

NORTH FLORIDA TRANSPORTATION PLANNING ORGANIZATION



Year 2 Revision DRAFT

UNIFIED PLANNING WORK PROGRAM

FISCAL YEARS 2020/21 THROUGH 2021/22

- Adopted May 14, 2020**
- Amended June 11, 2020**
- Amended August 13, 2020**
- Modified February 11, 2021**
- Amended March 11, 2021**
- Modified March 19, 2021**

Acronyms

AA	Alternative Analysis
ABM	Activity Based Model
ACES	Automated Connected Electric and Shared
ADA	Americans with Disabilities
APC	Automatic Passenger Counter
AVL	Advanced Vehicle Locator
AV	Automated Vehicle
BPPG	Bicycle Pedestrian Planning Group
BRT	Bus Rapid Transit
CAC	Citizens Advisory Committee
CBD	Central Business District
CM	Congestion Mitigation Air Quality funds
CMAQ	Congestion Mitigation Air Quality
CMP	Congestion Management Process
COOP	Continuity of Operations Plan
COVID-19	Coronavirus

Acronyms

CV	Connected Vehicle
DBE	Disadvantaged Business Enterprise
DEIS	Draft Environmental Impact Study
DT	Data Transfer Solutions
e-letter	Electric Newsletter
EPA	Environmental Protection Agency
ETDM	Efficient Transportation Decision Making Process
FAST	Fixing American's Surface Transportation
FDOT	Florida Department of Transportation
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
FY	Fiscal Year
GIS	Geographic Information System
HOV	High Occupancy Vehicle
IDE	Integrated Data Exchange
ITS	Intelligent Transportation System

Acronyms

IoT	Internet of Things
JAA	Jacksonville Aviation Authority
JPA	Jacksonville Port Authority also referred to as JAXPORT
JTA	Jacksonville Transportation Authority
JTB	John Turner Butler Boulevard
LPA	Locally Preferred Alternative
MAP-21	Moving Ahead for Progress in the 21 st Century
MaaS	Mobility as a Service
MOA	Memorandum of Agreement
MPO	Metropolitan Planning Organization
NERPM	Northeast Florida Regional Planning Model
PL	Federal Planning Dollars
PUD	Planned Unit Development
RFP	Request for Proposal
SOV	Single Occupant Vehicle
SPR	State Planning and Research

Acronyms

TAP	Transportation Alternatives Program
TCC	Technical Coordinating Committee
TDCB	Transportation Disadvantaged Coordinating Board
TDP	Transit Development Plan
TIP	Transportation Improvement Program
TPO	Transportation Planning Organization
UA	Urbanized Area
U2C	Ultimate Urban Circulator
VMT	Vehicle Miles Traveled

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A: Florida Department of Transportation District 2 Planning Activities

B. Assurances

C. FTA 5305d Grant

Unified Planning Work Program

Fiscal Year 2020/21 through 2021/22

As Amended

20.205—Highway Planning and Construction-FHWA

CFDA No. 20.505-Federal Transit Administration Technical Studies (Metropolitan Planning)-FTA

FM# 439319-3-14-01 PL

FM# 439319-3-14-02 SU

FM# 439319-3-14-03 CM

Federal-Aid Project No. 0050-056-M

The activities discussed in this document are funded through grants from the U.S. Department of Transportation (Federal Highway Administration and Federal Transit Administration). The views and opinions of the authors or agencies expressed herein do not necessarily state or reflect those of the U.S. Department of Transportation.

If you have any questions or comments pertaining to the North Florida TPO plans, programs or projects **please contact us at 904.306.7500**. Our address is 980 North Jefferson Street, Jacksonville, Florida 32209. For complaints or concerns about civil rights or discrimination, or for special requests under the Americans with Disabilities Act, please contact **Marci Larson, Public Affairs Manager/Title VI Coordinator at 904.306.7513 or mlarson@northfloridatpo.com**.

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Introduction

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Bi-annually, the staff of the North Florida Transportation Planning Organization (North Florida TPO) updates the Unified Planning Work Program (UPWP) as required by state and federal regulation. The UPWP is a task based budget outlining all major transportation planning activities to be undertaken by the TPO for the two-year planning period beginning July 1, 2020 and ending June 30, 2022. The North Florida TPO will periodically amend the UPWP and will significantly update the document prior to commencing the second fiscal year.

Activities in the UPWP are grouped into seven sections as follows:

- 1 Administration** Tasks managing the transportation planning process on a continuing basis. These include program management, administration and development.
- 2 Data Collection** Tasks monitoring area travel characteristics and other factors affecting travel.
- 3 Transportation Improvement Program** Tasks related to developing the Transportation Improvement Program (TIP).
- 4 Long Range Transportation Plan** Tasks related to developing the Long Range Transportation Plan and maintaining the TPO's travel demand model.
- 5 Special Projects** Studies to support airport, port, transit, corridor, and other special studies as needed.
- 6 Public Involvement** Tasks to support the TPO's ongoing public involvement activities.
- 7 Systems Planning** Recurring planning studies and projects including bicycle/pedestrian planning, transit planning, transportation demand management (TDM) and transportation disadvantaged planning.

On detailed **work task sheets**, the primary objective, previous work accomplishments, project description and methodology, responsible agency and funding sources are identified for each work task. An *Estimated Budget Detail* has been provided for all tasks. These tables indicate funding estimates for staff services, consultants and other direct expenses. Other direct expenses include rent, utilities, equipment purchases and leases, printing, advertising, copying and other expenses.

FHWA requires both a state and local match. In accordance with Section 120 of Title 23, U.S.C. state may 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 Program) and for transit programs authorized by Chapter 53 of Title 49, U.S.C. This is in essence a “non-cash match” provision that allows the federal share to be increased up to 100% to the extent credits are available.” The “non-cash match” amount utilized to match the FHWA funding in this UPWP in Fiscal Year 20/21¹ the is \$481,735. For Fiscal Year 21/22 the “non- cash match” utilized to match FHWA funding is \$475,389. This is an 18.07 percent non cash/ match.

A list of **acronyms** is included in this document. The North Florida TPO resolution adopting the UPWP is included in APENDIX A.

Status of Transportation Planning (Work Completed in FY 19/20)

Studies Completed June 30, 2019 include the following:

- Annual Mobility Report
- Congestion Management Process Update
- Integrated Data Exchange
- Jacksonville Regional Distribution Center Study
- Internet of Things Deployment Plan
- Integrated Data Exchange, Phase 2
- Jacksonville Regional Distribution and Center Phase 2
- Regional Trails Master Plan http://northfloridatpo.com/images/uploads/docs/2019_Regional_Trails_Report_FINAL_low_res.pdf
- Regional Systems Safety Plan http://northfloridatpo.com/images/uploads/FINAL_NFTPO_RSSP_NOV2019.v.3.pdf

¹ The Fiscal Year is July 1 through June 30.

- Vulnerability and Resiliency Study

The 2045 Long Range Transportation Plan was adopted November 14, 2019. Documentation was completed in February 2020.

Ongoing studies to be completed in June 2020 include the following:

- Amelia Island Trail Usage Study
- Annual Mobility Report
- Atlantic/Neptune Beach Town center Parking Study, Phase 2
- Chaffee Road/Samaritan Way Corridor Study
- Clay County Pavement Management Study
- Keystone Heights Airport Economic Development Study
- Mobility Plan for the Underserved and Ladders of Opportunity
- Monument Road Corridor Study
- Regional Tourism Management Plan
- Ridgewood/Foxwood Area Traffic Study
- SMART St. Augustine/IDE Integration
- St. Johns County Sidewalk Prioritization Study

Studies to be completed in June 2021 include the following:

- A1A/Anastasia Boulevard (St. Johns County) Speed Management by Design Study
- A1A (St. Augustine) Compete Streets Study
- SR A1A (NS Mayport) Resiliency Study
- Hodges Boulevard Corridor Study
- JAXPORT Origin-Destination Study
- Mobility for the Underserved
- Parental Home Road Corridor Study
- Radar Road Extension Feasibility Study
- 14th Street Bicycle and Pedestrian Safety Study

Studies to be completed in June 2022 include the following:

- East Coast Greenways (Beaches) Trail Feasibility Study
- Clay-Duval Trail Feasibility Study
- US 17 (Green Cove Springs) Corridor Study)
- First Coast Expressway Study Impact Study
- Pages Dairy Extension Feasibility Study
- Pearce Street Corridor Study
- Probe Data Verification
- SMART North Florida Report Card
- Town of Baldwin Storm Water Study
- 8th Street Corridor Study

Planning Priorities

High priority projects in this Unified Planning Work Program include the following:

- Task 2.1—Data Analytics Platform Update
- Task 3.1—Transportation Improvement Program
- Task 3.2—Annual List of Priority Projects
- Task 5.1—Annual Mobility Report
- Task 7.4—SMART North Florida Coalition

Local priority projects include the following:

- Task 5.2—A1A/Anastasia Boulevard (St. Johns County) Speed Management by Design Study
- Task 5.3—A1A/Anastasia Boulevard (St. Augustine) Complete Streets Study
- Task 5.4—Hodges Boulevard (Jacksonville) Corridor Study
- Task 5.5—JAXPORT Origin/Destination Study

- Task 5.6—Radar Road Extension (Clay County) Feasibility Study
- Task 5.7—Parental Home Road (Jacksonville) Corridor Study
- Task 5.8—SR A1A (NS Mayport) Resiliency Study
- Task 5.9—14th Street (Nassau County) Bicycle and Pedestrian Safety Study
- Task 5.10—East Coast Greenways (Beaches) Feasibility Study
- Task 5.11—Clay-Duval Trail Feasibility Study
- Task 5.12—US 17 (Green Cove Springs) Corridor Study
- Task 5.13—First Coast Expressway Impact Study
- Task 5.14—Pages Dairy Road Extension Feasibility Study
- Task 5.15—Pearce Street Corridor Study
- Task 5.18—Town of Baldwin Storm Water Study
- Task 5.19—8th Street Corridor Study

Task Performance based planning activities include the following:

- Task 2.1—Data Analytics Platform Update
- Task 3.1—Transportation Improvement Program
- Task 4.2—Establish Performance Targets
- Task 5.1—Annual Mobility Report
- Task 7.16—JTA Transit Asset Management Plan (TAMP) Update

Safety projects include the following:

- Task 5.2—A1A/Anastasia Boulevard Speed Management by Design Study
- Task 5.3—A1A/Anastasia Boulevard (St. Augustine) Complete Streets Study
- Task 5.4—Hodges Boulevard (Jacksonville) Corridor Study
- Task 5.6—Radar Road Extension (Clay County) Feasibility Study
- Task 5.7—Parental Home Road (Jacksonville) Corridor Study
- Task 5.9—14th Street (Nassau County) Bicycle and Pedestrian Safety Study

- Task 5.12—US 17 (Green Cove Sprints) Corridor Study
- Task 5.15—Pearce Street Corridor Study
- Task 5.18—8th Street Corridor Study

Resiliency projects include the following:

- Task 5.8—SR A1A (NS Mayport) Resiliency Study
- Task 5.18—Town of Baldwin Storm Water Study

Transit projects include the following:

- Task 7.3—Transit Planning for the St. Augustine UA
- Task 7.5—Transportation Disadvantaged Planning
- Task 7.6—JTA Premium Transit and Fixed Guideway Service
- Task 7.7—JTA Transit Development Plan
- Task 7.8—JTA Transit Vision
- Task 7.9—JTA Develop Transit Educational Campaign
- Task 7.10—JTA General Transit and Regional Planning
- Task 7.11—JTA Sustainability Program
- Task 7.12—JTA Strategic Technology Plan
- Task 7.13—JTA Transit Oriented Development (TOD) Planning
- Task 7.14—JTA Model Enhancements
- Task 7.15—JTA Organizational Improvement and Customer Focused Initiative
- Task 7.16—JTA Transit Asset Management Plan (TAMP) Update
- Task 7.17—JTA Operations Training Plan
- Task 7.18—JTA Automation Planning

Title 23 U.S.C. funded Work Tasks

Specifics about each work task as well as a detailed budget estimate for each, is provided in the sections that follow.

