Regional Goods Movement Study to identify Hillsborough County freight hot-spot locations and longer-term capacity projects.
- Participate in the Supply Chain Resiliency Study.
- 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. Attend 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.

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- 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 automated, connected, electric, and shared (ACES) 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.

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). All projects are consistent with federal and state regulations and detailed in invoices submitted to FDOT for reimbursement.

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### **END PRODUCTS:**

- Freight Resiliency Study (June 2022)
- Freight needs and cost affordable projects for TIP (June 2021, June 2022)
- Technical, corridor and feasibility studies related to freight and goods movement (July 2020 - June 2022)
- Freight Priorities submitted to MPOAC (June 2021, June 2022)
- Assist with Freight Logistics Zone implementation (July 2020 - June 2022)
- Assist with the Supply Chain Mobility/Resiliency Study (July 2020 - June 2022)

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### **RESPONSIBLE AGENCIES:**

Lead Agency: Hillsborough MPO

Lead Agency for Regional Goods Movement Study: FDOT

Stakeholders: FDOT, Port Tampa Bay, Hillsborough County Aviation Authority, Hillsborough County, & Hillsborough County Public Works

## **Transit and Transportation Demand Management Planning**

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### ***PURPOSE:***

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

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### ***PREVIOUS WORK:***

#### **Completed**

- ✓ HART SouthShore Transit Circulator Study Phase 1& 2 (2019)
- ✓ USF Campus Autonomous Transit Feasibility Study (2019)

#### **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)
  - Plant City Transit Master Plan
- 

### ***REQUIRED ACTIVITIES:***

- In coordination with HART, TBARTA and other organizations, continue to develop and evaluate options for premium transit services and transit-oriented development for consideration in the LRTP.
- Coordinate with HART on performance and target setting process for the Public Transportation Agency Safety Plan (PTASP).
- Research best practices and federal and state guidance on Mobility as a Service (MaaS)
- 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 HART Arterial BRT Study, CSX Rail Feasibility Study, Tampa Streetcar Extension Study, FDOT Intermodal Center Siting Study, TBARTA Regional Rapid Transit Study 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.



## Hillsborough Metropolitan Planning Organization

- 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 and provide comments as needed on 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, Plant City, and South County. Assess needs and develop recommendations on enhancing transit connections in these areas.
- Evaluate 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 automated, connected, electric, and shared (ACES) vehicle technology on transit operations and planning
- Provide learning opportunities for high school, undergraduate, and graduate students through experience with planning projects.
- Coordinate and collaborate with intercity bus services, transportation network companies (TNCs), and other public and private transportation providers on services, data, and other opportunities to improve mobility.
- Provide learning opportunities for high school, undergraduate, and graduate students through experience with planning projects.
- Travel to, and participate in, necessary workshops/meetings.

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). All projects are consistent with federal and state regulations and detailed in invoices submitted to FDOT for reimbursement.

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### **END PRODUCTS:**

- City of Plant City Transit Feasibility Study (December 2020)
- Comments on HART TDP (August 2020, August 2021)
- Service planning for areas identified by HART and to support the LRTP (July 2020 - June 2022)

## Hillsborough Metropolitan Planning Organization

- Transit studies to support economic development (July 2020 - June 2022)
- HART Bus Stop Assessment (June 2021)

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***RESPONSIBLE AGENCIES:***

Lead Agency: Hillsborough MPO

Stakeholders: FDOT, HART, TBARTA, Hillsborough County & Public Works, and TMOs.

## **Transportation Disadvantaged and Health & Equity Planning**

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### ***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.

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### ***PREVIOUS WORK:***

#### **Completed**

- ✓ Transportation Disadvantaged Service Plan (2019)
- ✓ Transportation Disadvantaged Day in Tallahassee (2019, 2020)
- ✓ Title VI Program Document Revisions (2018)
- ✓ MPO Health Atlas update (2019)
- ✓ Garden Steps Project implementation activities including Pop-Up Garden (2019)
- ✓ Annual Evaluation of the Community Transportation Coordinator (2019)
- ✓ Health in All Policies Resolution and screening candidate projects (2019)

#### **Ongoing**

- Annual Expenditures Report (annual)
  - 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)
  - Title VI and Nondiscrimination Plan (triennial)
- 

### ***REQUIRED ACTIVITIES:***

- Annually update required sections of the Transportation Disadvantaged Service Plan (TDSP) with the Community Transportation Coordinator and the Local Coordinating Board.
- 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).
- Analyze the cumulative and indirect impacts of the LRTP to community health.
- Triennially update the Title VI & Nondiscrimination Plan

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- 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.
- Explore opportunities for augmenting transportation disadvantaged services through Mobility as a Service (MaaS), Transportation Network Companies (TNCs), and other public and private service providers.
- Provide learning opportunities for high school, undergraduate, and graduate students through experience with planning projects.
- Travel to, and participate in, necessary workshops/meetings.
- Select the Community Transportation Coordinator

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). All projects are consistent

## Hillsborough Metropolitan Planning Organization

with federal and state regulations and detailed in invoices submitted to FDOT for reimbursement

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### **END PRODUCTS:**

- Updated TDSP (July 2020, July 2021, August 2021)
  - Annual Expenditures Report (July 2020, July 2021)
  - Update Regional Ride Guide (July 2020 - June 2022)
  - Annual Evaluation of CTC (January 2021, January 2022)
  - Transportation Disadvantaged Day in Tallahassee (February 2021, February 2022)
  - Priorities for state, federal and other transportation disadvantaged funds (July 2020 - June 2022)
  - Update Community Health Atlas (July 2020 - June 2022)
  - Garden Steps Project Follow-up activities (July 2020 - June 2022)
  - Community Health Impacts Assessment of 2045 LRTP (June 2021)
  - Update Title VI & Nondiscrimination Plan (August 2021)
- 

### **RESPONSIBLE AGENCIES:**

Lead Agency: Hillsborough MPO

Stakeholders: TDCB, Community Transportation Coordinator (BOCC), Hillsborough BOCC

## **Corridor, Sub-Area, and Environmental Studies**

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### ***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.

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### ***PREVIOUS WORK:***

#### **Completed**

- ✓ Temple Terrace Low-Speed Network Study (2020)
- ✓ Environmentally Friendly Noise Walls White Paper (2020)
- ✓ Reviewed and commented on major environmental documents and PD&E Studies

#### **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 Conversion Concept.
- Focused studies related to urban design, transit-oriented development, right-of-way preservation, 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.

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- Work cooperatively with local governments, FDOT and project stakeholders on the implementation 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.
- 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.
- 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 including stormwater, air quality, noise, and other impacts.
- Produce and distribute informational materials in support of corridor and sub-area studies.
- 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.)

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- Travel to, and participate in, necessary workshops/meetings.

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). All projects are consistent with federal and state regulations and detailed in invoices submitted to FDOT for reimbursement.

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### **END PRODUCTS:**

- Participation in Intermodal Center Studies with FDOT (December 2020)
- Fowler Avenue Multimodal Corridor Study (November 2020)
- Plant City Southeast Transportation Study (June 2022)
- Electric Vehicle Facility Needs and Charging Station Assessment (June 2022)
- Research, analysis, outreach and other tasks in support of sub-area, focused area and corridor studies by others (July 2020 - June 2022)
- Focused studies related to urban design, TOD, ROW preservation, integration of modes, strengthening economic development areas, & other topics, to balance competing priorities (July 2020 - June 2022)
- Recommendations derived from sub-area and corridor plans for projects to be considered in the update of the LRTP and/or TIP (July 2020 - June 2022) Updated data to support GIS analysis (July 2020 - June 2022)
- Comments and responses to ETAT comments regarding candidate projects (July 2020 - June 2022)

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### **RESPONSIBLE AGENCIES:**

Lead Agency: Hillsborough MPO

Stakeholders: FDOT, HART, Local Governments, and other Transportation Authorities



## **Task 3: Long Range Transportation Plan and Data Monitoring**

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### ***PURPOSE:***

Maintain and implement the 2045 Long Range Transportation Plan (LRTP). This includes all the state and federally required and supplemental elements, data, modeling, analysis, public outreach, multi-modal decision-making, financial planning, regional coordination, and amendments and updates necessary to preserve capacity, maximize personal mobility and freight movement, ensure assets are in good repair, user safety and system security, and maintain Hillsborough County's multi-modal transportation system.

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### ***PREVIOUS WORK:***

#### **Completed**

- ✓ Formalize a written agreement with FDOT and transit providers for cooperatively developing and sharing information on performance data (2018)
- ✓ USF Autonomous Transit Feasibility Study (2019)
- ✓ Develop and Adopt 2045 Long Range Transportation Plan and associated fact sheets and technical support documents (2019)
- ✓ State of the System Report (2019)
- ✓ Traffic Counts for Hillsborough County & City of Tampa (2019-2020)
- ✓ USF Student Fellowship Program (2019-2020)
- ✓ Data Sharing Portal (2020)
- ✓ Managed Lanes Guest Speaker (2020)

#### **Ongoing**

- 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 (As needed)
  - 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 socioeconomic data (As needed)
  - Participate with FDOT District 7 in surveys of travel behavior patterns and characteristics.
  - Database monitoring and ad-hoc reporting (As needed)
- 

### ***REQUIRED ACTIVITIES:***

- Data Collection, Updates, Research, and Baseline Conditions

## Hillsborough Metropolitan Planning Organization

- 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, Data Platform for Performance Monitoring and Project/Data Analytics Platform/Data Exploration
  - 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, and Update data from urbanized area and roadway functional classifications into database, based on 2010 census.
  - 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.
  - 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.
  - Comprehensive identification and documentation of the data and the public and private sources necessary to conduct metropolitan freight movement planning in 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.
  - Collect and summarize traffic count data as requested by local governments.
  - Analyze transit service levels, transit-supportive areas, and potential rapid-transit corridors for viability, ridership, and priority.
  - Maintain datasets developed for the 2045 LRTP. Revise datasets as necessary to reflect changes in new and planned development.
  - 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.
  - Updated project reference information to satisfy reporting requirements in support of the LRTP.
  - 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.
- National, State, Regional, and Local Coordination

## Hillsborough Metropolitan Planning Organization

- In coordination with local state and regional entities, address the need for better transportation infrastructure to serve economic development and redevelopment areas.
- Compile data from local, regional, and state transit plans and GIS sources
- Subject to interlocal agreements, pass through funding to reimburse eligible data collection costs.
- Work with local and regional partners to assemble publicly available data sources and augment a data-sharing portal to enable professionals, researchers and the public to access data.
- 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.
- Public Participation, Community, and Environment
  - 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.
  - 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.
  - 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.
  - 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; develop strategies to avoid, minimize, or mitigate potential impacts to community health, school transportation, and affordable housing.
  - 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.
  - Incorporate the ETDM Planning Screen process in evaluating potential environmental effects of projects proposed for the LRTP.
  - Conduct ETDM screening of projects advancing into 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.
  - Peer review with revisions to socio-economic datasets, as needed.

## Hillsborough Metropolitan Planning Organization

- To comply with the Executive Order on Environmental Justice, update the demographic analysis of Hillsborough County to identify Communities of Concern.
- Address Greenhouse gas reduction requirements, coordinate land use and transportation strategies, as required.
- Community Transportation Vision, Implementation, and Evaluation
  - 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. Conduct reviews and prepare reports as required under the Interlocal Agreement Regarding Transportation Sales Surtax of January 1, 2019.
  - Assist in developing multi-modal LOS districts, consistent with FDOT Quality/LOS and Multi-Modal District Handbooks.
  - Evaluate multi-modal LOS criteria.
  - 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.
  - Support USF and Hillsborough County Environmental Protection Commission in developing air quality monitoring opportunities to improve data about the distribution of air quality impacts on demographic groups.
  - Coordinate with FDOT and other partners to review performance measures and set targets, including ones that link the programming of LRTP projects into the TIP to desired outcomes.
  - Analysis of LRTP cumulative and indirect community health impacts
- Updates and Ongoing
  - Amend the current 2045 LRTP if necessary.
  - Conduct technical studies, as needed.
  - Update technical documentation of database.
  - Design a relational database to be used as the basis of a freight movement management system for Hillsborough County.