PL funded Work Tasks

- Task 1.1—Program Administration
- Task 1.4—Unified Planning Work Program
- Task 1.5—General Consultant Services
- Task 3.1—Transportation Improvement Program
- Task 3.2—List of Priority Projects
- Task 4.1—GID/Model Update/Maintenance
- Task 4.2—Establishing Performance Management Targets
- Task 4.3—2045 LRTP Amendments and Modifications
- Task 4.4—Efficient Transportation Decision Making
- Task 5.10—East Coast Greenways (Beaches) Trail Feasibility Study
- Task 5.17—SMART North Florida Report Card
- Task 5.18—Town of Baldwin Storm Water Study
- Task 6.1—Public Involvement

SU funded Work Tasks

- Task 2.1—CMS Database/Dashboard Update
- Task 5.1—Annual Mobility Report
- Task 5.2—A1A/Anastasia Boulevard (St. Johns County) Speed Management by Design Study
- Task 5.3—A1A/Anastasia Boulevard (St. Augustine) Complete Streets Study
- Task 5.4—Hodges Boulevard (Jacksonville) Corridor Study
- Task 5.5—JAXPORT Origin/Destination Study
- Task 5.6—Radar Road Extension (Clay County) Feasibility Study
- Task 5.7—Parental Home (Jacksonville) Corridor Study
- Task 5.8—SR A1A (NS Mayport) Resiliency Study
- Task 5.9—14th Street (Nassau County) Bicycle and Pedestrian Safety Study
- Task 5.10—East Coast Greenways (Beaches) Feasibility Study

- Task 5.11—Clay-Duval Trail Feasibility Study
- Task 5.12—US 17 (Green Cove Springs) Corridor Study
- Task 5.13—First Coast Expressway Impact Study
- Task 5.14—Pages Dairy Road Extension Feasibility Study
- Task 5.15—Pearce Street Corridor Study
- Task 5.16—Probe Vehicle Data Verification
- Task 5.18—Town of Baldwin Storm Water Study
- Task 5.19—8th Street Corridor Study
- Task 5.32—Clay County Pavement Management Study
- Task 5.36—SMART St. Augustine/IDE Integrations
- Task 7.4—SMART North Florida Coalition

CMAQ (CM) funded Work Tasks

- Task 5.12—US 17 (Green Cove Springs) Corridor Study
- Task 5.15—Pearce Street Corridor Study
- Task 7.1—Clean Fuels Coalition
- Task 7.2—First Coast Commuter Services

Title 49 U.S.C. funded Work Tasks

FTA Section 5305d funded Work Tasks

- Task 1.1—Program Administration
- Task 1.4—Unified Planning Work Program
- Task 1.5—General Consultant Services
- Task 3.1—Transportation Improvement Program
- Task 4.1—GID/Model Update/Maintenance
- Task 6.1—Public Involvement

- Task 7.3—Transit Planning for the St. Augustine UA
- Task 7.7—JTA Update Transit Development Plan
- Task 7.9—JTA Develop Transit Educational Campaign
- Task 7.15—JTA Organizational Improvement and Customer Focused Initiative

FTA Section 5307 funded Work Tasks

- Task 1.2—JTA Program Management, Administration and Development
- Task 7.6—JTA Premium Transit and Fixed Guideway Service
- Task 7.8—JTA Transit Vision
- Task 7.9—JTA Develop Transit Educational Campaign
- Task 7.10—JTA General Transit and Regional Planning
- Task 7.11—JTA Sustainability Program
- Task 7.12—JTA Strategic Technology Planning
- Task 7.13—JTA Transit Oriented Development (TOD) Planning
- Task 7.14—JTA Travel Model Enhancements
- Task 7.15—JTA Organizational Improvement and Customer Focused Initiative
- Task 7.16—Transit Management Plan Update

FTA Section 5307 funded Work Tasks, *Continued*

- Task 7.17—JTA Operations Training Plan
- Task 7.18—JTA Automation Planning

FTA Cares Act funded Work Tasks

- Task 7.22—JTA Post COVID-19 Strategic Plan

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Organization and Management

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The North Florida TPO is an independent regional body composed of elected officials and appointed representatives from the Cities of Jacksonville and St. Augustine, the Jacksonville Beaches, Clay, Nassau and St. Johns Counties and the following independent transportation authorities:

- Jacksonville Aviation Authority
- Jacksonville Port Authority
- Jacksonville Transportation Authority
- Nassau County Ocean Highway and Port Authority
- St. Augustine/St. Johns County Airport Authority

The Florida Department of Transportation, District 2 Secretary is an advisor to the TPO Policy Board and the Commanding Officer of NAS Jacksonville and one representative each from Baker, Putnam and Flagler Counties are invited to serve as non-voting Board members.

The North Florida TPO is the primary agency responsible for transportation planning in Clay, Duval, Nassau and St. Johns Counties.

The TPO's offices are located at 980 North Jefferson Street, Jacksonville. All TPO meetings, except workshops and public meetings for the Long-Range Transportation Plan and special studies, are held at this location.

The TPO has an independent staff and is funded with grants from the Federal Highway Administration (FHWA), Federal Transit Administration, Florida Department of Transportation and the Florida Commission for the Transportation Disadvantaged. Additional operating funds including the required local match for some grants is provided by a "local assessment" charged to each Member County and authority. As per an interlocal agreement this assessment cannot exceed \$1 per capita. The assessment is reviewed annually and can be increased or lowered with Board approval.

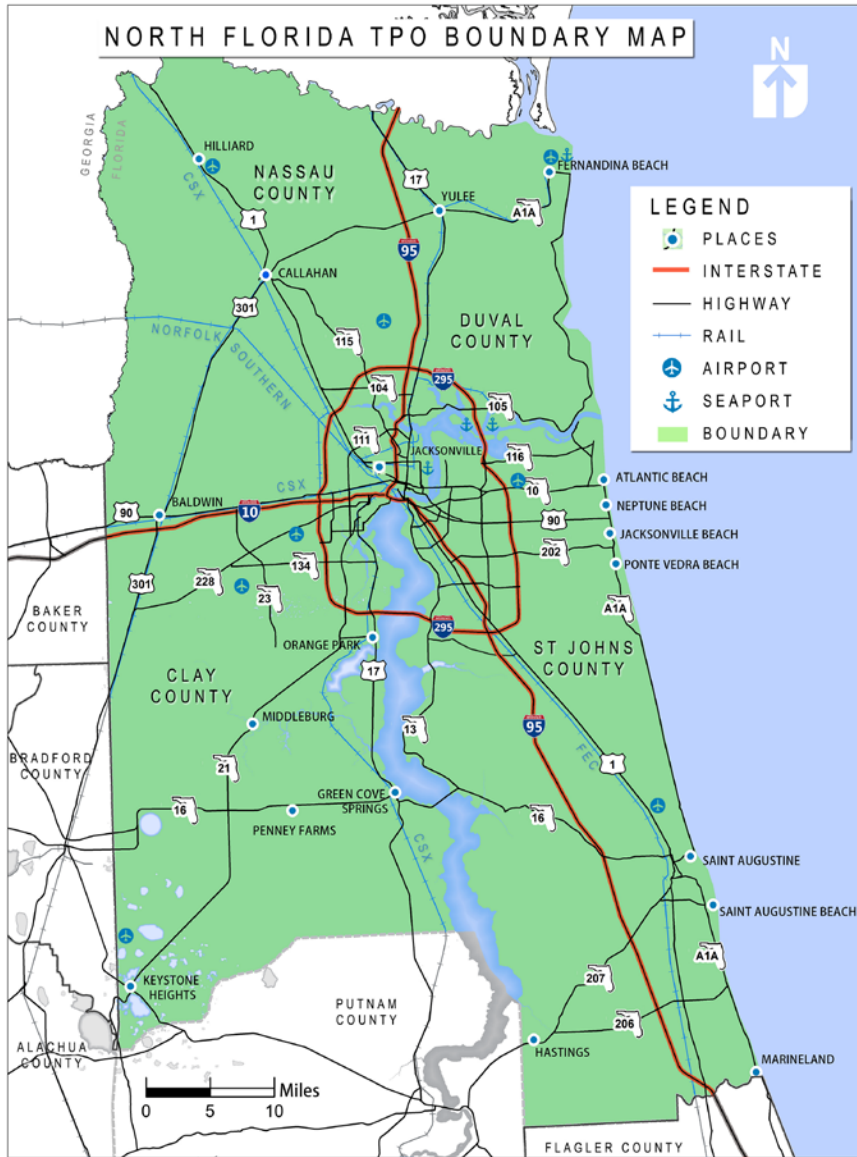


Figure 1 Boundary Map

Committees

Several committees advise the North Florida TPO. The **Technical Coordinating Committee (TCC)** is composed of technical staff of local governments and authorities within the North Florida TPO planning area, primarily planners and engineers. The **Citizens Advisory Committee (CAC)** includes local citizens representing a broad cross section of geographical, social and economic interest. The **Bicycle/Pedestrian Planning Group (BPPG)** is composed of technical staff from each of the area local governments. The **Duval County Transportation Disadvantaged Coordinating Board (TDCB)** oversees paratransit services in Duval County for the Florida Commission for the Transportation Disadvantaged and advises the North Florida TPO on the same. Each committee carries out its prescribed responsibilities at regularly scheduled meetings.

The **Freight Logistics Advisory Committee** at the Jacksonville Regional Chamber of Commerce advises the TPO on freight related issues.

Planning Area Boundary and Board Apportionment

In October 2011, with the approval of Governor Rick Scott, the planning area boundary of the North Florida TPO was expanded to include all of Clay, Nassau and St. Johns Counties in addition to all of Duval County.

In a July 9, 2013 letter Governor Rick Scott reaffirmed the TPO boundary and apportionment of Board Membership.

The map on the left depicts the TPO boundary.

Unified Planning Work Program Participants

The following local agencies participate in the planning process of the North Florida TPO and with the exception of the Federal agencies are represented on one or more of the following committees: North Florida TPO Policy Board, CAC, TCC and TDCB.

The local agencies are:

- City of Jacksonville Planning and Development Department
- City of Jacksonville Office of the Traffic Engineer, Department of Public Works
- City of Jacksonville, Environmental and Compliance Department, Environmental Quality Division
- City of Atlantic Beach
- City of Jacksonville Beach
- City of Neptune Beach
- Town of Baldwin
- JEA (electric-water-sewer utility for Jacksonville)
- Jacksonville Aviation Authority
- Jacksonville Port Authority
- Jacksonville Transportation Authority
- Clay County Planning Department
- Clay County Engineering Department
- Clay County Public Works Department
- City of Green Cove Springs
- Clay County Public Works Department
- Town of Orange Park
- City of Green Cove Springs
- Nassau County Growth Management Department
- Nassau County Engineering Services Department
- Nassau County Ocean Highway and Port Authority

- Northeast Florida Regional Council
- City of Fernandina Beach
- Town of Callahan
- St. Johns County Growth Management Services Department
- City of St. Augustine
- City of St. Augustine Beach
- St. Augustine-St. Johns County Airport Authority

The State agencies are:

- Florida Commission for the Transportation Disadvantaged
- Florida Department of Transportation

The Federal agencies are:

- Federal Highway Administration
- Federal Transit Administration
- U.S. Environmental Protection Agency
- U.S. Navy

The TPO adopted a policy manual containing rules and bylaws for the Policy Board, CAC and TCC. The manual, entitled Rules of Procedure and Bylaws was adopted April 12, 2001 and revised November 2003, February 2005, April 2008, August 2009 and April 2013. The TPO Bylaws were amended in November 2017. Copies are available at the TPO office at 980 North Jefferson Street, Jacksonville 32209 and on the TPO website www.northfloridatpo.com.

Statewide and Metropolitan Planning Rules and Regulations (23 CFR 450) require metropolitan planning organizations to adopt a proactive public participation and intergovernmental consultation policy process that allows adequate opportunity for public officials and citizens to provide meaningful input when the TPO is developing its plans and programs. The Public Involvement Plan (PIP) was adopted January 1994 and amended as follows: March 8, 2001; February 2007; December 2011 and April 2016. This plan was updated in April 2020. Copies of the plan are available at the TPO offices and on the TPO website [Home - North Florida TPO](#).

Planning and Funding Agreements

In October 2011 Governor Rick Scott approved the North Florida TPO Boundary and Apportionment Plan expanding the TPO planning area boundary to include all of Clay, Nassau and St. Johns Counties. He reaffirmed this boundary and board membership apportionment in July 2013.

1. **Standard Interlocal Agreement:** This agreement was updated to reflect the expanded TPO planning area boundary. It ensures eligibility to receive federal capital and operating assistance pursuant to 23 U.S.C. 134 and Section 3(a)(s), f(a), 5(g)(1) and 5(1) of the Urban Mass Transit Act of 1964, as amended [49 U.S.C. 1602(a)(2), and 1604(g)(1)], and to implement and ensure a *continuing, cooperative* and *comprehensive* transportation planning process that results in coordinated plans and programs consistent with the comprehensively planned development of the affected urbanized area in cooperation with the Florida Department of Transportation. The agreement was adopted in April 2012 and subsequently endorsed and recorded in each of the four counties.
2. **Metropolitan Planning Agreement:** New federal and state financial requirements required a new Metropolitan Planning Agreement and invoicing procedures for the pass-through of federal (FHWA) funds to the North Florida TPO to complete the metropolitan planning tasks to be carried out in the North Florida TPO area. This new Metropolitan Planning Agreement will be effective July 1, 2020 and will be a two-year agreement, coinciding with the two-year cycle of the UPWP. The UPWP will serve as the Scope of Services for the agreement.
3. **Intergovernmental Coordination and Review and Public Transportation Coordinated Joint Participation Agreement:** This agreement provides for coordination among the FDOT, the TPO and providers of public transportation including airport and seaport authorities; and provides a process through the Northeast Florida Regional Council for intergovernmental coordination and review, and to identify and resolve inconsistencies between proposed TPO plans and local government comprehensive plans should they arise. This agreement was approved April 14, 2016.
4. **Transportation Regional Incentive Program (TRIP) Interlocal Agreement:** This agreement establishes the framework to create a regional transportation plan and designation of the TPO as the lead agency for coordinating the prioritization and submittal of TRIP eligible projects in Northeast Florida. The TRIP agency participants are Baker, Clay, Duval, Nassau, Putnam and St. Johns Counties. This agreement was approved April 10, 2014.
5. **Joint Participation Agreement FTA 5305d:** This agreement specifies how planning funds from the Federal Transit Administration are to be expended. Adopted April 5, 2019.