## Hillsborough Metropolitan Planning Organization

- 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.

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). All projects are consistent with federal and state regulations and detailed in invoices submitted to FDOT for reimbursement.

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### **END PRODUCTS:**

- Data Platform for performance monitoring and Project Evaluation (December 2020)
- Community Health Impacts Assessment of 2045 LRTP (June 2021)
- Data Sharing Analytics Portal (July 2020-June 2022)
- Independent Oversight Committee Annual Report (July 2020-June 2022)
- Traffic Counts for Hillsborough County and the City of Tampa (July 2020-June 2022)
- Enhancements to the Tampa Bay Regional Planning Model (July 2020 - June 2022)
- Amendments to the adopted LRTP (July 2020 - June 2022)
- Technical memoranda to support LRTP decision-making (July 2020 - June 2022).
- TBRPM inputs to support corridor or sub-area studies (July 2020 - June 2022)
- University of South Florida, Dept. of Urban Planning Fellowship Program (July 2020 - June 2022)
- Updated web-based traffic count system (July 2020 - June 2022)
- Updates to motorized and non-motorized transportation data (July 2020 - June 2022)
- Updates and enhancements to transportation database for project planning, the regional transportation model, GIS, and tracking vehicle miles of travel (July 2020 - June 2022)
- Tables, charts, and maps illustrating current highway, freight, transit, bicycle, and pedestrian conditions (July 2020 - June 2022)
- Review of socioeconomic projections developed in cooperation with the TRT (July 2020 - June 2022)
- Air quality conformity determination reports (July 2020 - June 2022)
- Acquire and pilot low-cost sensing air quality monitoring equipment in support of research with the University of South Florida and Hillsborough County EPC (September 1, 2021 – August 31, 2022)
- Up-to-date land use/socioeconomic database consistent with development patterns and local comprehensive plans (July 2020 - June 2022)

## Hillsborough Metropolitan Planning Organization

- FTA Section 5305(d) will support tracking transit-related special generators and socio-economic factors (July 2020 - June 2022)

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**RESPONSIBLE AGENCIES:**

Lead Agency: Hillsborough MPO

Stakeholders: 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

## **Task 4: Transportation Improvement Program**

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### ***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.

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### ***PREVIOUS WORK:***

#### **Completed**

- ✓ MPO Project Priorities for TIP FY 2019/20 – 2023/24
- ✓ FY 2019/20 -2023/24 Approved TIP and Amendments (2019 & 2020)
- ✓ Federal Obligations Reports FY 2017/18 & 2018/19
- ✓ TIP Public Hearing (2019 & 2020)

#### **Ongoing**

- ✓ Maintain and update citizen-friendly online TIP viewer tool.
- 

### ***REQUIRED ACTIVITIES:***

- Work with partner agencies to solicit and develop a list of priority projects including 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

## Hillsborough Metropolitan Planning Organization

- 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
- Ensure that the TIP addresses performance targets set to comply 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 an online project viewer and mapping tool for enhanced public accessibility and stakeholder feedback.
- 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
- Travel to and participate in necessary workshops/meetings.

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). All projects are consistent with federal and state regulations and detailed in invoices submitted to FDOT for reimbursement. FTA funds will support compiling transit and TDM projects, amendments, an unbiased project prioritization process, and project selection.

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### **END PRODUCTS:**

- TIPs for the next fiscal years, including:
  - MPO Priority List (August 2020, August 2021)
  - Final TIP document, including on-line viewer too (August 2020, August 2021)
- Air Quality Conformity Determination Report (July 2020 – June 2022)
- 2020 Federal Obligation Reports (September 2020, September 2021)
- Amendments to the current adopted five-year TIP (July 2020 - June 2022)

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### **RESPONSIBLE AGENCIES:**

Lead Agency: Hillsborough MPO

Stakeholders: FDOT; Hillsborough County; Cities of Tampa, Plant City, and Temple Terrace; HART, Aviation and Port Authorities; Tampa-Hillsborough County Expressway Authority.



## Task 5: Public Participation

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### **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 protected populations are involved. Use this information to develop new methods to effectively engage the public.

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### **PREVIOUS WORK:**

#### **Completed**

- ✓ MPO Annual Report and Calendar (2019, 2020)
- ✓ Annually held 70+ meetings of advisory committees and MPO Board, including public hearings.
- ✓ Six regular meetings and one public hearing of the TDCB (FY2019, 2020)
- ✓ USF Student Fellowship Program (Annually)
- ✓ Public Participation Measures of Effectiveness Report and amendment to Public Participation Plan (2020)

#### **Ongoing**

- Comply with Title VI/Nondiscrimination Plan
  - Comply with Limited English Proficiency Plan
  
  - Responses to requests for information
  - Update website, [www.planhillsborough.org](http://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.

## Hillsborough Metropolitan Planning Organization

- Collaboration with the public outreach for other agencies projects and plans.
- 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 input via social media 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.
- Ensure MPO documents and plans are ADA compliant.
- 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 comply with the ADA and 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.
  - Publish an Annual Report and MPO Calendar.
  - 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 Reasonable, necessary, and allocable training and workshops.

Consultants may assist with this task. FHWA and FTA funds will be used to disseminate transportation plan information.

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**END PRODUCTS:**

- Bi-annual Measures of Effectiveness Report on the MPO's Public Participation Plan Update (July 2020)

## Hillsborough Metropolitan Planning Organization

- Print MPO Documents: CTC Evaluation (February 2021, February 2022), MPO Annual Report and Calendar (December 2020, December 2021), Multi-Use Trail Map (July 2020 – June 2022), Ride Guide (July 2020 – June 2022)
- Monthly meeting agendas, informational materials, and draft documents for regularly scheduled meetings of the MPO and its committees (July 2020 - June 2022)
- Public notices, advertisements, and other multi-media tools for public meetings, workshops, hearings, and other MPO communications (July 2020 - June 2022)
- Complete public record of decisions and discussion, including minutes of all board and committee meetings (July 2020 - June 2022)
- Updated membership rosters, mailing lists, and bylaws (July 2020 - June 2022)
- *Connections to Tomorrow* eNews (July 2020 – June 2022)
- Responses to and tracking of public information requests (July 2020 - June 2022)
- Responses to requests for speakers associated with LRTP update and other MPO plans and studies (July 2020 - June 2022)
- Translation and other services as needed to comply with ADA, Title VI of the Civil Rights Act of 1964 and LEP requirements (July 2020 - June 2022)
- Updates to public information materials including the MPO website and other collateral materials (July 2020 - June 2022)
- University of South Florida, Dept. of Urban Planning Fellowship Program (July 2020 – June 2022)

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### **RESPONSIBLE AGENCIES:**

Lead Agency: Hillsborough MPO

## **Task 6: Regional Coordination**

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### ***PURPOSE:***

Maintain and enhance ongoing multi-county collaborative transportation planning while also participating and collaborating in regional and statewide planning activities.

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### ***PREVIOUS WORK:***

Activities listed below occurred during FYs 2018/19 and 2019/20 on an ongoing basis unless otherwise noted.

### **Completed:**

1. Supported and participated in regular and special meetings of regional and statewide entities, including the Florida MPO Advisory Council, Tampa Bay Transportation Management Area Leadership Group and Chairs Coordinating Committee.
2. Reviewed and developed regional UPWP task.
3. Reviewed regional Public Participation Plan in coordination with TBARTA and other MPOs in the region.
4. Began development of regional LRTP.
5. Participated in the federal certification for the Tampa Bay Transportation Management Area (2019).
6. Participated in the Technical Review Team (TRT) meetings for the Tampa Bay Regional Planning Model and other tools (monthly).
7. Participated in the Florida Model Task Force.
8. Participated in regional studies, including the Regional Rapid Transit Study and Resilient Tampa Bay – Transportation Pilot Program Project.
9. Supported and attended tri-county committee meetings, including the Bicycle Pedestrian Advisory Committee and Tri-County Transportation Disadvantaged Local Coordinating Board Subcommittee.
10. Established project priorities for TRIP and Regional Multiuse Trails funding, as well as recommending tri-county priorities to the Tampa Bay TMA Leadership Group.

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### ***REQUIRED ACTIVITIES:***

- 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 Florida Transportation Commission and legislature on issues affecting the West Central Florida area

## Hillsborough Metropolitan Planning Organization

- Review and refine the Transportation Regional Incentive Program (TRIP), regional multiuse trail priorities, TMA Leadership Group priority projects and CCC major regional priorities while working together to ensure consistency of priorities throughout the region
- Support regional transit planning and transportation disadvantaged planning in coordination with TBARTA, FDOT, Community Transportation Coordinators and local transit agencies.
- Enhance the quality, usability and value of data by continuing to coordinate regional performance measures and related data gathering among MPOs and with FDOT. Begin creating a unified set of regional spatial and tabular data formats and metadata standards. Continue coordination efforts to develop a consistent approach to the sharing and use of data.
- Coordinate project implementation phasing during development of the State Tentative Work Programs and the individual MPO TIPs to ensure progress toward implementation of the Regional LRTP
- Coordinate with the MPOs of the CCC region to develop a regional LRTP, highlighting the major planned transportation projects for the region.
- Coordinate with the FDOT Regional Goods Movement Advisory Committee on the implementation of the Tampa Bay Regional Strategic Freight Plan
- Provide input on and coordination with regional and statewide partners on planning efforts, including the Florida SIS, the Florida Transportation Plan, the Regional Transit Development Plan, FHWA-funded Resilient Tampa Bay Resiliency & Durability to Extreme Weather Transportation Pilot Program Project follow-up activities, tourism and freight planning activities and the state Autonomous, Connected Electric and Shared (ACES) Vehicle Planning initiative,
- Coordinate and support the Florida MPO Advisory Council on rail and planning priorities
- Participate in the Scenic Highway Corridor Management entities for the Courtney-Campbell Causeway and Suncoast Parkway
- Develop an interagency coordination agreement for air quality planning as/if required by nonattainment airshed designation(s) or other federal regulations and support the air quality planning process and monitoring of mobile source emissions
- Support regional bicycle and pedestrian planning, including access to regional facilities and participation in and support for the Regional Multiuse Trails committee and tri-county meetings
- Coordinate regional rideshare and vanpool program planning with TBARTA and transportation management organizations
- Participate in regional and statewide modeling efforts including the Technical Review Team (TRT) for the Tampa Bay Regional Planning Model and the Florida Model Task Force
- Maintain the congestion management process (CMP) and database including supporting multi-county CMP initiatives and corridor studies

## Hillsborough Metropolitan Planning Organization

- Engage the public, including implementing strategies from the regional PPP, updating the regional PPP as necessary, integrating regional perspectives in local community presentations, and reviewing effectiveness of regional public involvement process
- Provide a forum to ensure products, processes and activities are consistent with and among coordinating MPOs, and corresponding support for these efforts.
- Coordinate with other MPOs to complete a Regional LRTP.
- Provide financial support to Hillsborough MPO for specific regional planning tasks to be conducted pursuant to the MPO Chairs Coordinating Committee (CCC) Interlocal Agreement that are above and beyond regularly recurring administrative and coordinating responsibilities. Each of the six member MPOs/TPOs will be allocating \$5k annually in their budget tables. A different MPO may take responsibility for conducting such tasks in future years, subject to a modification of the UPWP.
- Develop and support regional UPWP tasks.
- Attendance, registration, organizational membership and travel costs related to professional training, seminars, meetings, workshops and conferences.

Consultants may assist with this task. FHWA and FTA funds will be used to disseminate transportation plan information.

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### **END PRODUCTS:**

- Transportation Regional Incentive Program (TRIP) List (July 2020 – June 2022)
- Regional Multiuse Trail Priorities (July 2020 – June 2022)
- TMA Leadership Group Priorities (July 2020 – June 2022)
- CCC Regional Transportation Priority Projects (July 2020 – June 2022)
- Regional Data Sharing Portal (July 2020 - June 2022)
- Coordinated Regional Transportation Projects (July 2020 – June 2022)
- Regional Long-Range Transportation Plan (July 2021)
- Implementation of Tampa Bay Regional Strategic Freight Plan (July 2020 – June 2022)
- Florida MPO Advisory Council rail and planning priorities workshop (July 2020 – June 2022)
- Resilient Tampa Bay Transportation FHWA Tampa Bay TMA Resiliency and Durability to Extreme Weather Pilot Program Project and follow-up activities (August 2020)
- Interagency Coordination Agreement for air quality planning (July 2020 – June 2022)
- Tri-county bicycle and pedestrian planning (July 2020 - June 2022)
- Regional rideshare and vanpool program (July 2020 – June 2022)
- Regional and statewide modeling (July 2020 - June 2022)
- Regional public engagement (July 2020 - June 2022)
- Congestion Management Process (July 2020 - June 2022)

## Hillsborough Metropolitan Planning Organization

- Regional UPWP Tasks (July 2020 - June 2022)

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***RESPONSIBLE AGENCY/AGENCIES:***

Lead Agencies: Forward Pinellas, Hillsborough MPO, Pasco MPO, Hernando/Citrus MPO, Sarasota/Manatee MPO, and Polk TPO

Stakeholders: TBRPC, FDOT, and other regional/statewide partner



# Funding and Budget Summary Tables

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**TABLE 2: TASK 1 FY20-21 BUDGET TABLE**

Task 1 Transportation Planning Management							
Estimated Budget Detail for FY 2020/21							
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5305	Other Local Funds	Trans. Disad.	Total
<b>A. Personnel Services</b>							
		\$ 245,782.16	\$ 28,153.00	\$ 81,503.45	\$ 10,187.93	\$ -	\$ 365,626.54
	<b>Subtotal:</b>	<b>\$ 245,782.16</b>	<b>\$ 28,153.00</b>	<b>\$ 81,503.45</b>	<b>\$ 10,187.93</b>	<b>\$ -</b>	<b>\$ 365,626.54</b>
<b>B. Consultant Services</b>							
	<b>Subtotal:</b>						
<b>C. Travel</b>							
		\$ 1,999.66					\$ 1,999.66
	<b>Subtotal:</b>	<b>\$ 1,999.66</b>					<b>\$ 1,999.66</b>
<b>D. Other Direct Expenses</b>							
	Legal Services	\$ 7,800.00					\$ 7,800.00
	computers and related equipment, and furniture	\$ 7,000.00					\$ 7,000.00
	<b>Subtotal:</b>	<b>\$ 14,800.00</b>					<b>\$ 14,800.00</b>
<b>E. Indirect Rate (Indirect Rate =.10)</b>							
		\$ 26,258.18	\$ 2,815.30	\$ 8,150.34	\$ 1,018.79	\$ -	\$ 38,242.62
	<b>Subtotal:</b>	<b>\$ 26,258.18</b>	<b>\$ 2,815.30</b>	<b>\$ 8,150.34</b>	<b>\$ 1,018.79</b>	<b>\$ -</b>	<b>\$ 38,242.62</b>
	<b>Total:</b>	<b>\$ 288,840.00</b>	<b>\$ 30,968.30</b>	<b>\$ 89,653.79</b>	<b>\$ 11,206.72</b>	<b>\$ -</b>	<b>\$ 420,668.83</b>

**TABLE 3: TASK 1 FY21-22 BUDGET TABLE**

Hillsborough Metropolitan Planning Organization

Task 1 Transportation Planning Management							
Estimated Budget Detail for FY 2021/22							
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5305	Other Local Funds	Trans. Disad.	Total
<b>A. Personnel Services</b>							
		\$ 129,936.38		\$ 81,503.45	\$ 8,965.20		\$ 220,405.02
	<b>Subtotal:</b>	<b>\$ 129,936.38</b>		<b>\$ 81,503.45</b>	<b>\$ 8,965.20</b>		<b>\$ 220,405.02</b>
<b>B. Consultant Services</b>							
	<b>Subtotal:</b>						
<b>C. Travel</b>							
		\$ 15,000.00					\$ 15,000.00
	<b>Subtotal:</b>	<b>\$ 15,000.00</b>					<b>\$ 15,000.00</b>
<b>D. Other Direct Expenses</b>							
	Legal Services	\$ 12,800.00					\$ 12,800.00
	computers and related equipment, and furniture	\$ 15,000.00					\$ 15,000.00
	<b>Subtotal:</b>	<b>\$ 27,800.00</b>					<b>\$ 27,800.00</b>
<b>E. Indirect Rate (Indirect Rate =.10)</b>							
		\$ 17,273.64	\$ -	\$ 8,150.34	\$ 896.50	\$ -	\$ 26,320.48
	<b>Subtotal:</b>	<b>\$ 17,273.64</b>	<b>\$ -</b>	<b>\$ 8,150.34</b>	<b>\$ 896.50</b>	<b>\$ -</b>	<b>\$ 26,320.48</b>
	<b>Total:</b>	<b>\$ 190,010.01</b>	<b>\$ -</b>	<b>\$ 89,653.79</b>	<b>\$ 9,861.70</b>	<b>\$ -</b>	<b>\$ 289,525.51</b>

**TABLE 4: TASK 2 FY20-21 BUDGET TABLE**

Task 2 System and Corridor Planning							
Estimated Budget Detail for FY 2020/21							
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5305	Other Local Funds	Trans. Disad.	Total
<b>A. Personnel Services</b>							
		\$ 274,885.25	\$ 28,904.00	\$ 119,858.01	\$ 14,982.25	\$ 43,868.19	\$ 482,497.71
	Subtotal:	\$ 274,885.25	\$ 28,904.00	\$ 119,858.01	\$ 14,982.25	\$ 43,868.19	\$ 482,497.71
<b>B. Consultant Services</b>							
		\$ 268,614.10	\$ 197,582.76	\$ -	\$ -	\$ -	\$ 497,991.26
	Subtotal:	\$ 268,614.10	\$ 197,582.76	\$ -	\$ -	\$ -	\$ 497,991.26
<b>C. Travel</b>							
			\$ -	\$ -	\$ -	\$ -	\$ -
	Subtotal:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>D. Other Direct Expenses</b>							
	Safety, Outreach & Education Expenditures (i.e. CMCMP and Vision Zero Plan)	\$ 12,000.00	\$ -	\$ -	\$ -	\$ -	\$ 12,000.00
	Subtotal:	\$ 12,000.00	\$ -	\$ -	\$ -	\$ -	\$ 12,000.00
<b>E. Indirect Rate (Indirect Rate =.10)</b>							
		\$ 55,549.93	\$ 22,648.68	\$ 11,985.80	\$ 1,498.23	\$ 4,386.82	\$ 96,069.46
	Subtotal:	\$ 55,549.93	\$ 22,648.68	\$ 11,985.80	\$ 1,498.23	\$ 4,386.82	\$ 96,069.46
	<b>Total:</b>	<b>\$ 611,049.29</b>	<b>\$ 249,135.43</b>	<b>\$ 131,843.81</b>	<b>\$ 16,480.48</b>	<b>\$ 48,255.01</b>	<b>\$ 1,088,558.42</b>

**TABLE 5: TASK 2 FY21-22 BUDGET TABLE**

Task 2 System and Corridor Planning								
Estimated Budget Detail for FY 2021/22								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5305	Other Local Funds	Trans. Disad.	APHA/Healthiest Cities	Total
<b>A. Personnel Services</b>								
		\$ 211,248.20		\$ 119,858.01	\$ 13,184.40	\$ 45,760.00		\$ 390,050.62
	Subtotal:	\$ 211,248.20	\$ -	\$ 119,858.01	\$ 13,184.40	\$ 45,760.00		\$ 390,050.62
<b>B. Consultant Services</b>								
		\$ 229,999.02	\$ 195,598.02					\$ 425,597.04
	Subtotal:	\$ 229,999.02	\$ 195,598.02					\$ 425,597.04
<b>C. Travel</b>								
	Subtotal:							
<b>D. Other Direct Expenses</b>								
	Safety, Outreach & Education Expenditures (i.e. CMCMP and Vision Zero Plan)	\$ 12,000.00					\$ 24,136	
	Subtotal:	\$ 12,000.00					\$ 24,136	\$ 12,000
<b>E. Indirect Rate (Indirect Rate = .10)</b>								
		\$ 45,324.72	\$ 19,559.80	\$ 11,985.80	\$ 1,318.40	\$ 4,576.00	\$ -	\$ 82,764.73
	Subtotal:	\$ 45,324.72	\$ 19,559.80	\$ 11,985.80	\$ 1,318.40	\$ 4,576.00	\$ -	\$ 82,764.73
	<b>Total:</b>	<b>\$ 498,571.94</b>	<b>\$ 215,157.82</b>	<b>\$ 131,843.81</b>	<b>\$ 14,502.80</b>	<b>\$ 50,336.02</b>	<b>\$24,136.00</b>	<b>\$ 910,412.39</b>

**TABLE 6: TASK 3 FY20-21 BUDGET TABLE**

Task 3 Long Range Transportation Planning and Data										
Estimated Budget Detail for FY 2020/21										
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5305 (G1177) Fed	FTA 5305 (G1177) State	FTA 5305 (G1177) Local	FTA 5305	Other Local Funds	Trans. Disad.	Total
<b>A. Personnel Services</b>										
		\$ -		\$ 21,269.45	\$ 2,658.68	\$ 2,658.68	\$ 81,503.45	\$ 10,187.93	\$ -	\$ 118,278.19
	Subtotal:	\$ -		\$ 21,269.45	\$ 2,658.68	\$ 2,658.68	\$ 81,503.45	\$ 10,187.93	\$ -	\$ 118,278.19
<b>B. Consultant Services</b>										
		\$ 60,123.51	\$ 231,231.65				\$ -	\$ -	\$ -	\$ 291,355.16
	Subtotal:	\$ 60,123.51	\$ 231,231.65				\$ -	\$ -	\$ -	\$ 291,355.16
<b>C. Travel</b>										
							\$ -	\$ -	\$ -	\$ -
	Subtotal:	\$ -					\$ -	\$ -	\$ -	\$ -
<b>D. Other Direct Expenses</b>										
		\$ -					\$ -	\$ -	\$ -	\$ -
	Subtotal:	\$ -					\$ -	\$ -	\$ -	\$ -
<b>E. Indirect Rate (Indirect Rate =.10)</b>										
		\$ 6,012.35	\$ 23,123.16	\$ 2,126.94	\$ 265.87	\$ 265.87	\$ 8,150.34	\$ 1,018.79	\$ -	\$ 40,963.33
	Subtotal:	\$ 6,012.35	\$ 23,123.16	\$ 2,126.94	\$ 265.87	\$ 265.87	\$ 8,150.34	\$ 1,018.79	\$ -	\$ 40,963.33
	<b>Total:</b>	\$ 66,135.86	\$ 254,354.80	\$ 23,396.39	\$ 2,924.55	\$ 2,924.55	\$ 89,653.79	\$ 11,206.72	\$ -	\$ 450,596.68