Unified Planning Work Program Development

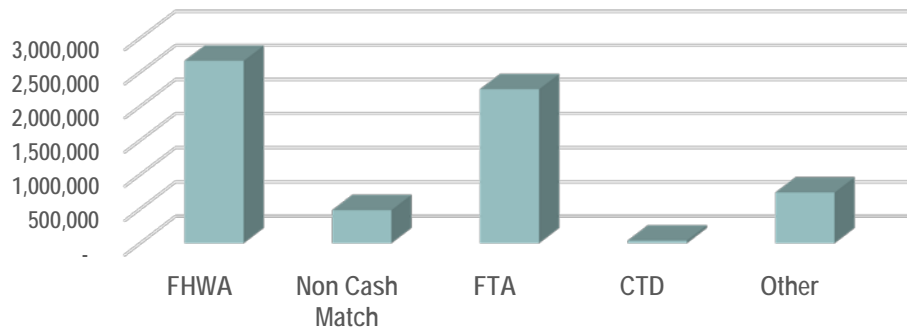
Developing the UPWP is initiated by soliciting requests for studies. Members of the TPO Policy Board, Technical Coordinating Committee and Citizens Advisory Committee are invited to submit their requests in January/February. Many study requests are approved by the local Boards of County Commissioners and forwarded to the TPO; others are submitted by other member organizations, agencies and citizens. The list of requested studies is then posted on the TPO website. For FY Fiscal Years 2020/21 and 2021/22, 19 requests were received. Staff then prepares and posts a draft UPWP to present to the Board and committees one month prior to the month of adoption. The UPWP is subject to review by the Citizens Advisory Committee and the Technical Coordinating Committee prior to TPO Policy Board approval.

Projects in this UPWP are generally funded with federal, state and local funds. The graphs below summarize funding by source in each fiscal year.

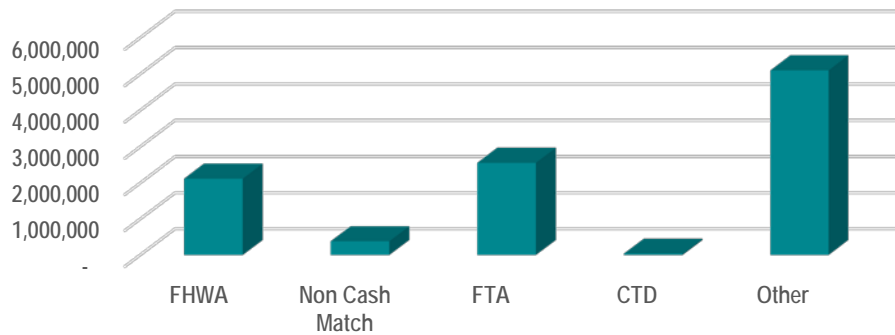
FTA match requirements are 80 percent federal, 10 percent State and 10 percent local.

Section 120 of Title 23, U.S.C., permits a state to use certain toll revenue expenditures as a credit toward the no-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 percent to the extent credits are available. The “soft match” amount utilized to match FHWA funding in this UPWP is 18.07 percent of FHWA program funds for a total of \$481,735 in FY 2020/21 and \$478,389 in FY 2021/22.

FISCAL YEAR 2020/2021 BY FUNDING SOURCE



FISCAL YEAR 2021/2022 BY FUNDING SOURCE



Federal Planning Factors and Emphasis Areas

Federal Planning Factors

The North Florida TPO must consider the following strategies in its transportation planning process.

- A. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
- B. Increase the safety of the transportation system for motorized and non-motorized users;
- C. Increase the security of the transportation system for motorized and non-motorized users;
- D. Increase the accessibility and mobility of people and for freight;
- E. 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;
- F. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
- G. Promote efficient system management and operation;
- H. Emphasize the preservation of the existing transportation system.

I. Improve the resiliency and reliability of the transportation system and reduce or mitigate storm water impacts of surface transportation.²

J. Enhance travel and tourism.³

Figure 2 on the following page is a matrix illustrating the relationship of UPWP tasks to these planning factors.

Figure 2—Federal Planning Factors Matrix

See Federal Planning Factors on preceding pages

		Planning Factor									
		A	B	C	D	E	F	G	H	I	J
		Economic vitality	Safety	Security	Accessibility & mobility	Protect the environment	Connect systems	Efficient operations	Preserve	Resilient	Tourism
SECTION 1—ADMINISTRATION											
1.1	Program Administration	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
1.2	JTA Program Management and Development	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
1.3	Travel/Training	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

² Added as part of Fixing American’s Surface Transportation (FAST), the recently adopted Federal Bill re-authorizing transportation and the Transportation Trust Fund. Rules implementing this bill will be forthcoming.

³ Ibid

Figure 2—Federal Planning Factors Matrix

See Federal Planning Factors on preceding pages

		Planning Factor									
		A	B	C	D	E	F	G	H	I	J
		Economic vitality	Safety	Security	Accessibility & mobility	Protect the environment	Connect systems	Efficient operations	Preserve	Resilient	Tourism
1.4	Unified Planning Work Program	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
1.5	General Consultant Services	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
1.6	Annual Audit	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
SECTION 2—DATA COLLECTION											
2.1	Data Analytics Platform Update	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
SECTION 3—TRANSPORTATION IMPROVEMENT PROGRAM											
3.1	Transportation Improvement Program	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
3.2	Annual List of Priority Projects	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
SECTION 4—LONG RANGE TRANSPORTATION PLAN (LRTP)											
4.1	GIS/Model Update/Maintenance	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
4.2	2045 LRTP Amendment	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

Figure 2—Federal Planning Factors Matrix

See Federal Planning Factors on preceding pages

		Planning Factor									
		A	B	C	D	E	F	G	H	I	J
		Economic vitality	Safety	Security	Accessibility & mobility	Protect the environment	Connect systems	Efficient operations	Preserve	Resilient	Tourism
4.3	Efficient Transportation Decision Making					✓					
SECTION 5—SPECIAL PROJECTS											
5.1	Annual Mobility Report	✓	✓	✓	✓	✓	✓	✓	✓		✓
5.2	A1A/Anastasia Boulevard Speed Management Study	✓	✓	✓	✓		✓	✓	✓		✓
5.3	A1A/Anastasia Boulevard Complete Street Study	✓	✓	✓	✓		✓	✓	✓		✓
5.4	Hodges Boulevard Corridor Study		✓	✓	✓		✓	✓	✓		
5.5	JAXPORT O-D Study	✓	✓	✓	✓			✓	✓		
5.6	Radar Road Extension Feasibility Study		✓	✓	✓	✓	✓				
5.7	Parental Home Corridor Study		✓	✓	✓		✓	✓	✓		

Figure 2—Federal Planning Factors Matrix

See Federal Planning Factors on preceding pages

		Planning Factor									
		A	B	C	D	E	F	G	H	I	J
		Economic vitality	Safety	Security	Accessibility & mobility	Protect the environment	Connect systems	Efficient operations	Preserve	Resilient	Tourism
5.8	SR A1A Resiliency Study	✓	✓	✓	✓	✓	✓	✓	✓	✓	
5.9	14 th Street Bicycle and Pedestrian Safety Study	✓	✓		✓		✓				
5.10	East Coast Greenways Feasibility Study				✓	✓	✓				✓
5.11	Clay-Duval Trail Feasibility Study	✓	✓		✓	✓	✓	✓			✓
5.12	US 17 Corridor Study	✓	✓	✓	✓		✓	✓	✓		
5.13	First Coast Expressway Impact Study	✓	✓	✓	✓		✓	✓	✓		
5.14	Pages Dairy Road Extension Feasibility Study	✓			✓	✓	✓			✓	
5.15	Pearce Street Corridor Study		✓		✓		✓				
5.16	Probe Vehicle Data Verification		✓	✓							

Figure 2—Federal Planning Factors Matrix

See Federal Planning Factors on preceding pages

		Planning Factor									
		A	B	C	D	E	F	G	H	I	J
		Economic vitality	Safety	Security	Accessibility & mobility	Protect the environment	Connect systems	Efficient operations	Preserve	Resilient	Tourism
5.17	SMART North Florida Report Card	✓	✓	✓	✓		✓	✓			
5.18	Town of Baldwin Storm Water Study					✓				✓	
5.19	8 th Street Corridor study		✓		✓		✓				
5.32	Mobility for the Underserved	✓	✓		✓						
5.32	Clay County Pavement Management Study								✓		
5.36	SMART St. Augustine/IDE Integration	✓	✓	✓	✓			✓			
SECTION 6—PUBLIC INVOLVEMENT											
6.1	Public Involvement	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
SECTION 7—SYSTEMS PLANNING											
7.0	Clean Fuels Coalition	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
7.1	Bicycle/Pedestrian Facilities Planning	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

Figure 2—Federal Planning Factors Matrix

See Federal Planning Factors on preceding pages

		Planning Factor									
		A	B	C	D	E	F	G	H	I	J
		Economic vitality	Safety	Security	Accessibility & mobility	Protect the environment	Connect systems	Efficient operations	Preserve	Resilient	Tourism
7.2	First Coast Commuter Services	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
7.3	Transit Planning for the St. Augustine UA	✓		✓			✓	✓	✓		✓
7.4	SMART North Florida Coalition	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
7.5	Transportation Disadvantaged Planning		✓	✓	✓	✓	✓	✓			
7.7	JTA Premium Transit and Fixed Guideway Service	✓	✓	✓	✓	✓	✓	✓	✓		
7.8	JTA Transit Development Plan Update	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
7.9	JTA Transit Vision	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
7.10	JTA Develop Transit Educational Campaign				✓	✓	✓	✓			

Figure 2—Federal Planning Factors Matrix

See Federal Planning Factors on preceding pages

		Planning Factor									
		A	B	C	D	E	F	G	H	I	J
		Economic vitality	Safety	Security	Accessibility & mobility	Protect the environment	Connect systems	Efficient operations	Preserve	Resilient	Tourism
7.11	JTA General Transit and Regional Planning	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
7.12	JTA Sustainability Program							✓			
7.13	JTA Strategic Technology Plan	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
7.15	JTA Transit Oriented Development Planning		✓	✓	✓		✓				
7.16	JTA Transit Model Enhancements	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
7.17	JTA Organizational Improvement and Customer Focused Initiative	✓	✓	✓	✓	✓	✓	✓	✓		
7.18	JTA Transit t Asset Management Plan								✓		
7.19	JTA Operations Training Plan		✓	✓							

Figure 2—Federal Planning Factors Matrix

See *Federal Planning Factors* on preceding pages

		Planning Factor									
		A	B	C	D	E	F	G	H	I	J
		Economic vitality	Safety	Security	Accessibility & mobility	Protect the environment	Connect systems	Efficient operations	Preserve	Resilient	Tourism
7.20	JTA Automation Planning		✓	✓				✓			
7.21	JTA Transit Facilities, ADA and DBE Planning		✓		✓						
7.22	JTA Post COVID-19 Strategic Plan	✓	✓		✓						

Federal Emphasis Areas

There are no emphasis areas required by FHWA and FTA. TPOs have been directed instead to focus on performance based planning.

Florida Planning Emphasis Areas 2020

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.

Metropolitan Planning Organizations should consider the following four topics when updating their Unified Planning Work Plan.

Safety

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.

Since the MPOs are being asked to report on and monitor their progress against their adopted safety performance measures, MPOs need to account in their UPWP for the effort necessary to satisfy these federal requirements. Additionally, MPOs are encouraged to consider how to expand upon the level of analysis and reporting required by the performance measurement process to further study their unique safety challenges. This approach may include the identification of safety needs in the MPO’s LRTP or TIP, stand-alone safety studies for areas or corridors, or safety considerations within modal planning elements.

North Florida TPO

In November 2019 the North Florida TPO adopted Path Forward 2045, the regional Long Range Transportation Plan (LRTP). Both safety and security and related objectives, policies and performance measures are included in the plan and guided project prioritization. Concurrent with this effort the North Florida TPO also updated the Regional System Safety Plan. Federal safety performance measures and TPO adopted safety targets are addressed in both plans and in the related System Performance Plan. Together these plans will guide TPO decision making, particularly in developing the Annual List of Priority Projects and Transportation Improvement Program.

System Connectivity

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 MPOs, system connectivity should be considered within several contexts. First, MPOs should emphasize connectivity within their boundaries 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, MPOs should consider connectivity beyond their boundaries and emphasize continuity on those facilities that link their MPO to other metropolitan and non-urban or rural areas. Third, connectivity for MPOs should include 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.

North Florida TPO

The North Florida TPO regularly coordinates with local jurisdictions and independent transportation authorities both within and outside the TPO planning area boundary. All local governments and authorities as well as other state and local agencies are represented on the Technical Coordinating Committee. Baker, Flagler and Putnam County are non-voting members of the TPO Policy Board. The regional TRIP agency includes these counties, with voting representation on the agency board.