**TABLE 7: TASK 3 FY21-22 BUDGET TABLE**

Task 3 Long Range Transportation Planning and Data								
Estimated Budget Detail for FY 2021/22								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5305	Other Local Funds	STIC (Air Quality Monitoring Grant)	Trans. Disad.	Total
<b>A. Personnel Services</b>								
		\$ 151,808.20	\$ -	\$ 70,210.51	\$ 7,723.00		\$ -	\$ 229,741.71
	<b>Subtotal:</b>	<b>\$ 151,808.20</b>	<b>\$ -</b>	<b>\$ 70,210.51</b>	<b>\$ 7,723.00</b>		<b>\$ -</b>	<b>\$ 229,741.71</b>
<b>B. Consultant Services</b>								
		\$ 10,000.00	\$ 149,999.65	\$ -	\$ -		\$ -	\$ 159,999.65
	<b>Subtotal:</b>	<b>\$ 10,000.00</b>	<b>\$ 149,999.65</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>	<b>\$ 159,999.65</b>
<b>C. Travel</b>								
		\$ -	\$ -	\$ -	\$ -		\$ -	\$ -
	<b>Subtotal:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>	<b>\$ -</b>
<b>D. Other Direct Expenses</b>								
		\$ -	\$ -	\$ -	\$ -	\$ 15,085.00	\$ -	\$ 15,085.00
	<b>Subtotal:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 15,085.00</b>	<b>\$ -</b>	<b>\$ 15,085.00</b>
<b>E. Indirect Rate (Indirect Rate = .10)</b>								
		\$ 16,180.82	\$ 14,999.97	\$ 7,021.05	\$ 772.30		\$ -	\$ 38,974.13
	<b>Subtotal:</b>	<b>\$ 16,180.82</b>	<b>\$ 14,999.97</b>	<b>\$ 7,021.05</b>	<b>\$ 772.30</b>		<b>\$ -</b>	<b>\$ 38,974.13</b>
	<b>Total:</b>	<b>\$ 177,989.02</b>	<b>\$ 164,999.62</b>	<b>\$ 77,231.56</b>	<b>\$ 8,495.30</b>	<b>\$ 15,085.00</b>	<b>\$ -</b>	<b>\$ 443,800.49</b>

**TABLE 8: TASK 4 FY20-21 BUDGET TABLE**

Task 4 Transportation Improvement Planning							
Estimated Budget Detail for FY 2020/21							
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5305	Other Local Funds	Trans. Disad.	Total
<b>A. Personnel Services</b>							
		\$ 59,300.39	\$ 29,945.17	\$ 28,765.92	\$ 3,595.74	\$ -	\$ 121,607.22
	<b>Subtotal:</b>	<b>\$ 59,300.39</b>	<b>\$ 29,945.17</b>	<b>\$ 28,765.92</b>	<b>\$ 3,595.74</b>	<b>\$ -</b>	<b>\$ 121,607.22</b>
<b>B. Consultant Services</b>							
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>Subtotal:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>C. Travel</b>							
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>Subtotal:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>D. Other Direct Expenses</b>							
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>Subtotal:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>E. Indirect Rate (Indirect Rate =.10)</b>							
		\$ 5,930.04	\$ 2,994.51	\$ 2,876.59	\$ 359.57	\$ -	\$ 12,160.71
	<b>Subtotal:</b>	<b>\$ 5,930.04</b>	<b>\$ 2,994.51</b>	<b>\$ 2,876.59</b>	<b>\$ 359.57</b>	<b>\$ -</b>	<b>\$ 12,160.71</b>
	<b>Total:</b>	<b>\$ 65,230.42</b>	<b>\$ 32,939.67</b>	<b>\$ 31,642.51</b>	<b>\$ 3,955.31</b>	<b>\$ -</b>	<b>\$ 133,767.93</b>



**TABLE 9: TASK 4 FY21-22 BUDGET TABLE**

Task 4 Transportation Improvement Planning							
Estimated Budget Detail for FY 2021/22							
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5305	Other Local Funds	Trans. Disad.	Total
<b>A. Personnel Services</b>							
		\$ 53,579.10	\$ -	\$ 28,765.92	\$ 3,164.00	\$ -	\$ 85,509.02
	Subtotal:	\$ 53,579.10	\$ -	\$ 28,765.92	\$ 3,164.00	\$ -	\$ 85,509.02
<b>B. Consultant Services</b>							
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Subtotal:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>C. Travel</b>							
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Subtotal:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>D. Other Direct Expenses</b>							
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Subtotal:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>E. Indirect Rate (Indirect Rate =.10)</b>							
		\$ 5,357.91	\$ -	\$ 2,876.59	\$ 316.40	\$ -	\$ 8,550.90
	Subtotal:	\$ 5,357.91	\$ -	\$ 2,876.59	\$ 316.40	\$ -	\$ 8,550.90
	<b>Total:</b>	\$ 58,937.01	\$ -	\$ 31,642.51	\$ 3,480.40		\$ 94,059.92

**TABLE 10: TASK 5 FY20-21 BUDGET TABLE**

Task 5 Public Participation & Stakeholder Engagement							
Estimated Budget Detail for FY 2020/21							
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5305	Other Local Funds	Trans. Disad.	Total
<b>A. Personnel Services</b>							
		\$ 191,247.97	\$31,621.05	\$ 119,858.01	\$ 14,982.25	\$ -	\$ 357,709.29
	<b>Subtotal:</b>	<b>\$ 191,247.97</b>	<b>\$31,621.05</b>	<b>\$ 119,858.01</b>	<b>\$ 14,982.25</b>	<b>\$ -</b>	<b>\$ 357,709.29</b>
<b>B. Consultant Services</b>							
		\$ 3,534.61	\$ -	\$ -	\$ -	\$ -	\$ 3,534.61
	<b>Subtotal:</b>	<b>\$ 3,534.61</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,534.61</b>
<b>C. Travel</b>							
			\$ -	\$ -	\$ -	\$ -	\$ -
	<b>Subtotal:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>D. Other Direct Expenses</b>							
	MPO Admin Cost (minutes, legal advertising, printing, ADA Compliance Supplies, etc.)	\$ 35,000.00	\$ 3,265.13	\$ -	\$ -	\$ -	\$ 38,265.13
	Meeting Broadcasting	\$ 3,000.00	\$ -	\$ -	\$ -	\$ -	\$ 3,000.00
	<b>Subtotal:</b>	<b>\$ 38,000.00</b>	<b>\$ 3,265.13</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 41,265.13</b>
<b>E. Indirect Rate (Indirect Rate =.10)</b>							
		\$ 23,278.26	\$ 3,488.62	\$ 11,985.80	\$ 1,498.23	\$ -	\$ 40,250.90
	<b>Subtotal:</b>	<b>\$ 23,278.26</b>	<b>\$ 3,488.62</b>	<b>\$ 11,985.80</b>	<b>\$ 1,498.23</b>	<b>\$ -</b>	<b>\$ 40,250.90</b>
	<b>Total:</b>	<b>\$ 256,060.84</b>	<b>\$38,374.80</b>	<b>\$ 131,843.81</b>	<b>\$ 16,480.48</b>	<b>\$ -</b>	<b>\$ 442,759.94</b>

**TABLE 11: TASK 5 FY21-22 BUDGET TABLE**

Task 5 Public Participation & Stakeholder Engagement							
Estimated Budget Detail for FY 2021/22							
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5305	Other Local Funds	Trans. Disad.	Total
<b>A. Personnel Services</b>							
		\$ 191,248.20	\$ -	\$ 119,858.01	\$ 13,184.10	\$ -	\$324,290.31
	<b>Subtotal:</b>	<b>\$ 191,248.20</b>	<b>\$ -</b>	<b>\$ 119,858.01</b>	<b>\$ 13,184.10</b>	<b>\$ -</b>	<b>\$324,290.31</b>
<b>B. Consultant Services</b>							
		\$ 2,526.31	\$ 3,636.36	\$ -	\$ -	\$ -	\$ 6,162.67
	<b>Subtotal:</b>	<b>\$ 2,526.31</b>	<b>\$ 3,636.36</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,162.67</b>
<b>C. Travel</b>							
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>Subtotal:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>D. Other Direct Expenses</b>							
	MPO Admin Cost (minutes, legal advertising, printing, ADA Compliance Supplies, etc.)	\$ 26,000.00	\$ -	\$ -	\$ -	\$ -	\$ 26,000.00
	Meeting Broadcasting	\$ 6,000.00	\$ -	\$ -	\$ -	\$ -	\$ 6,000.00
	<b>Subtotal:</b>	<b>\$ 32,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 32,000.00</b>
<b>E. Indirect Rate (Indirect Rate =.10)</b>							
		\$ 22,577.45	\$ 363.64	\$ 11,985.80	\$ 1,318.40	\$ -	\$ 36,245.29
	<b>Subtotal:</b>	<b>\$ 22,577.45</b>	<b>\$ 363.64</b>	<b>\$ 11,985.80</b>	<b>\$ 1,318.40</b>	<b>\$ -</b>	<b>\$ 36,245.29</b>
	<b>Total:</b>	<b>\$ 248,351.96</b>	<b>\$ 4,000.00</b>	<b>\$ 131,843.81</b>	<b>\$ 14,502.50</b>	<b>\$ -</b>	<b>\$398,698.27</b>

**TABLE 12: TASK 6 FY20-21 BUDGET TABLE**

Task 6. Local & Regional Coordination and Planning											
Estimated Budget Detail for FY 2020/21											
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5305 (G1177) Fed	FTA 5305 (G1177) State	FTA 5305 (G1177) Local	FTA 5305	Other Local Funds	CCC Planning Activities**	Trans. Disad.	Total
<b>A. Personnel Services</b>											
		62,026.46	14,561.00	23,381.46	2,922.68	2,922.68	47,943.20	5,992.90		-	159,750.40
	Subtotal:	<b>62,026.46</b>	<b>14,561.00</b>	<b>23,381.46</b>	<b>2,922.68</b>	<b>2,922.68</b>	<b>47,943.20</b>	<b>5,992.90</b>		-	<b>159,750.40</b>
<b>B. Consultant Services</b>											
		9,138.44	0.00				-	-		-	9,138.44
	Annual Allocation to CCC (funds to Hillsborough MPO for regional planning activities) (Consultant Services)*	5,000.00							25,000.00		30,000.00
	Subtotal:	<b>14,138.44</b>	<b>0.00</b>				-	-	<b>25,000.00</b>	-	<b>39,138.44</b>
<b>C. Travel</b>											
		-	-				-	-		-	-
	Subtotal:	-	-				-	-		-	-
<b>D. Other Direct Expenses</b>											
		-	-				-	-		-	-
	Subtotal:	-	-				-	-		-	-
<b>E. Indirect Rate (Indirect Rate =.10)</b>											
		7,616.49	1,456.10	2,338.15	292.27	292.27	4,794.32	599.29		-	17,388.88
	Subtotal:	<b>7,616.49</b>	<b>1,456.10</b>	<b>2,338.15</b>	<b>292.27</b>	<b>292.27</b>	<b>4,794.32</b>	<b>599.29</b>		-	<b>17,388.88</b>
	<b>Total:</b>	<b>83,781.39</b>	<b>16,017.11</b>	<b>25,719.61</b>	<b>3,214.95</b>	<b>3,214.95</b>	<b>52,737.52</b>	<b>6,592.19</b>	<b>25,000.00</b>	-	<b>216,277.72</b>
* Chairs Coordinating Committee											
** Receipt of Annual Fee from CCC Members (Polk TPO, Sarasota/Manatee MPO, Forward Pinellas, Pasco MPO, Hernando-Citrus MPO)											