Resilience

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

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

North Florida TPO

The North Florida TPO addressed resilience and storm water impacts of surface transportation in Path Forward 2045, adopted November 2019. Goal 7 specifically addressed this as follows:

GOAL 7: CREATE RELIABLE AND RESILIENT MULTIMODAL INFRASTRUCTURE

A reliable and resilient multimodal transportation infrastructure provides accessible and diverse transportation options that ensure mobility, system preservation, supports evacuation needs, and addresses social equity.

The objectives for reliable and resilient multimodal infrastructure are listed below.

- **OBJECTIVE 7.1:** Incorporate climate risk in project planning, system preservation and maintenance and determine appropriate measures to mitigate risk or repurpose threatened facilities.
- **OBJECTIVE 7.2:** Provide reliable mobility access and minimize impact of disruptions to regional mobility.
- **OBJECTIVE 7.3:** Support regional evacuation needs as reflected in municipal Emergency Management Plans.
- **OBJECTIVE 7.4:** Address social equity in adaptation/resilience strategy implementation.

ACES (Automated/Connected/Electric/Shared-use) Vehicles

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, vehicle miles traveled (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, MPOs need to determine how best to address the challenges and opportunities presented to them by ACES vehicles.

North Florida TPO

The North Florida TPO addressed the coming disruption and the transition to ACES as follows:

GOAL 9: Ensure North Florida is Ready for Connected and Autonomous Vehicles and Internet of Things (IoT) Technologies that support transportation

The North Florida Region will continue to embrace emerging technologies, including connected and automated vehicles, Internet of Things (IoT) components and advanced data management and analytics, preparing the transportation infrastructure in the region for these advances in transportation technology.

FDOT's Office of Policy Planning has recently developed "Guidance for Assessing Planning Impacts and Opportunities of Automated, Connected, Electric and Shared-Use (ACES) Vehicles" that outlines 33 elements that Transportation Planning Organizations (TPO's) in Florida should consider in their short, medium and long-range planning. These elements should be adopted by the TPO in future work efforts.

The objectives to ensure North Florida is ready for Connected and Autonomous Vehicles (CAV) and IoT technologies are listed below.

- **OBJECTIVE 9.1:** Deploy a regional data exchange
- **OBJECTIVE 9.2:** Prepare infrastructure for connected and automated vehicles
- **OBJECTIVE 9.3:** Implement cybersecurity measures and best practices throughout the system to protect user privacy and data and to ensure safe operations.
- **OBJECTIVE 9.4:** Develop and implement policies that support connected and automated vehicles.
- **OBJECTIVE 9.5:** Deploy strategies to support First Mile/Last Mile travel options.
- **OBJECTIVE 9.6:** Incorporate CAV into the North Florida Travel Demand Model
- **OBJECTIVE 9.7:** Implement scenario planning activities surrounding Connected, Automated, Electric and Shared vehicles to determine the impacts on network usage, funding and other performance measures.
- **OBJECTIVE 9.8:** Consider Autonomous Vehicle only lanes or zones to support enhanced mobility opportunities resulting from automated vehicles.

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Section 1—Administration

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Task 1.1 – Program Administration

Responsible Agency

North Florida Transportation Planning Organization

Purpose

To manage the day to day operations of the agency and carry out the continuous, cooperative and comprehensive planning process for the metropolitan planning area.

Previous Work

Prepare and distribute planning documents. Technical assistance and preparation of documents for the TPO Board and committees. Coordination with federal, state and local partners. Preparation of contracts, agreements and certification documents. Attendance at workshops and training.

Required Activities

- Technical assistance and staff support to TPO Policy Board and Committees
- Prepare and distribute TPO materials (agenda packages, meeting minutes, resolutions, plans and documents)
- Coordination with partner agencies including FDOT and staff support for joint meetings
- Prepared and participate in annual Joint State TPO Certification and quadrennial TMA Certification
- Prepare and submit progress reports and invoices
- Review and update agreement and TPO administrative documents
- Maintain financial records
- Regular update of the North Florida TPO's Continuity of Operations Plan (COOP)
- TPO Staff and Board member travel and participation at general trainings, conferences and meetings including MPOAC and Model Task Force
- Selecting and managing consultant support
- Purchase office supplies, postage and equipment

Task 1.1 – Program Administration

Responsible Agency

North Florida Transportation Planning Organization

- Legal services
- New member training, educational workshops and events
- Personnel Administration
- Administration and ITS Support Services Agreement

Milestones/End Product/Target Dates

- Monthly meetings of the TPO board and committees with the exception of January and July
- Annual Joint State-TPO Certification with submission in May 2020 and 2021
- Sound fiscal practices including monthly invoicing and progress reports
- Participate in MPOAC and Model Task Force Meetings (travel funded by Task 1.3)
- Ongoing maintenance of financial records
- Training for board and committee members provided as needed
- Acquire legal services when needed

Task 1.1-Program Administration FISCAL YEAR 2020/21

Budget Category	FHWA (PL)	FY 2020 Carryforward FTA 5305(d)			FFY 21 FTA 5305(d)		Local Assessment	TOTAL
		FTA 5305(d) (80%)	FTA State Match (10%)	FTA Local Match (10%)	Federal (80%)	Soft Match (20%)		
a. Personnel Services	450,000	80,000	10,000	10,000	126,144	31,536	80,000	787,680
b. Consultant Services	-	-	-	-	-	-	-	-
c. Other Direct Services								
Support								
Administrative/IT	30,000	-	-	-	-	-	-	30,000
Advertising	10,000	-	-	-	-	-	-	10,000
Building Expenses	30,000	-	-	-	-	-	15,000	45,000
Equipment	-	-	-	-	-	-	15,000	15,000
Equipment Rental	30,000	-	-	-	-	-	-	30,000
Insurance	30,000	-	-	-	-	-	-	30,000
Legal Services	-	-	-	-	-	-	50,000	50,000
Meetings	-	-	-	-	-	-	10,000	10,000
Memberships	-	-	-	-	-	-	-	-
Office Supplies	10,000	-	-	-	-	-	15,000	25,000
Payroll Processing	10,000	-	-	-	-	-	-	10,000
Fees								
Postage	-	-	-	-	-	-	-	-
Printing/Copying	5,000	-	-	-	-	-	5,000	10,000
Software	10,000	-	-	-	-	-	5,000	15,000
Maintenance								
Telephone	5,000	-	-	-	-	-	2,155	7,155
Utilities	12,000	-	-	-	-	-	-	12,000
Total Other Direct Services	182,000	-	-	-	-	-	117,155	299,155
GRAND TOTAL	632,000	80,000	10,000	10,000	126,144	31,536	197,155	1,086,835

August 13, 2020- Amendment #2- Reallocating \$42,320.00 (\$33,856 Federal, \$4,232 State Match, \$4,232 Local Match) to Task 7.3 Transit Planning for St. Augustine UA

February 11, 2021- Modification #3 Replacing the 10% Local and 10% State hard match with a 20 % soft match using toll credits.

March 19, 2021- Modification#5: Reallocating \$75,000 from Task 1.1 to Task 7.4

Task 1.1-Program Administration

FISCAL YEAR 2021/22

Budget Category	FHWA (PL)	FTA 5305d	FTA State Match	FTA Local Match	Local Assessment	TOTAL
	+	160,000	20,000	20,000	80,000	750,000
	+					
a. Personnel Services	+					
b. Consultant Services	-	-	-	-	-	-
c. Other Direct Services						
Administrative/IT Support	30,000	-	-	-	-	30,000
Advertising	10,000	-	-	-	-	10,000
Building Expenses	30,000	-	-	-	15,000	45,000
Equipment	-	-	-	-	15,000	15,000
Equipment Rental	30,000	-	-	-	-	30,000
Insurance	30,000	-	-	-	-	30,000
Legal Services	-	-	-	-	50,000	50,000
Meetings	-	-	-	-	10,000	10,000
Memberships	-	-	-	-	-	20,000
Office Supplies	10,000	-	-	-	15,000	25,000
Payroll Processing Fees	10,000	-	-	-	-	10,000
Postage	-	-	-	-	-	
Printing/Copying	5,000	-	-	-	5,000	10,000
Software Maintenance	10,000	-	-	-	5,000	15,000
Telephone	5,000	-	-	-	2,155	7,155
Utilities	12,000	-	-	-	-	12,000
Total Other Direct Services	182,000	-	-	-	117,155	354,155
GRAND TOTAL	632,000	160,000	20,000	20,000	272,155	1,104,155

Task 1.3—Travel/Training

Responsible Agency

North Florida Transportation Planning Organization

Purpose

To insure staff remains up-to-date with state and federal planning regulations, planning tools and procedures by attending workshops, training, seminars, conferences and taking colleges courses. This task is funded entirely with local funds.

Previous Work

Travel to regular meetings of the Florida Metropolitan Planning Advisory Council (MPOAC), the annual meeting of the Association of Metropolitan of Metropolitan Planning Organizations (AMPO), the Annual Conference of the Florida Commission for the Transportation Disadvantaged, FDOT statewide meetings and training, FHWA and FTA training and other pertinent meetings, training and conferences.

Required Activities

- Travel to MPOAC meetings
- Member travel to MPOAC meetings and MPOAC Institute (elected officials training)
- Travel to annual Florida Transportation Disadvantaged Commission Conference
- Travel to other related conferences, seminars, workshops and training including the Annual Conference of the Association of Metropolitan Planning Organizations (AMPO), FDOT statewide meetings and trainings, FHWA and FTA training.

Milestones/End Products/Target Dates

- Regular attendance at MPOAC Meetings
- Participation in the MPOAC Institute by 2 Board members annually
- Annual attendance of the AMPO Conferences
- Annual attendance of the TD Conferences

Task 1.3—Travel/Training

Responsible Agency

North Florida Transportation Planning Organization

Milestones/End Products/Target Dates

- Annual attendance of the Florida Model Task Force Meeting
- Other meetings, trainings and conferences

Task 1.3-Travel/Training
FISCAL YEAR 2020/21

Budget Category	Local Assessment	TOTAL
a. Personnel Services	25,000	25,000
b. Consultant Services	-	-
c. Other Direct Services	25,000	25,000
Total Other Direct Services	25,000	25,000
GRAND TOTAL	50,000	50,000

Task 1.3-Travel/Training
FISCAL YEAR 2021/22

Budget Category	Local Assessment	TOTAL
a. Personnel Services	25,000	25,000
b. Consultant Services	-	-
c. Other Direct Services	25,000	25,000
Total Other Direct Services	25,000	25,000
GRAND TOTAL	50,000	50,000

Task 1.4—Unified Planning Work Program

Responsible Agency

North Florida Transportation Planning Organization

Purpose

To develop the Unified Planning Work Program (UPWP) and amend as needed.

Previous Work

Unified Planning Work Program for Fiscal Year 2018/19 through 2019/20

Required Activities

- Coordinate with JTA to update tasks
- Solicit new tasks from member agencies, board and committee members and the public
- Review and incorporate state and federal emphasis areas
- Hold a public meeting prior to adoption
- Update metropolitan planning agreement

Milestones/End Products/Target Dates

- Request studies from cities, counties and the general public, December 2020, 2021
- Prepare list of requested studies for presentation to the Board and Committees in February 2021, 2022
- Draft UPWP, April 2021 for presentation to the Board and Committees for adoption in May or June 2021
- Draft UPWP, March 15, 2022, draft for presentation to Board and Committees in April for adoption in May or June 2022
- Update of the Metropolitan Planning Agreement, action concurrent with adoption of the UPWP in 2021 and 2022
- Transmission of the adopted documents to FDOT subsequent to adoption
- Public meeting in May concurrent with the meeting for the TIP

Task 1.4 Unified Planning Work Program

FISCAL YEAR 2020/21

Budget Category	FHWA (PL)	FY2020 Carryforward FTA 5305(d)			FFY 21 FTA 5305(d)		TOTAL
		Federal (80%)	State Match (10%)	Local Match (10%)	Federal (80%)	Soft Match (20%)	
a. Personnel Services	20,000	40,000	5,000	5,000	24,000	6,000	100,000
b. Consultant Services	-	-	-	-	-	-	-
c. Other Direct Services	-	-	-	-	-	-	-
Total Other Direct Services	-	-	-	-	-	-	-
GRAND TOTAL	20,000	40,000	5,000	5,000	24,000	6,000	100,000

February 11, 2021- Modification #3 Replacing the 10% Local and 10% State hard match with a 20 % soft match using toll credits.

Task 1.4-Unified Planning Work Program

FISCAL YEAR 2021/22

Budget Category	FHWA (PL)	FTA 5305d	FTA State Match	FTA Local Match	TOTAL
a. Personnel Services	20,000	24,000	3,000	3,000	50,000
b. Consultant Services	-	-	-	-	-
c. Other Direct Services	-	-	-	-	-
Total Other Direct Services	-	-	-	-	-
GRAND TOTAL	20,000	24,000	3,000	3,000	50,000

Task 1.5—General Consultant Services

Responsible Agency

North Florida Transportation Planning Organization

Purpose

Provide technical planning services, as needed, to supplement the efforts of the North Florida TPO staff. Funding is maintained in this task to allow the North Florida TPO to respond to unanticipated study requests and to supplement staff efforts when needed. All work is by work task order.