**TABLE 13: TASK 6 FY21-22 BUDGET TABLE**

Task 6. Local & Regional Coordination and Planning								
Estimated Budget Detail for FY 2021/22								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5305	Other Local Funds	SCTPA Planning Activities**	Trans. Disad.	Total
<b>A. Personnel Services</b>								
		\$ 89,299.10	\$ -	\$ 47,943.20	\$ 5,273.70		\$ -	\$ 142,516.00
	<b>Subtotal:</b>	<b>\$ 89,299.10</b>	<b>\$ -</b>	<b>\$ 47,943.20</b>	<b>\$ 5,273.70</b>		<b>\$ -</b>	<b>\$ 142,516.00</b>
<b>B. Consultant Services *</b>								
		\$ 5,105.24	\$ 14,545.45					\$ 19,650.69
	Annual Allocation to SCTPA (funds to Hillsborough MPO for regional planning activities) (Consultant Services)*	\$ 5,000.00				\$ 25,000.00		\$ 30,000.00
	<b>Subtotal:</b>	<b>\$ 10,105.24</b>	<b>\$ 14,545.45</b>			<b>\$ 25,000.00</b>		<b>\$ 49,650.69</b>
<b>C. Travel</b>								
	<b>Subtotal:</b>							
<b>D. Other Direct Expenses</b>								
	<b>Subtotal:</b>							
<b>E. Indirect Rate (Indirect Rate =.10)</b>								
		\$ 9,940.43	\$ 1,454.55	\$ 4,794.32	\$ 527.30			\$ 16,716.60
	<b>Subtotal:</b>	<b>\$ 9,940.43</b>	<b>\$ 1,454.55</b>	<b>\$ 4,794.32</b>	<b>\$ 527.30</b>			<b>\$ 16,716.60</b>
	<b>Total:</b>	<b>\$ 109,344.77</b>	<b>\$ 16,000.00</b>	<b>52,737.52</b>	<b>\$ 5,801.00</b>	<b>25,000.00</b>		<b>\$ 208,883.30</b>
* SunCoast Transportation Planning Alliance								
** Receipt of Annual Fee from SCTPA Members (Polk TPO, Sarasota/Manatee MPO, Forward Pinellas, Pasco MPO, Hernando-Citrus MPO)								

**TABLE 14: AGENCY PARTICIPATION BUDGET FY20-21**

Hillsborough County Metropolitan Planning Organization																		
Agency Participation Table																		
Unified Planning Work Program - FY 20/21 (Year 1)																		
Task	Task Name	FHWA PL	PL & SU	FHWA -SU	FTA 5305 (G1177)			FTA 5305 (FY21)		TD	CCC Planning ***	HART	Local Funds	Local Funds	TOTAL - ALL SOURCES			GRAND
		FED	Soft Match*	FED	FED	State Match	Local Match	FED	Soft Match*	CTD	Other MPOs	FED	Vision Zero	Other	Total Federal	Total State	Total Local	Total
1	Transportation Planning Management	\$ 288,840	\$ 57,789	\$ 30,968				\$ 89,654	\$ 22,413				\$ 11,207	\$ 409,462		\$ 22,413	\$ 431,876	
2	System and Corridor Planning	\$ 611,049	\$ 155,435	\$ 249,135				\$ 131,844	\$ 32,961	\$ 50,336			\$ 375,000	\$ 16,480	\$ 1,023,823	\$ 50,336	\$ 407,961	\$ 1,482,120
3	Long Range Transportation Planning and Data	\$ 66,136	\$ 57,913	\$ 254,355	\$ 23,396	\$ 2,925	\$ 2,925	\$ 89,654	\$ 22,413				\$ 11,207	\$ 433,541	\$ 2,925	\$ 22,413	\$ 458,879	
4	Transportation Improvement Planning	\$ 65,230	\$ 17,739	\$ 32,940				\$ 31,643	\$ 7,911				\$ 3,955	\$ 129,813		\$ 7,911	\$ 137,723	
5	Public Participation & Stakeholder Engagement	\$ 256,060	\$ 53,204	\$ 38,375				\$ 131,844	\$ 32,961				\$ 16,480	\$ 426,279		\$ 32,961	\$ 459,240	
6	Local & Regional Coordination and Planning	\$ 83,781	\$ 18,034	\$ 16,017	\$ 25,720	\$ 3,215	\$ 3,215	\$ 52,738	\$ 13,184		\$ 25,000		\$ 6,592	\$ 203,256	\$ 3,215	\$ 13,184	\$ 219,655	
	HART Planning Program (See Appendix I)											\$ 600,000						
	County Charter Transportation Improvement Surtax (See Appendix J)																	
	<b>TOTAL</b>	\$ 1,371,096	\$ 360,115	\$ 621,790	\$ 49,116	\$ 6,140	\$ 6,140	\$ 527,375	\$ 131,844	\$ 50,336	\$ 25,000	\$ 600,000	\$ 375,000	\$ 65,922	\$ 2,626,173	\$ 56,476	\$ 506,844	\$ 3,189,493

\* Soft Match - The State provides 18.07 % match for FHWA funds with toll credits and 20% match for FTA Funds. Toll credits are not actual dollars that can be expended and soft match credits do not appear in the work program. Soft Match Dollars are not included in the grand total.

Note: \$332,703 of funds were from de-obligation of previous UPWP.

**TABLE 15: AGENCY PARTICIPATION BUDGET FY21-22**

Hillsborough County Metropolitan Planning Organization																	
Agency Participation Table																	
Unified Planning Work Program - FY 21/22 (Year 2)																	
		FHWA PL	PL & SU	FHWA -SU	FTA 5305 (FY22)			TD	STIC (Air Quality Monitoring)	APHA	SCTPA Planning ***	HART	Local Funds	TOTAL - ALL SOURCES			GRAND
Task	Task Name	FED	Soft Match*	FED	FED	Soft Match*	Local Funds	CTD	Other	Other	Other MPOs	FED	Local	Total Federal	Total State	Total Local	Total
1	Transportation Planning Management	\$ 190,010	\$ 34,335		\$ 89,654	\$ 22,413	\$ 9,862							\$ 279,664	\$ 56,748	\$ 9,862	\$ 346,274
2	System and Corridor Planning	\$ 498,572	\$ 128,971	\$ 215,158	\$ 131,844	\$ 32,961	\$ 14,503	\$ 50,336		\$ 24,136				\$ 845,574	\$ 212,268	\$ 38,639	\$ 1,096,480
3	Long Range Transportation Planning and Data	\$ 177,989	\$ 61,978	\$ 165,000	\$ 77,232	\$ 19,308	\$ 8,495		\$ 15,085					\$ 420,220	\$ 81,286	\$ 23,580	\$ 525,086
4	Transportation Improvement Planning	\$ 58,937	\$ 10,650		\$ 31,643	\$ 7,911	\$ 3,480							\$ 90,580	\$ 18,561	\$ 3,480	\$ 112,620
5	Public Participation & Stakeholder Engagement	\$ 248,352	\$ 45,600	\$ 4,000	\$ 131,844	\$ 32,961	\$ 14,503							\$ 384,196	\$ 78,561	\$ 14,503	\$ 477,259
6	Local & Regional Coordination and Planning	\$ 109,345	\$ 22,650	\$ 16,000	\$ 52,738	\$ 13,184	\$ 5,801				\$ 25,000			\$ 203,082	\$ 35,834	\$ 5,801	\$ 244,717
	HART Planning Program (See Appendix I)																
	County Charter Transportation Improvement Surtax (See Appendix J)																
	<b>TOTAL</b>	<b>\$ 1,283,206</b>	<b>\$ 304,184</b>	<b>\$ 400,158</b>	<b>\$ 514,953</b>	<b>\$ 128,738</b>	<b>\$ 56,644</b>	<b>\$ 50,336</b>	<b>\$ 15,085</b>	<b>\$ 24,136</b>	<b>\$ 25,000</b>			<b>\$ 2,223,315</b>	<b>\$ 483,258</b>	<b>\$ 95,865</b>	<b>\$ 2,802,439</b>

\* Soft Match - The State provides 18.07 % match for FHWA funds with toll credits, and 20% soft match for FTA. Toll credits are not actual dollars that can be expended and soft match credits do not appear in the work program. Soft Match Dollars are not included in the grand total.

\*\*\* Receipt of annual fee from SCTPA Members (Polk TPO, Sarasota/Manatee MPO, Forward Pinellas, Pasco County MPO and Hernando-Citrus MPO).

**TABLE 16: MPO FUNDING SOURCES FY20-21**

Hillsborough County Metropolitan Planning Organization										
Funding Sources Table										
Unified Planning Work Program - FY 20/21 (Year 1)										
Task No.	TASK	FHWA PL	FTA 5305		TD	Other Local Funds	FHWA SU	CCC Planning ***	Consultant Contract Total (Not Included in Task Total & Excluding Indirect Cost)	Task Total
			G1177 FTA Grant - Staff Budget (Fed/State/Local)	FTA Grant Staff Budget (Fed/State/Local)	Transportation Disadvantaged Staff Budget					
1	Transportation Planning Management	\$ 288,840		\$ 89,654		\$ 11,207	\$ 30,968			\$ 420,669
2	System & Corridor Planning	\$ 611,049		\$ 131,844	\$ 48,255	\$ 16,480	\$ 249,135		\$ 466,197	\$ 1,056,764
3	Long Range Transportation Planning and Data	\$ 66,136	\$ 29,245	\$ 89,654		\$ 11,207	\$ 254,355		\$ 291,355	\$ 450,597
4	Transportation Improvement Planning	\$ 65,230		\$ 31,643		\$ 3,955	\$ 32,940			\$ 133,768
5	Public Participation & Stakeholder Engagement	\$ 256,060		\$ 131,844		\$ 16,480	\$ 38,375		\$ 3,535	\$ 442,759
6	Local & Regional Coordination and Planning	\$ 83,781	\$ 32,150	\$ 52,738		\$ 6,592	\$ 16,017	\$ 25,000	\$ 39,138	\$ 216,278
	TOTAL	\$ 1,371,097	\$ 61,395	\$ 527,375	\$ 48,255	\$ 65,922	\$ 621,790	\$ 25,000	\$ 800,225	\$ 2,720,834
	Funding Source Total	\$ 1,371,096	\$ 588,770	\$ 48,255	\$ 65,922	\$ 621,790	\$ 25,000	\$ 800,225	\$ 2,720,833	

\*\*\* Receipt of annual fee from CCC Members (Polk TPO, Sarasota/Manatee MPO, Forward Pinellas, Pasco County MPO, Hernando-Citrus MPO)