Previous Work

The TPO circulated a Request for Proposal (RFP) in the first quarter of 2017 for General Consultant Services, completing the procurement process in July 2017 with the selection of Atkins, England Thims & Miller, HNTB and RS&H. These are annual contracts with 4 renewals.

Required Activities

Supplemental planning services by work task order.

Milestones/End Products/Target Dates

- Work task orders as needed in Fiscal Years 2020/21 and 2021/22 with completion by the end of the fiscal year. Any funding remaining will be de-obligated.

Task 1.5 General Consultant Services
FISCAL YEAR 2020/21

Budget Category	FHWA (PL)	FHWA (SU)	FHWA (CM)	FY 2020 Carryforward FTA 5305(d)			TOTAL
				Federal (80%)	State Match (10%)	Local Match (10%)	
a. Personnel Services	-	-	-	-	-	-	-
b. Consultant Services	15,485	265,959	111,135	67,193	8,399	8,399	476,570
c. Other Direct Services	-	-	-	-	-	-	-
Total Other Direct Services	-	-	-	-	-	-	-
GRAND TOTAL	15,485	265,959*	111,135*	67,193	8,399	8,399	476,570

August 13, 2020- Amendment #2- Reallocating \$7,680.00 (\$6,144 Federal, \$768 State Match, \$768 Local Match) to Task 7.3 Transit Planning for St. Augustine UA
 Reallocating \$35,000 SU Funding from Task 5.32 Clay County Pavement Management Pilot Study

March 11, 2021- Amendment #4- Encumbering \$142,625 of SU funds and \$31,117 of CM funds from FY 2018/19- FY 2019/20 UPWP

Task 1.5-General Consultant Services
FISCAL YEAR 2021/22

Budget Category	FHWA (PL)	FHWA (SU)	FHWA (CM)	FTA 5305d	FTA State Match	FTA Local Match	TOTAL
a. Personnel Services	-	-	-	-	-	-	-
b. Consultant Services	75,874	35,959	6,135	106,144	13,268	13,268	250,648
c. Other Direct Services	-	-	-	-	-	-	-
Total Other Direct Services	-	-	-	-	-	-	-
GRAND TOTAL	75,874	35,959	6,135	106,144	5,768	13,268	250,648

Task 1.6—Annual Audit

Responsible Agency

North Florida Transportation Planning Organization

Purpose

To provide an annual audit of the North Florida TPO to demonstrate compliance with federal and state regulations regarding the management and expenditure of FHWA (PL), FTA 5306(d) and FDOT funds.

Previous Work

Annual Audit competed in March 2020.

Required Activities

- A qualified auditor will be employed to perform the audit in accordance with the minimum schedule.
- The audit will meet Federal Management Regulations and comply with the Budget Super Circular requirements.
- Present the audit to the Finance Committee of the TPO Board.

Milestones/End Product/Target Dates

- Following closeout of the fiscal year the Chief Financial Officer will forward all relevant financial documents to the auditor
- Draft audit prepared by the auditor and forwarded to the Chief Financial Officer and Executive Director for review and comment
- Audit presented to the Finance Committee by the end of calendar year 2021, 2022

Task 1.6-Annual Audit
FISCAL YEAR 2020/21

Budget Category	Local Assessment	TOTAL
a. Personnel Services	5,000	5,000
b. Consultant Services	20,000	20,000
c. Other Direct Services	-	-
Total Other Direct Services	-	-
GRAND TOTAL	25,000	25,000

Task 1.6-Annual Audit
FISCAL YEAR 2021/22

Budget Category	Local Assessment	TOTAL
a. Personnel Services	5,000	5,000
b. Consultant Services	20,000	20,000
c. Other Direct Services	-	-
Total Other Direct Services	-	-
GRAND TOTAL	25,000	25,000

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Section 2—Data Collection

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Task 2.1 – Data Analytic Platforms Update

Responsible Agency

North Florida Transportation Planning Organization

Purpose

To update and enhance transportation planning data analytics tool maintained by the TPO to assist in planning tools and regional collaboration. All work activities will be by work task order.

Previous Work

As part of the following prior projects, data analytics, sharing and collaboration tools were developed and enhanced.

- 2016/17 Smart Region Master Plan
- 2017/2018 Integrated Data Exchange
- 2018/18 Congestion Management Process
- 2019/20 Project Inventory System
- 2019/20 Mobility for the Underserved
- 2019/20 2045 Long Range Transportation Plan

Required Activities

Could include the following:

- Add new data sources that may include
 - Census Data
 - Florida Geographic Data Library System data
 - Project studies
 - Annual traffic data reports
 - Annual safety data

Task 2.1 – Data Analytic Platforms Update *Continued*

- Pavement management systems on non-state roads for local agencies
- Transit data provided by JTA
- Real-time TSM&O data
- Data from Transportation Network Companies such as Uber and Lyft
- Develop or enhance specific use cases that may include:
 - Congestion Management Process Annual Mobility Report
 - Mobility for the Underserved
 - Smart St. Augustine
 - Smart Parking in the Jacksonville Beaches
 - Support for studies and project development activities

Milestones/End Products/Target Dates

- Ongoing data collection and addition of new data sources
- Ongoing maintenance and update of the CMS dashboard including the addition of predictive analytics where appropriate and when sufficient data is available
- Annually update traffic count data
- Annually update performance data for FHWA performance measures/targets
- Annually update project inventory tool and TIP tools

Task 2.1-Data Analytics Platforms Update
FISCAL YEAR 2020/21

Budget Category	FFY 21 FTA 5305(d)			TOTAL
	FHWA (SU)	Federal (80%)	Soft Match (20%)	
a. Personnel Services	-	-	-	-
b. Consultant Services	200,000	40,000	10,000	250,000
c. Other Direct Services	-	-	-	-
Total Other Direct Services	-	-	-	-
GRAND TOTAL	200,000	40,000	10,000	250,000

February 11, 2021- Modification #3 Replacing the 10% Local and 10% State hard match with a 20 % soft match using toll credits.

Task 2.1 Data Analytics Platform Update
FISCAL YEAR 2021/22

Budget Category	FHWA (SU)	FTA 5305d	FTA State Match	FTA Local Match	TOTAL
a. Personnel Services	-	-	-	-	-
b. Consultant Services	200,000	40,000	5,000	5,000	250,000
c. Other Direct Services	-	-	-	-	-
Total Other Direct Services	-	-	-	-	-
GRAND TOTAL	200,000	40,000	5,000	5,000	250,000

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Section 3—Transportation Improvement Program

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Task 3.1 – Transportation Improvement Program

Responsible Agency

North Florida Transportation Planning Organization

Purpose

Develop a short-range multi-jurisdictional transportation improvement program to implement the adopted Long-Range Transportation Plan.

Previous Work

Developed the FY 2019/20 through 2023/24 Transportation Improvement Program (TIP) adopted June 20, 2019.

Required Activities

- Review projects proposed by local jurisdictions, member agencies and authorities and the Florida Department of Transportation (includes download of FDOT 5-Year Work Program)
- Review for consistency with Congestion Management Process and adopted Long Range Transportation Plan
- Incorporate performance measures/targets
- Coordinate with Data Transfer Solutions (consultant) to develop web-based TIP
- Present DRAFT document to local governments
- Public meeting

Milestones/End Products/Target Dates

- Draft sections for the TIP for review by the TPO Board and Committees in April 2021 and April 2022
- Public presentations to local governments including county commissions and city councils, advisory committees and the public throughout the months of April and May
- Draft TIP presented to the TPO Board and Committees, May 2021 and May 2022

Task 3.1 – Transportation Improvement Program

Responsible Agency

North Florida Transportation Planning Organization

Milestones/End Products/Target Dates

- Public meeting, May 2021 and May 2022
- Adoption June 2021 and June 2022 with transmittal to FDOT thereafter

Task 3.1-Transportation Improvement Program
FISCAL YEAR 2020/21

Budget Category	FHWA (PL)	FFY 21 FTA 5305 (d)		TOTAL
		Federal (80%)	Soft Match (20%)	
a. Personnel Services	30,000	12,000	3,000	45,000
b. Consultant Services	9,600	-	-	9,600
c. Other Direct Services	-	-	-	-
Total Other Direct Services	-	-	-	-
GRAND TOTAL	39,600	12,000	3,000	54,600

February 11, 2021- Modification #3 Replacing the 10% Local and 10% State hard match with a 20 % soft match using toll credits.

Task 3.1-Transportation Improvement Program
FISCAL YEAR 2021/22

Budget Category	FHWA (PL)	FTA 5305d	FTA State Match	FTA Local Match	TOTAL
a. Personnel Services	30,000	12,000	1,500	1,500	45,000
b. Consultant Services	9,600	-	-	-	9,600
c. Other Direct Services	-	-	-	-	-
Total Other Direct Services	-	-	-	-	-
GRAND TOTAL	39,600	12,000	1,500	1,500	54,600

Task 3.2—Annual List of Priority Projects

Responsible Agency

North Florida Transportation Planning Organization

Purpose

Establish project priorities to guide the Florida Department of Transportation (FDOT) in programming federal transportation funding in the new fifth year of the FDOT 5-Year Work Program.

Previous Work

2018 Annual List of Priority Projects

Required Activities

Coordinate with member local governments and authorities to identify and prioritize projects.

Milestone/End Products/Target Dates

- Request priority projects from local governments and authorities in December 2020, 2021
- Present a draft List of Priority Projects to the TPO Board and Committees in February 2021, 2022
- Adopt the List of Priority Projects in March 2021, 2022 and transmit to FDOT

Task 3.2-List of Priority Projects
FISCAL YEAR 2020/21

Budget Category	FHWA (PL)	TOTAL
a. Personnel Services	5,000	5,000
b. Consultant Services	-	-
c. Other Direct Services	-	-
Total Other Direct Services	-	-
GRAND TOTAL	5,000	5,000

Task 3.2-List of Priority Projects
FISCAL YEAR 2021/22

Budget Category	FHWA (PL)	TOTAL
a. Personnel Services	5,000	5,000
b. Consultant Services	-	-
c. Other Direct Services	-	-
Total Other Direct Services	-	-
GRAND TOTAL	5,000	5,000

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Section 4—Long Range Transportation Plan

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Task 4.1 – GIS/Model Update/Maintenance

Responsible Agency

North Florida Transportation Planning Organization

Purpose

Update and maintain a geographical information system (GIS) and travel demand modeling tools.

Previous Work

- The model including all socio-economic data, analysis years and data were updated for the 2045 Long Range Transportation Plan Update.
- CUBE code was cleaned to reduce run time.
- DAYSIM was modified to allow testing of AV and shared mobility scenarios.

Required Activities

- Frequent review and update of model networks and databases
- Develop maps as needed
- Technical support to model users
- Maintain/update model wiki page
- Provide training for model users
- Model update and enhancement

Milestones/End Products/Target Dates

- Respond to questions from and assist model users as needed
- Develop a scope of work for model enhancements and execute a work task order for completion by June 2021, 2022
- Maintain and update the wiki page when changes following model enhancements
- Provide training for model users when needed, if consultant services are required a work task order will be issued for completion by June 2021/ June 2022

Task 4.1 – GIS/Model Update/Maintenance

Responsible Agency

North Florida Transportation Planning Organization

Milestones/End Products/Target Dates

- Respond to request from staff and the public for GIS maps

Task 4.1-GIS/Model Update Maintenance

FISCAL YEAR 2020/21

Budget Category	FHWA (PL)	FFY 21 FTA 5305(d)		TOTAL
		Federal (80%)	Soft Match (20%)	
a. Personnel Services	50,000	56,000	14,000	120,000
b. Consultant Services	100,000	-	-	100,000
c. Other Direct Services				-
Software Maintenance	500	-	-	500
Total Other Direct Services	500	-	-	500
GRAND TOTAL	150,500	56,000	14,000	220,500

February 11, 2021- Modification #3 Replacing the 10% Local and 10% State hard match with a 20 % soft match using toll credits.

Task 4.1-GIS/Model Update Maintenance

FISCAL YEAR 2021/22

Budget Category	FHWA (PL)	FTA 5305d	FTA State Match	FTA Local Match	TOTAL
a. Personnel Services	50,000	56,000	7,000	7,000	120,000
b. Consultant Services	50,000	-	-	-	50,000
c. Other Direct Services					-
Software Maintenance	500	-	-	-	500
Total Other Direct Services	500	-	-	-	500
GRAND TOTAL	100,500	56,000	7,000	7,000	170,500

Task 4.2—Establishing Performance Targets

Responsible Agency

North Florida Transportation Planning Organization

Purpose

To adopt performance targets for safety, system performance, and bridge and pavement condition and update when required.

Previous Work

The North Florida TPO has adopted all required performance targets. Performance data is maintained in the CMS Database/Dashboard and reported each year in the Annual Mobility Report.

Required Activities

Coordinate with FDOT and transit agencies in target setting/updating. In FY 2020/21 the North Florida TPO will adopt Public Transit Agency Safety Plan (PTASP) targets.

Milestone/End Products/Target Dates

- Adopt PTASP within 90 days of adoption of targets by the Jacksonville Transportation Authority, Sunshine Bus/St. Johns County and FDOT
- Update targets as needed

Task 4.2-Establishing Performance Targets

FISCAL YEAR 2020/21

Budget Category	FHWA (SU)	TOTAL
a. Personnel Services	5,000	5,000
b. Consultant Services	-	-
c. Other Direct Services	-	-
Total Other Direct Services	-	-
GRAND TOTAL	5,000	5,000

Task 4.2-Establishing Performance Targets

FISCAL YEAR 2021/22

Budget Category	FHWA (SU)	TOTAL
a. Personnel Services	5,000	5,000
b. Consultant Services	-	-
c. Other Direct Services	-	-
Total Other Direct Services	-	-
GRAND TOTAL	5,000	5,000

Task 4.3—2045 Long Range Transportation Plan Amendments and Modifications

Responsible Agency

North Florida Transportation Planning Organization

Purpose

The 2045 Long Range Transportation Plan was adopted November 14, 2019. The 2050 Long Range Transportation Plan will be adopted in 2024. No amendments are planned, but should the need arise all work will be billed to this task.

Previous Work

The 2045 Long Range Transportation Plan was adopted November 14, 2019.

Required Activities

Depending on the nature and timing of the amendment additional modeling may be required. The extent of public involvement will depend on the number of counties impacted by the proposed change.

Milestones/End Products/Target Dates

The North Florida TPO adopted Path Forward 2045 November 14, 2019. No amendments are anticipated in FY 2020/21 or 2022. The plan will only be amended if needed.

Task 4.3 2045-LRTP Plan Amendments and Modifications

FISCAL YEAR 2020/21

Budget Category	FHWA (SU)	TOTAL
a. Personnel Services	10,000	10,000
b. Consultant Services	-	-
c. Other Direct Services	-	-
Total Other Direct Services	-	-
GRAND TOTAL	10,000	10,000

Task 4.3-2045 LRTP Plan Amendments and Modifications

FISCAL YEAR 2021/22

Budget Category	FHWA (SU)	TOTAL
a. Personnel Services	10,000	10,000
b. Consultant Services	-	-
c. Other Direct Services	-	-
Total Other Direct Services	-	-
GRAND TOTAL	10,000	10,000

Task 4.4—Efficient Transportation Decision Making Process

Responsible Agency

North Florida Transportation Planning Organization

Purpose

To integrate FDOT's Efficient Transportation Decision Making Process (ETDM) in the North Florida TPO's transportation planning process.

Previous Work

Staff participated in the ETDM process.

Required Activities

Review and comment on potential socio-cultural effects of candidate transportation projects based on available information.

Milestones/End Products/Target Dates

Staff will comment on FDOT submissions as needed in FY 2020/21 and 2021/22

Task 4.4-Efficient Transportation Decision Making

FISCAL YEAR 2020/21

Budget Category	FHWA (PL)	TOTAL
a. Personnel Services	5,000	5,000
b. Consultant Services	-	-
c. Other Direct Services	-	-
Total Other Direct Services	-	-
GRAND TOTAL	5,000	5,000

Task 4.4-Efficient Transportation Decision Making

FISCAL YEAR 2021/22

Budget Category	FHWA (PL)	TOTAL
a. Personnel Services	5,000	5,000
b. Consultant Services	-	-
c. Other Direct Services	-	-
Total Other Direct Services	-	-
GRAND TOTAL	5,000	5,000

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Section 5—Special Projects

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Task 5.1 – Annual Mobility Report

Responsible Agency

North Florida Transportation Planning Organization

Purpose

To develop the TPO's Annual Mobility Report as part of the continuing congestion management process.

Previous Work

In FY 2012/13 the TPO did an extensive update of the Congestion Management Process and created a format for the Annual Mobility Report. In each subsequent year an Annual Mobility Report has been produced.

Required Activities

- Use FDOT's Mobility Performance Measures tool, BlueToad database and other relevant data to update the mobility performance status of key corridors in the region. Analyze vehicle probe data and other available data sources to assess reliability. Implement FAST Act performance measures adopted by FHWA for systems performance.

Milestones/End Products/Target Dates

- Draft document for review March 2021, 2022
- Final document for publication and posting June 2021, 2022

Task 5.1 Annual Mobility Report
FISCAL YEAR 2020/21

Budget Category	FHWA (SU)	FFY 21 FTA 5305(d)		TOTAL
		Federal (80%)	Soft Match (20%)	
a. Personnel Services	-	-	-	-
b. Consultant Services	50,000	20,000	5,000	75,000
c. Other Direct Services	-	-	-	-
Total Other Direct Services	-	-	-	-
GRAND TOTAL	50,000	20,000	5,000	75,000

February 11, 2021- Modification #3 Replacing the 10% Local and 10% State hard match with a 20 % soft match using toll credits.

Task 5.1 Annual Mobility Report
FISCAL YEAR 2021/22

Budget Category	FHWA (SU)	FTA 5305d	FTA Match		TOTAL
			FTA State Match	FTA Local Match	
a. Personnel Services	-	-	-	-	-
b. Consultant Services	75,000				75,000
c. Other Direct Services	-	-	-	-	-
Total Other Direct Services	-	-	-	-	-
GRAND TOTAL	75,000				75,000

Task 5.2—A1A/Anastasia Boulevard (St. Johns County) Speed Management by Design Study

Responsible Agency

North Florida Transportation Planning Organization

Purpose

To explore design concepts to enhance safety for bicyclists, pedestrians and motorists on Anastasia Boulevard from Red Cox Road to SR 312.

Previous Work

No previous work

Required Activities

- Review crash history
- Consider existing and proposed development in the corridor including the Amphitheatre and address access management
- Identify design alternatives to manage speed, speeding is a problem in the corridor
- Suggest safety improvements at the intersection of Red Cox/A1A/Old Quarry
- Examine the operation of the slip lanes on SR 312 and impacts for pedestrians and bicyclists.
- Community outreach

Milestones/End Products/Target Dates

- Public outreach consistent with the Public Participation Plan, Fall 2020
- Draft document for review March 2021
- Final document for publication and posting June 2021

Task 5.2-A1A/Anastasia Boulevard (St. Johns County) Speed Management by Design Study

FISCAL YEAR 2020/21

Budget Category	FHWA (SU)	Other (St. Johns County)	TOTAL
a. Personnel Services	-	-	-
b. Consultant Services	50,000	50,000	100,000
c. Other Direct Services	-	-	-
Total Other Direct Services	-	-	-
GRAND TOTAL	50,000	50,000	100,000

Task 5.3—A1A/Anastasia Boulevard (St. Augustine) Complete Streets Study

Responsible Agency

North Florida Transportation Planning Organization

Purpose

To identify context sensitive/complete street solutions to improve the safety and performance of Anastasia Boulevard from the Bridge of Lions to Red Cox Road for pedestrians, bicyclists and motorist.

Previous Work

St. Augustine Mobility Institute

Required Activities

- Review the recommendations of the St. Augustine Mobility Institute
- Review FDOT Complete Street Guidance and North Florida TPO Context Sensitive Streets Guidelines
- Review crash data for the corridor
- Identify feasible improvements
- Coordinate with the City of St. Augustine for public outreach

Milestones/End Products/Target Dates

- Public outreach consistent with the Public Participation Plan, Fall 2020
- Draft document for review March 2021
- Final document for publication and posting June 2021

Task 5.3 A1A/Anastasia Boulevard (St. Augustine) Complete Street Study
FISCAL YEAR 2020/21

Budget Category	FHWA (SU)	FFY 21 FTA 5305(d)		TOTAL
		Federal (80%)	Soft Match (20%)	
a. Personnel Services	-	-	-	-
b. Consultant Services	75,000	20,000	5,000	100,000
c. Other Direct Services	-	-	-	-
Total Other Direct Services	-	-	-	-
GRAND TOTAL	75,000	20,000	5,000	100,000

February 11, 2021- Modification #3 Replacing the 10% Local and 10% State hard match with a 20 % soft match using toll credits.

Task 5.4—Hodges Boulevard (Jacksonville) Corridor Study

Responsible Agency

North Florida Transportation Planning Organization

Purpose

To recommend safety, operational and access management improvements for Hodges Boulevard from Atlantic Boulevard to J. Turner Butler Boulevard.

Previous Studies

No previous studies for this corridor.

Required Activities

- Review crash history in the corridor
- Identify existing and proposed development in the corridor and address related access management issues
- Identify feasible strategies to improve the safety and performance of the corridor for all users
- Public outreach coordinated with the City of Jacksonville

Milestones/End Products/Target Dates

- Public outreach consistent with the Public Participation Plan, Fall 2020
- Draft document for review March 2021
- Final document for publication and posting June 2021

5.4 Hodges Boulevard (Jacksonville) Corridor Study

FISCAL YEAR 2020/21

Budget Category	FHWA (SU)	FFY21 FTA 5305(d)		TOTAL
		Federal (80%)	Soft Match (20%)	
a. Personnel Services	-	-	-	-
b. Consultant Services	75,000	20,000	5,000	100,000
c. Other Direct Services	-	-	-	-
Total Other Direct Services	-	-	-	-
GRAND TOTAL	75,000	20,000	5,000	100,000

February 11, 2021- Modification #3 Replacing the 10% Local and 10% State hard match with a 20 % soft match using toll credits.

Task 5.5—JAXPORT Origin/Destination Study

Responsible Agency

North Florida Transportation Planning Organization

Purpose

To use BlueToad/Bluetooth devices to track the movement of trucks/containers from the Blount Island, Dames Point and Talleyrand Marine Terminals to intermodal rail facilities in the region and identify key routes used to move into, through and out of the region. Ongoing maintenance of these routes will be critical for continued freight movement.

Previous Work

The North Florida Freight, Logistics and Intermodal Framework Plan, 2012

Required Activities

Use fixed and temporary BlueToad devices to analyze truck movements.

Milestones/End Products/Target Dates

- Draft document for review March 2021
- Final document for publication and posting June 2021

Task 5.5-JAXPORT Origin-Destination Study

FISCAL YEAR 2020/21

Budget Category	FHWA (PL)	TOTAL
a. Personnel Services	-	-
b. Consultant Services	75,000	75,000
c. Other Direct Services	-	-
Total Other Direct Services	-	-
GRAND TOTAL	75,000	75,000

Task 5.6—Radar Road Extension (Clay County) Feasibility Study

Responsible Agency

North Florida Transportation Planning Organization

Purpose

To determine the feasibility of extending Radar Road from US 17 to Town Center Parkway and the potential to reduce traffic impacts of anticipated development in the area.

Previous Work

No previous work

Required Activities

- Use NERPM-AB to determine traffic impacts in 2030 and 2045
- Evaluate the intersection of US 17 and Radar Road for signalization
- Coordinate with Clay County for public outreach

Milestones/End Products/Target Dates

- Public outreach consistent with the Public Participation Plan, Fall 2020
- Draft document for review March 2021
- Final document for publication and posting June 2021

Task 5.6 Radar Road Extension (Clay County) Feasibility Study
FISCAL YEAR 2020/21

Budget Category	FHWA (PL)	FHWA (SU)	TOTAL
a. Personnel Services	-	-	-
b. Consultant Services	75,000	25,000	100,000
c. Other Direct Services	-	-	-
Total Other Direct Services	-	-	-
GRAND TOTAL	75,000	25,000	100,000

Task 5.7 – Parental Home Road (Jacksonville) Corridor Study

Responsible Agency

North Florida Transportation Planning Organization

Purpose

To recommend safety, operational and access management improvements for Parental Home Road from Beach Boulevard to Bowden Road.

Previous Studies

No previous studies for this corridor.

Required Activities

- Review crash history in the corridor
- Identify existing and proposed development in the corridor and address related access management issues
- Identify feasible strategies to improve the safety and performance of the corridor for all users
- Coordinate with the City of Jacksonville for public outreach

Milestones/End Products/Target Dates

- Public outreach consistent with the Public Participation Plan, Fall 2020
- Draft document for review March 2021
- Final document for publication and posting June 2021

Task 5.7-Parental Home Road (Jacksonville) Corridor Study

FISCAL YEAR 2020/21

Budget Category	FHWA (PL)	FFY21 FTA 5305(d)		TOTAL
		Federal (80%)	Soft Match (20%)	
a. Personnel Services	-	-	-	-
b. Consultant Services	50,000	20,000	5,000	75,000
c. Other Direct Services	-	-	-	-
Total Other Direct Services	-	-	-	-
GRAND TOTAL	50,000	20,000	5,000	75,000

February 11, 2021- Modification #3 Replacing the 10% Local and 10% State hard match with a 20 % soft match using toll credits.

Task 5.8—SR A1A (NS Mayport) Resiliency Study

Responsible Agency

North Florida Transportation Planning Organization

Purpose

To identify resiliency strategies for SR A1A from Wonderwood Road to the commercial gate at NS Mayport.