**TABLE 17: MPO FUNDING SOURCES FY21-22**

Hillsborough County Metropolitan Planning Organization										
Funding Sources Table										
Unified Planning Work Program - FY 21/22 (Year 2)										
Task No.	TASK	FHWA PL	FTA 5305	TD	FHWA SU	STIC (Air Quality Monitoring)	American Public Health Association	SCTPA Planning ***	Consultant Contract Total (Not Included in Task Total & Excluding Indirect Cost)	Task Total
			FTA Grant Staff Budget (Fed/State/Local)	Transportation Disadvantaged Staff Budget						
1	Transportation Planning Management	\$ 190,010	\$ 89,654							\$ 279,664
2	System & Corridor Planning	\$ 498,572	\$ 131,844	\$ 50,336	\$ 215,158		\$ 24,136		\$ 425,597	\$ 920,046
3	Long Range Transportation Planning and Data	\$ 177,989	\$ 77,232		\$ 165,000	\$ 15,085			\$ 160,000	\$ 435,305
4	Transportation Improvement Planning	\$ 58,937	\$ 31,643							\$ 90,580
5	Public Participation & Stakeholder Engagement	\$ 248,352	\$ 131,844		\$ 4,000				\$ 6,163	\$ 384,196
6	Local & Regional Coordination and Planning	\$ 109,345	\$ 52,738		\$ 16,000			\$ 25,000	\$ 49,651	\$ 203,082
	TOTAL	\$ 1,283,206	\$ 514,953	\$ 50,336	\$ 400,158			\$ 25,000	\$ 641,410	\$ 2,312,874
	Funding Source Total	\$ 1,283,206	\$ 514,953	\$ 50,336	\$ 400,158	\$ 15,085	\$ 24,136	\$ 25,000	\$ 641,410	\$ <b>2,312,874</b>

\*\*\* Receipt of annual fee from SCTPA Members (Polk TPO, Sarasota/Manatee MPO, Forward Pinellas, Pasco County MPO, Hernando-Citrus MPO)

# Appendices

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## Appendix A: FTA SF 424, Certifications and Assurances; Transportation Disadvantaged Grant Application, Assurance, and Resolution


### FTA SF 424

<a href="#">View Burden Statement</a>		OMB Number: 4040-0004 Expiration Date: 12/31/2022
<b>Application for Federal Assistance SF-424</b>		
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application		* 2. Type of Application:      * If Revision, select appropriate letter(s): <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision
* 3. Date Received: [Redacted]		* Other (Specify): [Redacted]
4. Applicant Identifier: N/A		
5a. Federal Entity Identifier: N/A		5b. Federal Award Identifier: FL-80-009
<b>State Use Only:</b>		
6. Date Received by State: [Redacted]		7. State Application Identifier: 1001
<b>8. APPLICANT INFORMATION:</b>		
* a. Legal Name: Hillsborough County Metropolitan Planning Organisation		
* b. Employer/Taxpayer Identification Number (EIN/TIN): 50-026-1001		* c. UEI: 069672137000
<b>d. Address:</b>		
* Street1: 601 East Kennedy Boulevard Street2: 18th Floor * City: Tampa County/Parish: * State: FL: Florida Province: * Country: USA: UNITED STATES * Zip / Postal Code: 33602-4932		
<b>e. Organizational Unit:</b>		
Department Name:		Division Name:
<b>f. Name and contact information of person to be contacted on matters involving this application:</b>		
Prefix: Ms.      * First Name: Elisabeth Middle Name: * Last Name: Alden Suffix: Title: Executive Director Organizational Affiliation: Hillsborough County Metropolitan Planning Organisation * Telephone Number: 813-272-5940      Fax Number: 813-301-7172 * Email: aldenb@plancom.org		

# Hillsborough Metropolitan Planning Organization

<b>Application for Federal Assistance SF-424</b>			
<b>* 9. Type of Applicant 1: Select Applicant Type:</b>			
X: Other (specify) <input type="text"/>			
Type of Applicant 2: Select Applicant Type:			
<input type="text"/>			
Type of Applicant 3: Select Applicant Type:			
<input type="text"/>			
* Other (specify):			
TPO <input type="text"/>			
<b>* 10. Name of Federal Agency:</b>			
Federal Transit Administration <input type="text"/>			
<b>11. Catalog of Federal Domestic Assistance Number:</b>			
20.505 <input type="text"/>			
CFDA Title:			
Metropolitan Planning <input type="text"/>			
<b>* 12. Funding Opportunity Number:</b>			
FTA 5305 (d) <input type="text"/>			
* Title:			
Metropolitan & Statewide Planning and Non Metropolitan Transportation Planning <input type="text"/>			
<b>13. Competition Identification Number:</b>			
N/A <input type="text"/>			
Title:			
<input type="text"/>			
<b>14. Areas Affected by Project (Cities, Counties, States, etc.):</b>			
<input type="text"/>	<input type="button" value="Add Attachment"/>	<input type="button" value="Delete Attachment"/>	<input type="button" value="View Attachment"/>
<b>* 15. Descriptive Title of Applicant's Project:</b>			
MPO's transportation planning in support of the Unified Planning Work Program (UPWP) <input type="text"/>			
Attach supporting documents as specified in agency instructions.			
<input type="button" value="Add Attachments"/>	<input type="button" value="Delete Attachments"/>	<input type="button" value="View Attachments"/>	

Hillsborough Metropolitan Planning Organization

Application for Federal Assistance SF-424	
16. Congressional Districts Of:	
* a. Applicant	12,14
* b. Program/Project	
Attach an additional list of Program/Project Congressional Districts if needed.	
<input type="text"/> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>	
17. Proposed Project:	
* a. Start Date:	07/01/2021
* b. End Date:	06/30/2022
18. Estimated Funding (\$):	
* a. Federal	514,953,000.00
* b. Applicant	0.00
* c. State	0.00
* d. Local	0.00
* e. Other	0.00
* f. Program Income	0.00
* g. TOTAL	514,953,000.00
* 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 <input type="text"/> .	
<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	
<input type="text"/> <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 218, Section 1001)	
<input checked="" type="checkbox"/> ** I AGREE	
** The list of certifications and assurances, or an Internet site where you may obtain this list, is contained in the announcement or agency specific instructions.	
Authorized Representative:	
Prefix:	Ms.
* First Name:	Elizabeth
Middle Name:	
* Last Name:	Alden
Suffix:	
* Title:	Executive Director
* Telephone Number:	813-272-5940
Fax Number:	813-301-7172
* Email:	aldenb@plancom.org
* Signature of Authorized Representative:	DocuSigned by: 
* Date Signed:	10/13/2021

**FEDERAL FISCAL YEAR 2021 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.

Applicant certifies to the applicable provisions of categories 01–21.

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

**FEDERAL FISCAL YEAR 2021 FTA CERTIFICATIONS AND ASSURANCES SIGNATURE PAGE**

(Required of all Applicants for federal assistance to be awarded by FTA in FY 2021)

**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 2021, 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 2021.

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

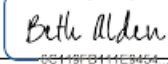
# Hillsborough Metropolitan Planning Organization

## Certifications and Assurances

Fiscal Year 2021

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: 10/13/2021

Name Elizabeth Alden, Executive Director Authorized Representative of Applicant

### AFFIRMATION OF APPLICANT'S ATTORNEY

For (Name of Applicant): Hillsborough County Transportation Planning Organization

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

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

DocuSigned by:  
Signature  Date: 10/13/2021

Name Cameron Clark, TPO 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.*



## Transportation Disadvantaged Planning Grant Recipient Information

<b>Legal Name</b>	Hillsborough County Metropolitan Planning Organization		
<b>Federal Employer Identification Number</b>	50-0261001		
<b>Registered Address</b>	601 E. Kennedy Blvd, 18 <sup>th</sup> Floor		
<b>City and State</b>	Tampa, Florida	<b>Zip Code</b>	33602
<b>Contact Person for this Grant</b>	Joshua Barber	<b>Phone Number Format 111-111-1111</b>	813-272-5940
<b>E-Mail Address [Required]</b>	Barberj@plancom.org		
<b>Project Location [County(ies)]</b>	Hillsborough County	<b>Proposed Project Start Date</b>	July 1, 2020
<b>Budget Allocation</b>			
	<b>Grant Amount Requested</b>		\$50,336.00
	<b>Total Project Amount</b>		\$50,336.00

I, the authorized Grant Recipient Representative, hereby certify that the information herein is true and accurate and is submitted in accordance with the 2021-22 Program Manual and Instructions for the Planning Grant.

  
 \_\_\_\_\_  
 Signature of Grant Recipient Representative

05/12/2021  
 Date

**Name:** Beth Alden  
**Title:** Executive Director



Hillsborough Metropolitan Planning Organization

Resolution 2021-2  
A RESOLUTION OF THE HILLSBOROUGH COUNTY METROPOLITAN PLANNING  
ORGANIZATION  
TRANSPORTATION DISADVANTAGED TRUST FUND PLANNING GRANT  
AUTHORIZING RESOLUTION

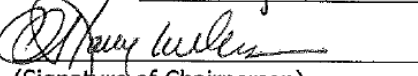
A RESOLUTION of the Hillsborough County Metropolitan Planning Organization, hereinafter BOARD, hereby authorizes the filing and execution of a Transportation Disadvantaged Planning Grant Agreement with the Florida Commission for the Transportation Disadvantaged.

WHEREAS, this BOARD is eligible to receive a Transportation Disadvantaged Planning 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 enter into this grant agreement.
2. The BOARD authorizes the Hillsborough County Metropolitan Planning Organization's 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 Agent in Florida is DIRECTOR,  
The Registered Agent's address is PO Box 1110, 601 East Kennedy Boulevard, 18<sup>th</sup> Floor, Tampa, FL 33601-1110

DULY PASSED AND ADOPTED THIS 12th DAY OF MAY 2021.

BOARD OF Hillsborough MPO  
  
(Signature of Chairperson)

HARRY COHEN  
(Typed name of Chairperson)

ATTEST:

Signature 



## Appendix B: Cost Allocation Plan and Certificate of Indirect Costs

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**10% DE MINIMIS INDIRECT COST RATE CERTIFICATION**  
**HILLSBOROUGH COUNTY METROPOLITAN PLANNING ORGANIZATION**  
**EFFECTIVE FISCAL YEAR 2020/21**

**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).
- Accounting policy and procedure manuals specific to the agency.

# Hillsborough Metropolitan Planning Organization

## 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:  \_\_\_\_\_  
430BCEGEMAM48C...

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 Reasonable, necessary, and allocable Training/Educational Costs
- Agency Wide Memberships
- Awards Program (staff & board recognition)
- Books & Agency Wide Subscriptions
- Computer Software Support Agreements
- Copier Impression charges/Maintenance/Supplies
- Data Processing Services External
- Data Processing/General Operating Supplies
- Equipment Maintenance
- Fleet Management Services (county vehicle maintenance/repairs)
- Fleet Vehicle Fuel/Oil
- Fleet Vehicle Monthly Parking Expenses
- Fleet Vehicle Rental (shared county vehicles)
- Insurance Assessments (liability & auto)
- Maintenance Building/Facilities
- Maintenance Computer Equipment
- Office Supplies/Minor office Equipment (single purchases over \$5,000 must get preapproval)
- Postage/Freight Expenses
- Telecommunications (telephones & internet)

## Appendix C: Certifications and Assurances

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

525-010-08  
POLICY PLANNING  
05/18

### DEBARMENT and SUSPENSION CERTIFICATION

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

- (1) The 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.

DocuSigned by:  
*Lesley "Les" Miller, Jr.*

B1BAC8F2D11E453...

Name: Commissioner Lesley "Les" Miller, Jr.  
Title: MPO Chairman (or designee)

5/13/2020

Date

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

**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.

DocuSigned by:

*Lesley "Les" Miller, Jr.*

B1BAC8F2D11E453...

Name: Commissioner Lesley "Les" Miller, Jr.