Previous Work

Resiliency and Vulnerability Study, 2019

Required Activities

- Coordinate with FDOT to thoroughly review risks and vulnerabilities in the corridor and identify mitigation strategies to prolong the useful life of the road.
- Coordinate with the US Navy and City of Jacksonville for public outreach

Milestones/End Products/Target Dates

- Public outreach consistent with the Public Participation Plan, Fall 2020
- Draft document for review March 2021
- Final document for publication and posting June 2021

Task 5.8 SR A1A (NS Mayport) Resiliency Study
FISCAL YEAR 2020/21

Budget Category	FHWA (SU)	TOTAL
a. Personnel Services	-	-
b. Consultant Services	100,000	100,000
c. Other Direct Services	-	-
Total Other Direct Services	-	-
GRAND TOTAL	100,000	100,000

Task 5.9 – 14th Street (Nassau County) Bicycle and Pedestrian Safety Study

Responsible Agency

North Florida Transportation Planning Organization

Purpose

To identify potential enhancements to improve safety for bicyclist, pedestrians and motorists on 14th Street in Nassau County from Amelia Island Parkway to north of Atlantic.

Previous Work

No previous studies on this corridor.

Required Activities

- Review crash history
- Consider context sensitive safety enhancements including a shared use path.
- Coordinate with Nassau County for public outreach

Milestones/End Products/Target Dates

- Public outreach consistent with the Public Participation Plan, Fall 2020
- Draft document for review March 2021
- Final document for publication and posting June 2021

Task 5.9-14th Street (Nassau County) Bicycle and Pedestrian Safety Study
FISCAL YEAR 2020/21

Budget Category	FHWA (PL)	TOTAL
a. Personnel Services	-	-
b. Consultant Services	50,000	50,000
c. Other Direct Services	-	-
Total Other Direct Services	-	-
GRAND TOTAL	50,000	50,000

Task 5.10—East Coast Greenways (Beaches) Feasibility Study

Responsible Agency

North Florida Transportation Planning Organization

Purpose

To determine the feasibility of constructing a trail parallel to the beach through Atlantic, Neptune and Jacksonville Beaches.

Previous Work

- North Florida Regional Bicycle and Pedestrian Master Plan
- North Florida Regional Multi-Use Trail Master Plan

Required Activities

- Coordinate with staff in Neptune and Jacksonville Beaches to identify potential alignments
- Develop preliminary cost estimate
- Coordinate with Atlantic, Neptune and Jacksonville Beaches for public outreach

Milestones/End Products/Target Dates

- Public outreach consistent with the Public Participation Plan, Fall 2020
- Draft document for review March 2021
- Final document for publication and posting June 2021

Task 5.10-East Coast Greenway (Beaches) Feasibility Study

FISCAL YEAR 2021/22

Budget Category	FHWA (PL)	FHWA (SU)	TOTAL
a. Personnel Services		-	-
b. Consultant Services	25,000	100,000	125,000
c. Other Direct Services		-	-
Total Other Direct Services		-	-
	25,000	100,000	125,000
GRAND TOTAL			

Task 5.11 – Clay-Duval County Trail Feasibility Study

Responsible Agency

North Florida Transportation Planning Organization

Purpose

To determine the feasibility of constructing a trail connecting Gold Head State Park in Clay County and Cecil Trail in Duval County through Jennings State Forest.

Previous Work

North Florida Regional Multi-Use Trails Study, 2019

Required Activities

- Work with staff in Clay and Duval Counties to identify a trail alignment
- Outreach to state agencies as necessary
- Develop cost estimates by segment
- Develop and promote an electronic survey to solicit public input consistent with the 2020 Public Participation Plan

Milestones/End Products/Target Dates

- Public outreach consistent with the Public Participation Plan
- Draft document for review March 2022
- Final document for publication and posting June 2022

Task 5.11—Clay-Duval County Trail Feasibility Study

FISCAL YEAR 2021/22

Budget Category	FHWA (SU)	TOTAL
a. Personnel Services	-	-
b. Consultant Services	80,000	80,000
c. Other Direct Services	-	-
Total Other Direct Services	-	-
	80,000	80,000
GRAND TOTAL		

Task 5.12—US 17 (Green Cove Springs) Corridor Study

Responsible Agency

North Florida Transportation Planning Organization

Purpose

To identify context sensitive solutions to improve the users experience of US 17 in Green Cove Springs from SR 16 to Orion Road.

Previous Work

No previous work

Required Activities

- Analyze existing and projected (2030 and 2045) traffic volumes
- Analyze existing and projected freight movement through the corridor
- Analyze existing and projected bicycle, pedestrian and golf cart traffic
- Review crash data
- Consider annual and special events in the area and related traffic impacts
- Coordinate with the City of Green Cove Springs for public outreach

Milestones/End Products/Target Dates

- Public outreach consistent with the Public Participation Plan, Fall 2021
- Draft document for review March 2022
- Final document for publication and posting June 2022

Task 5.12-US 17 (Green Cove Springs) Corridor Study

FISCAL YEAR 2021/22

Budget Category	FHWA (SU)	FHWA (CM)	TOTAL
	-		-
a. Personnel Services			
b. Consultant Services	40,000	40,000	80,000
c. Other Direct Services	-		-
Total Other Direct Services	-		-
GRAND TOTAL	40,000	40,000	80,000

Task 5.13—First Coast Expressway Impact Study

Responsible Agency

North Florida Transportation Planning Organization

Purpose

To analyze the impact of the First Coast Expressway on the local road network (collector and above) in St. Johns County utilizing the regional travel demand model (NERPM-AB v2.1.1)

Previous Work

- Path Forward 2045 Long Range Transportation Plan Update, 2019

Required Activities

- Utilize the 2035 network to assume total buildout of the expressway.
- Coordinate with county staff to identify local roads of concern in St. Johns County
- Add local road network to the model as needed
- Area validation/calibration if needed
- Compare volumes with and without the expressway
- Additional analysis as needed

Milestones/End Products/Target Dates

- Draft document for review March 2022
- Final document for publication and posting June 2022

Task 5.13—First Coast Expressway Impact Study
FISCAL YEAR 2021/22

Budget Category	FHWA (SU)	TOTAL
a. Personnel Services	-	-
b. Consultant Services	55,000	55,000
c. Other Direct Services	-	-
Total Other Direct Services	-	-
GRAND TOTAL	55,000	55,000

Task 5.14 – Pages Dairy Road Extension Feasibility Study

Responsible Agency

North Florida Transportation Planning Organization

Purpose

To determine the feasibility of extending Pages Dairy Road east to O'Neil-Scott Road in two phases as follows:

- Chester Road to Blackrock Road
- Blackrock Road to O'Neil-Scott Road

The alignment is intended to accommodate 2 travel lanes with sidewalks and bicycle lanes. Wetland impacts are anticipated for the segment east of Blackrock Road.

If constructed these segments will provide a local alternative to SR 200.

Previous Work

Required Activities

- Identify one or more potential alignments/ROW
- Identify impacted jurisdictional wetlands
- Develop and promote an electronic survey to solicit public consistent with the 2020 Public Participation Plan

Milestones/End Products/Target Dates

- Draft document for review March 2022
- Final document for publication and posting June 2022

Task 5.14—Pages Dairy Road Extension Feasibility Study

FISCAL YEAR 2021/22

Budget Category	FHWA (SU)	TOTAL
a. Personnel Services	-	-
b. Consultant Services	80,000	80,000
c. Other Direct Services	-	-
Total Other Direct Services	-	-
GRAND TOTAL	80,000	80,000

Task 5.15—Pearce Street Corridor Study

Responsible Agency

North Florida Transportation Planning Organization

Purpose

Using Targeted Road Improvements for Pedestrian Safety (TRIPS) guidelines developed by the City of Jacksonville, this study will identify improvements and conceptual designs to create a better and safer walking experience on Pearce Street between 13th Street and 36th Street.

[Targeted Roadway Improvements for Pedestrian Safety \(TRIPS\)](#)

Previous Work

The TPO has performed several corridor studies for the City of Jacksonville.

Required Activities.

- Identify safety concerns/challenges
- Utilize the guidelines to design an active transportation friendly corridor
- Ongoing coordination with city staff in all activities including use of the guidelines and community participation
- Develop and promote an electronic survey to solicit public input consistent with the 2020 Public Participation Plan
- Develop a recommended schedule for implementation

Milestones/End Products/Target Dates

- Draft document for review March 2022
- Final document for publication and posting June 2022

Task 5.15–Pearce Street Corridor Study

FISCAL YEAR 2021/22

Budget Category	FHWA (SU)	FHWA (SU)	TOTAL
a. Personnel Services	-	-	-
b. Consultant Services	50,000	45,000	95,000
c. Other Direct Services	-	-	-
Total Other Direct Services	-	-	-
GRAND TOTAL	50,000	45,000	95,000

Task 5.16—Probe Vehicle Data Verification Study

Responsible Agency

North Florida Transportation Planning Organization

Purpose

This study will evaluate and determine a level of confidence in probe data now available from on-board units in connected vehicles and comparing it with data sources currently used by the North Florida TPO and its partners.

Previous Work

The TPO currently uses probe data from IINRIX and HERE in developing the Congestion Management Process.

Required Activities.

- Design a data management and statistical analysis plan
- Obtain sample data sets from providers
- Perform analysis

Milestones/End Products/Target Dates

- Data management and analysis plan, Fall 2021
- Obtain sample data sets from providers, January 2022
- Draft report and presentation, May 2022
- Final document for publication and posting June 2022

Task 5.16—Probe Vehicle Data Verification Study

FISCAL YEAR 2021/22

Budget Category	FHWA (SU)	TOTAL
a. Personnel Services	-	-
b. Consultant Services	75,000	75,000
c. Other Direct Services	-	-
Total Other Direct Services	-	-
GRAND TOTAL	75,000	75,000

Task 5.17 – Smart North Florida Report Card

Responsible Agency

North Florida Transportation Planning Organization

Purpose

This peer review will assist the TPO in establishing strategies to incorporate innovative mobility options and infrastructure in future updates of the Long Range Transportation Plan and Congestion Management Process.

Previous Work

The Long Range Transportation Plan and Congestion Management Process were updated in 2019.

Required Activities

- Identify 20 cities of comparable size and/or population with innovative programs and infrastructure for evaluation and comparison.
- Using indices established by the following:
 - American Society of Civil Engineers <https://www.infrastructurereportcard.org/>
 - Eden Strategy Institute ranking of Smart Cities <https://smartcitygovt.com>, and other relevant indices
- Identify best practices, innovative mobility options and infrastructure investments for inclusion in the 2050 Long Range Transportation Plan and Congestion Management Process update.

Milestones/End Products/Target Dates

- Identify 20 cities for review, Fall 2021
- Complete peer analysis, Winter 2022
- Draft report and presentation, May 2022
- Final document for publication and posting June 2022

Task 5.17–Smart North Florida Report Card

FISCAL YEAR 2021/22

Budget Category	FHWA (PL)	TOTAL
a. Personnel Services	-	-
b. Consultant Services	50,000	50,000
c. Other Direct Services	-	-
Total Other Direct Services	-	-
GRAND TOTAL	50,000	50,000

Task 5.18—Town of Baldwin Storm Water Study

Responsible Agency

North Florida Transportation Planning Organization

Purpose

Flooding is a recurring problem in the small Town of Baldwin due to run-off from the local road network. The infrastructure is old and was constructed without accommodation for storm water. This plan will assist the Town with developing a strategy to implement a storm water management system.

Previous Work

Required Activities

- Identify environmentally sensitive and flood prone areas
- Coordinate with the local government and the community to identify both short and long term solutions with an emphasis on environmentally friendly solutions
- Develop and promote an electronic survey to solicit public input on suggested improvements
- Provide both cost estimates and a recommended schedule of improvements

Milestones/End Products/Target Dates

- Data collection, Fall 2021
- Draft recommendations, February 2022
- Survey, February 2022
- Draft document, May 2022
- Final document, June 2022

Task 5.18—Town of Baldwin Storm Water Study

FISCAL YEAR 2021/22

Budget Category	FHWA (PL)	TOTAL
a. Personnel Services	-	-
b. Consultant Services	75,000	75,000
c. Other Direct Services	-	-
Total Other Direct Services	-	-
GRAND TOTAL	75,000	75,000

Task 5.19 – 8th Street Corridor Study

Responsible Agency

North Florida Transportation Planning Organization

Purpose

Using Targeted Road Improvements for Pedestrian Safety (TRIPS) guidelines developed by the City of Jacksonville, this study will identify improvements and conceptual designs to create a better and safer walking experience on 8th Street between Main Street and Payne Street.

[Targeted Roadway Improvements for Pedestrian Safety \(TRIPS\)](#)

Previous Work

The TPO has performed several corridor studies for the City of Jacksonville.

Required Activities.