Title: MPO Chairman (or designee)

5/13/2020

Date

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


**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.

DocuSigned by:  
  
B1BAC8F2D11E453...  
Name: Commissioner Lesley "Les" Miller, Jr.  
Title: MPO Chairman (or designee)

5/13/2020  
Date



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

525-010-08  
POLICY PLANNING  
05/18

**APPENDICES A and E**

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

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

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

525-010-08  
POLICY PLANNING  
05/18

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

### **Hillsborough MPO's Nondiscrimination Statement in Plain English**

The Hillsborough County Metropolitan Planning Organization (MPO) assures that no person shall on the grounds of race, color, national origin, sex, age, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any MPO-sponsored program or activity.

The MPO also assures that every effort will be made to prevent discrimination through the impacts of its programs, policies and activities on minority and low-income populations. Additionally, the MPO will take reasonable steps to provide meaningful access to services for persons with limited English proficiency.

The Hillsborough MPO adheres to a Title VI/Nondiscrimination Policy Statement that is reaffirmed annually. The 2017 reaffirmation<sup>1</sup> states:

*Pursuant to DOT Standard Title VI Assurances and Non-Discrimination Provisions, the Hillsborough 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 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 (Title VI Nondiscrimination Contract Provisions<sup>2</sup>) 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 90 calendar days.
7. Have a process to collect racial and ethnic data on persons impacted by your agency's programs.

### **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

## Hillsborough Metropolitan Planning Organization

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:
  - a) the number or proportion of LEP persons in the eligible service population;
  - b) the frequency with which LEP individuals come into contact with the program or activity;
  - c) the importance of the service provided by the program;
  - d) 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.

## Hillsborough Metropolitan Planning Organization

### *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 D: Disadvantaged Business Enterprise Policy Statement

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

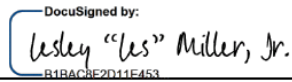
525-010-08  
POLICY PLANNING  
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### DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION

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

DocuSigned by:  
  
B1BACBE2D11E453

Name: Commissioner Lesley "Les" Miller, Jr.  
Title: MPO Chairman (or designee)

5/13/2020

Date

## Hillsborough Metropolitan Planning Organization

### Hillsborough MPO DBE Utilization

The MPO currently has nine (9) 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:

- Valerin – Tasks 6: Regional Coordination: Regional LRTP Summary document (FY 9/20 – FY20/21- \$29,212)



## **Appendix E: 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 provided to the FDOT District 7 liaison who made the draft document 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

			
<b>Federal Highway Administration</b> Florida Division Office 3500 Financial Plaza, Suite 400 1400 Tallahassee, Florida 32312 (850) 553-2201 www.fhwa.dot.gov/fldiv		<b>Federal Transit Administration</b> Region 4 Office 230 Peachtree St, NW, Suite  Atlanta, Georgia 30303 (404) 865-5600	
Planning Comments			
Document Name: Draft Hillsborough MPO UPWP		MPO: Hillsborough	
Date of Document: March 15, 2020	Date Received: 3/15/2018	Date Reviewed: 4/7/2020	District: 7
Reviewed by: Teresa Parker and Brittaney Lavender			

#### COMMENTS:

Comment Type	Comment Description	Hillsborough MPO Response
Critical/Enh/Edit		
Critical	Please ensure the updated Federal Aid Project (FAP) number and the State Financial Management (FM) numbers are used for the final UPWP.	<i>FAP and FM numbers have been verified.</i>
Critical	Update approved cost analysis, authentication and resolution approvals	<i>Cost analysis, authentication, and resolution approvals will be included in final document after MPO Board adoption.</i>

Hillsborough Metropolitan Planning Organization

	If the MPO will be contributing any federal funds to another MPO or entity for regional coordination work and end products (or the MPO is receiving federal funds from other MPOs for the same or any purpose) those funds must be reflected in the all the participating MPOs' UPWPs consistently in a <u>separate task</u> . Please coordinate with the District and FHWA to ensure the proper format to reflect these funds is being used as some should be included in the total PL funds being requested and in other circumstances those funds should not be included. Additionally, certain information needs to be reflected in the individual task as well. Please also provide the FHWA with a copy of any Memorandum of Understandings (MOUs) for these types of activities.	<i>The Hillsborough MPO has been coordinating with the District and FHWA to ensure the proper format to reflect the receipt of federal funds from other MPOs for regional coordination work and end products. The Memorandum of Understandings for this activity is referenced in the UPWP as Fifth 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.</i>
Critical	Please review the entire Draft UPWP and provide the end products and completion dates for all required activities	<i>The entire draft has been reviewed and updated per further direction from our FHWA Liaison. We appreciated the opportunity to discuss and clarify this comment. The critical comment refers to the End Products where the completion date is show as Monthly, Quarterly, or Ongoing. Per FHWA's guidance we have updated these references to indicate specific months and years.</i>
Critical	Please correct the Table Title Headings for Agency Participation and Funding Sources	<i>This has been corrected.</i>
Critical	Agency participation - should identify participating agencies and partners with their respective funding commitments by task with line and column totals by FY	<i>All participating agencies and partners have been identified with respective funding commitment by task with line and column totals by FY</i>
Critical	Funding Sources - should list current year funding by program source for each task with line and column totals	<i>All funding sources list current year funding by program source for each task with line and column totals.</i>
Critical	Specify what task will the Consultants be responsible for?	<i>Prior to the MPO's use of PL funds, the MPO will provide the District a copy of the scope of services, the anticipated cost, and completion date, and the District will provide FHWA with such for review. It is the responsibility of the District and MPO to ensure that all activities undertaken are part of these tasks and are eligible and allowable costs. This is the current process agreed upon by the MPO and FDOT D7.</i>
Critical	Please verify the FHWA PL and SU Funds allocated for FY 21-22.	<i>FHWA PL and SU Funds allocated for FY21-22 have been verified.</i>
General	Appendix C does not include the Certificate of Indirect cost. Can we get a copy of that approval?	<i>The signed Certificate of Indirect Cost will be signed and dated and included in the final copy of the document after MPO Board approval.</i>

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General	Please note that lobbying is an ineligible expense for federal funds.	<i>This is noted in Task 1 under Required Activities.</i>
General	Please note that all training/meeting/conference/ participation must be reasonable, necessary and allocable to the transportation planning process.	<i>It has been noted that all training, meeting, and conference participation must be reasonable, necessary, and allocable to the transportation planning process.</i>
General	For the purchase of office equipment please note that single purchases which exceed \$5000 must get pre-approval.	<i>It has been noted that single purchases of office equipment which exceeds \$5,000 must get pre-approval. The Hillsborough MPO follows all required Federal purchasing rules.</i>
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.	<i>All agreement and Certifications including Debarment and Suspension, Contracts, Grants, and Cooperative Agreements, Title VI Nondiscrimination Policy Statement, and Disadvantaged Business Enterprise (DBE) statements will be signed and dated and included in the final copy of the document after MPO Board approval.</i>
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.	<i>That is not possible at this time. However, as noted above, prior to the MPO's use of PL funds, the MPO will provide the District a copy of the scope of services, the anticipated cost, and completion date, and the District will provide FHWA with such for review. It is the responsibility of the District and MPO to ensure that all activities undertaken are part of these tasks and are eligible and allowable costs. This the current process agreed upon by the MPO and FDOT D7.</i>
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.	<i>Any planning activities proposed for funding under the 49 USV 5307 Program or any other FTA program will be listed and programmed in the UPWP. HART, not Hillsborough MPO is the recipient of 5307 funds which is shown for informational purposes in the agency participation funding table and appendix H.</i>
General - FTA Region IV	If funding is being carried over from the prior-year UPWP, carryover amounts and activities should be listed in the document. Please identify any incomplete work elements or activities financed with Federal planning assistance awarded in previous fiscal years as carryover activities.	<i>All incomplete work elements and activities financed with Federal planning assistance awarded in the previous fiscal years are identified in their relevant tasks</i>

Hillsborough Metropolitan Planning Organization

General - FTA Region IV	If any programmed 5305(d) funds are estimates, coordination with the State DOT may be required for UPWP modification or amendment after review of FTA apportionments.	<i>Noted.</i>
General - FTA Region IV	The metropolitan transportation planning process should provide for the establishment and use of a performance-based approach, with related activities noted in the UPWP accordingly. Please note that in addition to TAM, there is an upcoming deadline for MPO PTASP target setting that will occur during the next UPWP cycle.	<i>The Public Transportation Agency Safety Program (PTASP) coordination has been included in Task 2 under Required Activities.</i>

## FDOT Comments

MPO Hillsborough	Draft		Comment Type Critical/General/ Editorial	Date Received	MPO Response
UPWP Check List	Yes	No		Comment	Comment
<b>A. COVER AND TITLE PAGE</b>					
Includes CFDA Number?	x			Page 1 cover	
Includes Federal Aid Project Number (FAP)?	x		Critical	Page 1 Correct PL FPN 439336-3-14-01 FAP 0059 (058) M Correct SU FPN 439336-3-14-02 FAP 0059 (058) M Correct FTA Federal Aid Number (not G1R77)	Corrected.
Includes FM Number (Work Program)?	x			Page 1 see above	
Name of MPO and Funding Agencies?	x			Page 1	
The correct fiscal years for the proposed UPWP are listed?	x			Page 1	
MPO physical, mailing, and website addresses; phone numbers	x			Page 1	
The Final UPWP includes an approved signature or MPO resolution and the date of MPO Board action?		x		Pending page 9	
The Final UPWP includes the Cost Analysis Certification signed and dated by the Grant Manager (MPO Liaison)?		x		Pending page 7	
			Editorial	Could you show the dates for the UPWP (July 1, 2020 – June 30, 2022), for clarification. It is mentioned on page 15	Corrected.
<b>B. TABLE OF CONTENTS</b>					
Introduction	x			Page 15	
Organization and Management	x			Page 30	
Work Program Task Sheets – includes the following sections:					
• Administration	x			Page 42, referred to as Transportation Planning Management	

# Hillsborough Metropolitan Planning Organization

MPO Hillsborough UPWP Check List	Draft		Comment Type Critical/General/ Editorial	Date Received	MPO Response
	Yes	No		Comment	Comment
• Data Collection	x			Page 64, referred to as Long Range Transportation Plan and Data Monitoring	
• Transportation Improvement Program	x			Page 72	
• Long Range Transportation Plan	x			Page 64, referred to as Long Range Transportation Plan and Data Monitoring	
• Special Project Planning	x			Page 42, referred to as System and Corridor Planning	
• Public Involvement	x			Page 26, 77	
Summary Budget – Table 1 Agency Participation (broken out by year)	x		Critical	Page 91 and 92, need to correct title	Corrected.
Summary Budget – Table 2 Funding Source (broken out by year)	x		Critical	Page 93 and 94, need to correct title	Corrected.
District Planning Activities	x			Page 128-132	
Statements and Assurances	x			Section F	
FTA Grant Application (if included in UPWP)					
Each Task is consistent in number, wording, and references page numbers with each respective task sheet	x				
<b>C. INTRODUCTION</b>					
Brief definition of the UPWP	x			Page 15	
Current overview of the status of comprehensive transportation planning activities	x		Editorial	Page 15,16,17 list described as “items produced and made available within past 2 years...” but list includes more than “Items” for example: Transportation Disadvantage Day in Tallahassee, Annually held 70+ meetings of advisory committees and MPO board..., Six regular meetings and 1 public hearing of the TDCB, Supported and participate in regular and special meetings of regional and statewide entities..., Began development of regional LRTP, etc	Corrected – removed items that were not relevant.
Discussion of local and regional planning priorities	x			Page 22	

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MPO Hillsborough UPWP Check List	Draft		Comment Type Critical/General/ Editorial	Date Received	MPO Response
	Yes	No		Comment	Comment
Planning tasks to be performed with funds under Title 23 and Title 49 Chapter 53 (Public Transportation)	x			Page 25 for Title 49	
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;	x			Page 19 They are in attainment	
Discussion of soft match, including a definition and the amount (both as a total and the percent)	x			Page 33	
Indirect Cost Rate (if applicable)	x			Page 33-34 – MPO uses a De Minimis Rate of 10% Is there a difference between the computer software that is included in De Minimis and Task 1. Clarify what minor office equipment is?	
Description of Public Involvement process used in development of UPWP	x			Page 26	
Discussion of Planning Emphasis Areas	x			Page 20	
<b>D. ORGANIZATION AND MANAGEMENT</b>					
Identification of participants and a brief description of their respective roles in the UPWP metropolitan area planning process	x			Page 26, 30, 123	
Discussion of appropriate agreements:				Page 32	
• Standard Interlocal Agreement	X			Page 31	
• Metropolitan Planning Organization (MPO) Agreement	x		Critical	Page 32 MPO Agreement allows for transfer of FHWA funds, not FTA	Revised
• Joint Participation Agreement – FTA 5303 funds			Critical	Page 32, , Agreement is called, Public Transportation Grant Agreement, not FTA Section 5305(D) JPA	Revised
• ICAR Agreement	x			Page 32	
• Other agreements	x			Page 32, Interlocal Agreement for CCC Agreement with Hillsborough BOCC for attorney services	



# Hillsborough Metropolitan Planning Organization

MPO Hillsborough	Draft		Comment Type	Date Received	MPO Response
UPWP Check List	Yes	No	Critical/General/ Editorial	Comment	Comment
				Staff Services Agreement	
Identification and discussion of operational procedures and bylaws	x			Page 33	
<b>E. WORK PROGRAM TASK SHEETS</b>				Page 36-88	
Each sheet should describe individual tasks, be in the same format, and include:					
• Task number and title	x				
• Purpose	x				
• Previous work completed	x				
• Required Activities – how task will be performed, who will perform the task	x		Critical	How are you identifying which required activities will use consultants? (example Task 6 shows consultant funding, but where is it shown what activities consultants will assist with?)	Each Task has a footnote at the end stating consultants may be used for any of the listed activities.
• Responsible agency or agencies	x		Critical	Responsible Agency should identify who is receiving the money, not stakeholders.	Corrected.
• Proposed funding source(s) – tied into Table 2	x		Editorial	Budget tables show FTA 5303, correct to FTA 5305	Corrected
Schedule that adequately describes activities that will take place during the year, including: • Schedule of milestones or benchmarks • End product(s) • Estimated completion date(s)	x				
Proposed funding source(s) with anticipated costs by fiscal year and by budget line item ( <i>an Estimated Budget Detail</i> )	x		Editorial	Budget tables show FTA 5303, correct to FTA 5305 If De Minimis rate includes: computer software, should it also be included in task 1?	Corrected Budget Tables and replaced.
<b>F. STATEMENTS AND ASSURANCES</b>				Page 34, 96	
DBE	x			Pending page 119	
Debarment and Suspension	x			Pending page 100	
Lobbying	x			Pending page 99	

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MPO Hillsborough	Draft		Comment Type Critical/General/ Editorial	Date Received	MPO Response
UPWP Check List	Yes	No		Comment	Comment
Title VI Nondiscrimination Agreement	x			Pending page 111	
Appendix A	x			Page 112-113	
Appendix E	x			Page 112-113	
<b>G. FTA SECTION 5305(D) APPLICATION (IF INCLUDED IN UPWP)</b>					
Certain FTA grants – Form 424				Pending page 96	
Certain FTA Grants: FTA Certification / Assurances				Pending Page 96	
Affirmation of Applicant				Pending Page 96	
Affirmation of Applicant’s Attorney				Pending Page 96	
Budget showing total funds by classifications					
Budget showing FTA funds only by classifications					
<b>H. TABLE 1: AGENCY PARTICIPATION</b>					
Participating agencies identified with funding commitments	x			Page 91 and 92, Change name of table to Agency Participation (not Grants used by the MPO) Change table 14 & 15 name as well	Corrected.
Table includes only those District planning activities scheduled to occur within the MPO Boundaries	x			Page 18	
Table shows the amount of funds set aside for work by consultants	x			Page 62, 63, 70,71, 81,82,87,88,	
There is one table for Year 1 and one table for Year 2	x			Page 18, 40	
			Critical	Are task budget tables and summary budget tables prepared using excel?	Yes.
			Editorial	If no funding is shown in PL staff and PL contract budget, can you remove (not a requirement to have)	Removed.
Critical	Allocations for UPWP are: 2020 - \$1,260,185 (PL)   \$400,000 (SU) 2021 - \$1,260,185 (PL)   \$400,000 (SU)				Addressed.

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MPO Hillsborough	Draft		Comment Type	Date Received	MPO Response
UPWP Check List	Yes	No	Critical/General/ Editorial	Comment	Comment
				Add footnote to explain difference in funding amounts shown on table (de-ob?)	
Editorial				What does “(contract)” refer to after Surface Transportation Program (column heading)?	For consultants
Editorial				Will you have prior year FTA funds? Show estimate of funding. Not required to show staff budget	Yes, added.
Editorial				Move SU next to PL (both are FHWA)	
Editorial				Consider showing soft match on the agency participation table and removing from Funding Source table	Noted.
				Total PL allocation for FY 2022 is \$1.260,185, \$1 more than is shown.	
<b>I. TABLE 2: FUNDING SOURCE</b>					
Proposed funding sources and budgeted funds are identified by task and subtask for each appropriate funding source, and are consistent with applicable Task Sheet	x			Page 93-94	
The Department’s PL and FTA matching funds are shown separately	x			Page 40	
Federal, state, and local contribution levels are provided by task and subtask	x			Page 40	
The total amounts shown in each task agree with the amounts shown in Table 1: Agency Participation	x				
There is one table for Year 1 and one table for Year 2	x			Page 18, 40	
				Change table name to Hillsborough MPO FUNDING SOURCE. Change table 16 & 17 name as well	
				You are not showing prior year FTA funds, is this correct?	This has been revised.
				Consider moving soft match to Funding Source table	Noted
				What funds would be shown under FDOT D7 Federal funds? FDOT would typically be state funds not federal? Current no funding consider removing.	Removed from table.
				Remove row showing FDOT D7 planning Program	Removed from table.

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MPO Hillsborough	Draft		Comment Type	Date Received	MPO Response
UPWP Check List	Yes	No	Critical/General/ Editorial	Comment	Comment
				Allocations for UPWP are: 2020 - \$1,260,185 (PL)   \$400,000 (SU) 2021 - \$1,260,185 (PL)   \$400,000 (SU) Add footnote to explain difference in funding amounts shown on table (de-ob?)	Footnote added explaining difference in funding amounts.
				FTA funding column change name to FTA 5305 FY 2021 (NEW) – on FY 2021 table and change name on FY 2022 table to reflect FY 2022	Corrected.
				Will you have HART funding by FINAL document?	
<b>J. GENERAL</b>					
The Final UPWP was reviewed and endorsed or approved by the TAC, CAC, and the MPO prior to distribution		x		Pending MPO Adoption on May13, 2020	
Documentation of the endorsement or approvals (e.g., a MPO Resolution, meeting minutes, letter of authentication) are included		x		Pending – Page 125	
Tasks or activities to correct or eliminate deficiencies noted in the previous federal and/or state certification reviews are identified in the UPWP		x		N/A	
The annual audit is included as part of the Program Administration Task, and as a separate line item	x			Task 1 page 36	
Equipment purchases are identified as part of a task	x			Task 1 page 37	
Equipment rentals and leases are included by tasks		✓	Critical	If MPO has equipment leases/rental (copier), then include in task 1	The MPO does not have any equipment rental or leases.
Matrix that identifies how each task relates to the Planning Emphasis Areas and Planning Factors	x				
			General	Header throughout document should state Hillsborough MPO	Addressed.

## **Appendix F: Committee Comments of UPWP**

**Citizen Advisory Committee (CAC)** was presented the UPWP at their meeting of April 8, 2020 and had no objections to the draft FY21 & FY22 UPWP and forwarded to MPO Board for approval.

Bicycle and Pedestrian Advisory Committee (BPAC) was presented the UPWP at their meeting of April 8, 2020 and had no objection to the draft FY21 & FY22 UPWP. IT was forwarded to the MPO Board for approval.

**Intelligent Transportation System Committee (ITS)** was presented the UPWP at their meeting of April 9, 2020 and had no objections to the draft FY21 & FY22 UPWP and forwarded to MPO Board for approval.

**Livable Roadways Committee (LRC)** was presented the UPWP at their meeting of April 15, 2020 and had no objection to the draft FY21 & FY22 UPWP and forwarded to the MPO Board for approval.

**Technical Advisory Committee (TAC)** was presented the UPWP at their meeting of April 20, 2020 and had no objection to the draft FY21 & FY22 UPWP and forwarded to MPO Board for approval.

**The MPO Board** was presented the draft UPWP at their meeting of April 21, 2020 and were asked to provide a list of their five priority projects from a list of potential projects.

**Transportation Disadvantaged Service Board (TDCB)** was presented the UPWP at their meeting of April 24, 2020 and had no objection to the draft FY21 & FY22 UPWP and made a motion to forward to the MPO Board for approval. Any comments were welcomes.

## **Appendix G: FDOT District 7 Planning Program**

### **PLANNING ACTIVITIES**

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#### **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**

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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 (DRI)**

Assist in reviewing, monitoring, updating and providing support for DRI. The District will review 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 streamlining 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.

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## **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 Central Office and provide technical support and review for interchange operations, interchange modification, and new interchanges.

## **Level of Service (LOS)**

Identify roadways that have a deficient 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 (PD&E) 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 LRTPs 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 LRTP 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.



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## **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.

## **Modal Development**

Modal Development 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 Transportation 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.

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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.

## **Appendix H: HART Planning Program**

### **HART Planning Projects FY 2021**

#### **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)**

Upon receipt of any new surtax funding, HART will prepare a 30-year Major Transit Development Plan to FDOT to replace the most recent Major TDP completed in 2017. The TDP represents a ten-year plan for service and capital projects based on anticipated funding and will replace the most recent Major TDP.

#### **Tri-Area Circulator Project**

HART will procure for contracted services to operate circulator services within Downtown Tampa, the Uptown Innovation District in Uptown and Westshore areas. The Updated service may be provided by a fixed route circulator, on-demand service or a combination of these services with future expectations for some degree of automated services. The program is slated to begin in the late 2020 or early 2021.

#### **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.

#### **CSX Rail Service Study**

HART will seek to initiate a comprehensive feasibility study for rail service. This study will include the Planning and initial design phases for the initiation of rail service in Hillsborough County. It may include negotiations for purchase and/or leasing options with CSX, Planning and Design services, and operational and financial models.

#### **Ferry Services Study**

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HART will seek to initiate a new study to evaluate potential long-term ferry services for Hillsborough County, and connectivity to MacDill AFB and Pinellas County. This study may

include real-estate evaluation and negotiations for landing sites, Planning and Design services, development of public private partnership models, and operational and financial models.

### **Streetcar Extension Study**

HART will work with the City of Tampa to further study the next phase and direction of potential Streetcar expansion throughout the City of Tampa. The study may include planning, feasibility, and early design services.

### **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.

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<b>FTA Funding</b>	
	FTA 5307
Year 1 (2020/21)	\$600,000
Year 2 (2021/22)	

## **Appendix I: County Charter Transportation Improvement Surtax**

### **County Charter Transportation Improvement Surtax**

#### **FY 21 and FY 22 Budget - Pending**

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.