- Identify safety concerns/challenges
- Utilize the guidelines to design an active transportation friendly corridor
- Ongoing coordination with city staff in all activities including use of the guidelines and community participation
- Develop and promote an electronic survey to solicit public input consistent with the 2020 Public Participation Plan
- Develop a recommended schedule for implementation

Milestones/End Products/Target Dates

- Draft document for review March 2022
- Final document for publication and posting June 2022

Task 5.19–8th Street Corridor Study

FISCAL YEAR 2021/22

Budget Category	FHWA (SU)	FHWA (CM)	TOTAL
a. Personnel Services	-	-	-
b. Consultant Services	50,000	45,000	90,000
c. Other Direct Services	-	-	-
Total Other Direct Services	-	-	-
GRAND TOTAL	50,000	45,000	90,000

Task 5.30—Mobility Plan for the Underserved and Ladders of Opportunity

Responsible Agency

North Florida Transportation Planning Organization

Purpose

This task will complete the community outreach and public involvement required for this effort initiated in the previous UPWP, delayed due to the Covid-19 pandemic. These include a telephone town hall meeting targeting underserved residents. A new work task order will be issued after July 1 for the remaining work.

The intent of this task is to develop a plan and GIS based data tool to identify underserved communities for Title VI and Environmental Justice compliance, to identify benefits and burdens of planned improvements on the underserved, and to identify new and innovative solutions to improving mobility and access to jobs, quality education, food, health care and affordable housing.

Previous Work

- 2045 Long Range Transportation Plan, 2019
- SMART Region Master Plan, 2017

Required Tasks

- Review the Florida Department of Transportation's Efficient Transportation Decision Making Process, USEPA Environmental Justice Tool and other similar tools
- Expand the Integrated Data Exchange to include census and other relevant demographic data
- Develop a non-proprietary GIS based screening tool for TPO staff, TPO consultants, local agencies and other users of the IDE
- Document economic impacts
-

Task 5.30—Mobility Plan for the Underserved and Ladders of Opportunity *Continued*

Milestones/End Products/Target Date

- Draft Plan and Tool, September 2020
- Final Plan and Tool, November 2020

Task 5.30 Mobility Plan for the Underserved/Ladders of Opportunity
FISCAL YEAR 2020/21

Budget Category	FY21 FTA 5305(d)			TOTAL
	FHWA (SU)	Federal (80%)	Soft Match (20%)	
a. Personnel Services	-	-	-	-
b. Consultant Services	25,000	20,000	5,000	50,000
c. Other Direct Services	-	-	-	-
Total Other Direct Services	-	-	-	-
GRAND TOTAL	25,000	20,000	5,000	50,000

February 11, 2021- Modification #3 Replacing the 10% Local and 10% State hard match with a 20 % soft match using toll credits.

Task 5.32 – Clay County Pavement Management Study

Responsible Agency

North Florida Transportation Planning Organization

Purpose

This pilot study will apply innovative technologies to develop low-cost transportation asset management systems for small and rural communities. This study was initiated and funded in the preceding fiscal year. Due to unforeseen circumstances (COVID-19) the work effort was not completed. The task is funded again in Fiscal Year 2020/21 for completion. A new task order will be generated.

Previous Work

No previous work.

Required Activities

- Evaluate a minimum of three vendors of pavement conditions technologies
- Evaluate the results of a minimum 100 miles of roadway and compare to FDOT assessments
- Recommend a preventative maintenance prioritization process
- Identify strategies and tactics to improve safety and mobility using data collected

Milestones/End Product/Target Dates

- Draft report for review, Fall 2020
- Final document for publication and posting, March 2021

Task 5.32-Clay County Pavement Management Study
FISCAL YEAR 2020/21

Budget Category	FHWA (SU)	TOTAL
a. Personnel Services	-	-
b. Consultant Services	0	0
c. Other Direct Services	-	-
Total Other Direct Services	-	-
GRAND TOTAL	0	0

August 13, 2020- Amendment #2- Reallocating \$35,000 of SU Funding to Task 1.5 General Consultant Services

Task 5.36 – SMART St. Augustine/IDE Integration

Responsible Agency

North Florida Transportation Planning Organization

Purpose

To make the Nation's Oldest City the Nation's premier Smart City. This task was included in the UPWP for FY 2019/20, but postponed until FY 2020/21. The funds were subsequently programmed for another work task.

Previous Work

A number of studies have been done in St. Augustine, most recently a new and innovative parking and mobility payment system was introduced in the City.

Required Activities

- Configure real-time access to the IDE
- Connect multiple mobility, parking and digital services to permit data interoperability and allow interagency access
- Provide access to advanced mobility, parking and payment analytics
- Develop and deploy St. Augustine "Smart City" mobile app for residents and visitors with:
 - Available parking
 - Citizen notifications
 - Chamber of Commerce information
 - Payments
 - Calendar of Events
 - Points of interest map
 - Coordinate public outreach with the City of St. Augustine

Task 5.36 – SMART St. Augustine/IDE Integration

Responsible Agency

North Florida Transportation Planning Organization

Milestones/End Products/Target Dates

- Public outreach consistent with the Public Participation Plan
- Integration and interoperability by March 2021
- Deliver application (App) by June 2021

Task 5.36-SMART St. Augustine/IDE Integration

FISCAL YEAR 2020/21

Budget Category	FHWA (SU)	TOTAL
a. Personnel Services	-	-
b. Consultant Services	100,000	100,000
c. Other Direct Services	-	-
Total Other Direct Services	-	-
GRAND TOTAL	100,000	100,000

Section 6—Public Involvement

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Task 6.1 – Public Involvement

Responsible Agency

North Florida Transportation Planning Organization

Purpose

Continue to develop, implement and evaluate a proactive public involvement process using integrated marketing communications strategies that provide a two-way informational flow to reach key stakeholders, the media and the public. Enhancing the organization's visibility and reputation, educating the public about our purpose, studies and initiatives, and outreaching to and involving the regional community in the transportation planning process are critical components of a goal-based effort. The strategies include branding, relationship building, select sponsorships, print and electronic publications and an annual report, advertorials, media relations, social media, organizational and project print advertising, graphic design, PowerPoint presentations, website and select events, workshops and training opportunities.

Previous Work

- Coordinated half-day first annual Safe Streets Summit with about 150 attendees and speakers from around the country.
- Coordinated varied advertising and advertorial opportunities in such publications as the Jacksonville Business Journal and Advantage Business Magazine; continued monthly meetings advertising in the FTU.
- Helped coordinate Clean Fuels Outreach and events.
- Assisted with Annual Report and other TPO brochures
- 2020 Update of the Public Participation Plan

Task 6.1 – Public Involvement

Responsible Agency

North Florida Transportation Planning Organization

Required Activities

- Develop and update brochures and **study summaries** to promote the organization, our services and initiatives and to educate citizens, the media and primary stakeholders.
- Develop publish and distribute the **Annual Report** describing the TPO's current and planned activities and initiatives.
- Develop select organizational sponsorships that enhance visibility and align with the TPO's mission.
- Purchase photos and photographic services as needed that reflect our service area and activities.
- Review and update the Public Involvement Plan and evaluate its effectiveness on a continuing basis.
- Develop, implement and track social media channels about TPO activities and initiatives that further enhance TPO reputation and citizen understanding of transportation issues and initiatives. Improved E-communications and print brochures, updated database, and improved outreach through social media.
- Continue building relationships and partnerships with community organizations such as area Chambers of Commerce, civic groups, businesses, transportation entities and other organizations that fit into or compliment the TPO mission.
- Continue to advertise monthly meetings in the Florida Times Union and other public hearings or meetings accordingly.
- Continue building media relationships and partnerships for both proactive and reactive media situations, public affairs programming and editorial boards. Be a resource to the media re: broad transportation issues.
- Continue advertising/explore other opportunities with WJCT and First Coast Connect, the area's only weekday public affairs radio program; continue organizational advertising, advertorial opportunities in the Business Journal and other area publications.
- Review/update the Title VI Nondiscrimination and Limited English Proficiency Plans as needed.

Task 6.1 – Public Involvement

Responsible Agency

North Florida Transportation Planning Organization

- Continue to work with Citizens Advisory and Technical Coordinating Committees and TPO Policy Board.
- Continue to support the marketing efforts of the Clean Fuels Coalition.
- Publish a monthly electronic newsletter.

Milestones/End Products/Target Dates

- Publish and distribute Annual Report June 2021, 2022
- Ongoing maintenance of TPO website and social media
- Electronically publish TPO newsletter monthly
- On-going promotion and advertising of all TPO meetings, plans and programs

Task 6.1 Public Involvement
FISCAL YEAR 2020/21

Budget Category	FHWA (PL)	FY2020 Carryforward			FY21 FTA 5305(d)		Local Assessment	TOTAL
		Federal (80%)	State Match (10%)	Local Match (10%)	Federal (80%)	Soft Match (20%)		
a. Personnel Services	50,000	80,000	10,000	10,000	40,000	10,000	-	200,000
b. Consultant Services	170,000	-	-	-	32,000	8,000	-	210,000
c. Other Direct Services								
Advertising	20,000	-	-	-	-	-	10,000	30,000
Meetings	-	-	-	-	-	-	5,000	5,000
Memberships	-	-	-	-	-	-	10,000	10,000
Other Business Related Items	-	-	-	-	-	-	10,000	10,000
Printing/Copying	-	-	-	-	-	-	5,000	5,000
Promotional Materials	-	-	-	-	-	-	5,000	5,000
Sponsorships	-	-	-	-	-	-	15,000	15,000
Total Other Direct Services	20,000	-	-	-	-	-	60,000	80,000
GRAND TOTAL	240,000	80,000	10,000	10,000	72,000	18,000	60,000	490,000

February 11, 2021- Modification #3 Replacing the 10% Local and 10% State hard match with a 20 % soft match using toll credits.

Task 6.1-Public Involvement

FISCAL YEAR 2021/22

Budget Category	FHWA (PL)	FTA 5305d	FTA State Match	FTA Local Match	Local Assessment	TOTAL
a. Personnel Services	50,000	40,000	5,000	5,000	-	100,000
b. Consultant Services	170,000	32,000	4,000	4,000	-	210,000
c. Other Direct Services						
Advertising	20,000	-	-	-	10,000	30,000
Meetings	-	-	-	-	5,000	5,000
Memberships	-	-	-	-	10,000	10,000
Other Business Related Items	-	-	-	-	10,000	10,000
Printing/Copying	-	-	-	-	5,000	5,000
Promotional Materials	-	-	-	-	5,000	5,000
Sponsorships	-	-	-	-	15,000	15,000
Total Other Direct Services	20,000	-	-	-	60,000	80,000
GRAND TOTAL	240,000	72,000	9,000	9,000	60,000	390,000

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Section 7—Systems Planning

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Task 7.0—Clean Fuels Coalition

Responsible Agency

North Florida Transportation Planning Organization

Purpose

To reduce the dependence on imported oil, develop regional economic opportunities and improve air quality by advancing alternative fuels and vehicles, idle reduction technologies, hybrid electric vehicles, fuel blends and fuel economy measures.

Previous Work

In 2015 the Clean Fuels Coalition submitted an application for designation as Clean Cities Program to the U.S. Department of Energy (USDOE). The Coalition was designated in April 2016. A very successful biannual Alternative Fueled Vehicles Expo was held at the Adam F. Hebert University Center at the University of North Florida. It featured presentations about alternative fuels and displays highlighting a broad array of alternative fueled vehicles covering the fuel spectrum.

Required Activities

- Regular stakeholder meetings
- Encourage vehicle fleet and fuel conversions
- Facilitate installation of electric charging infrastructure through the Charge Well Program
- Host/sponsor events promoting alternative fuels/vehicles

Milestones/End Product/Target Dates

- Annual Reports to USDOE, June 2021, 2022
- Stakeholder meetings as needed
- At least one targeted event annually

Task 7.0-Clean Fuels Coalition
FISCAL YEAR 2020/21

Budget Category	FHWA (CM)	Other (US DOE)	Local Assessment	TOTAL
a. Personnel Services	50,000	45,000	-	95,000
b. Consultant Services	70,000	40,000	-	110,000
c. Other Direct Services			-	-
Meeting/Expo	4,000	-	5,000	9,000
Memberships	1,000	-	-	1,000
Printing/Copying	-	-	2,000	2,000
Sponsorships	-	-	3,000	3,000
Other Business Related Items	-	-	5,000	5,000
Total Other Direct Services	5,000	-	15,000	20,000
GRAND TOTAL	125,000	85,000	15,000	225,000

Task 7.0-Clean Fuels Coalition

FISCAL YEAR 2021/22

Budget Category	FHWA (CM)	Other (US DOE)	Local Assessment	TOTAL
a. Personnel Services	50,000	45,000	-	95,000
b. Consultant Services	70,000	40,000	-	110,000
c. Other Direct Services			-	-
Meeting/Expo	4,000	-	5,000	9,000
Memberships	1,000	-	-	1,000
Printing/Copying	-	-	2,000	2,000
Sponsorships	-	-	3,000	3,000
Other Business Related Items	-	-	5,000	5,000
Total Other Direct Services	5,000	-	15,000	20,000
GRAND TOTAL	125,000	85,000	15,000	225,000

Task 7.1 – Bicycle/Pedestrian Facilities Planning

Responsible Agency

North Florida Transportation Planning Organization

Purpose

Ensure bicyclists and pedestrians are considered in all planning and programming of transportation facilities including roads, trails and transit.

Previous Work

The Regional Bicycle and Pedestrian Plan was completed in October 2013. Subsequently, a number of focus area plans recommended in the plan were completed. In 2019 a Regional Multi-Use Trails Master Plan was developed.

Required Activities

- Implement recommendations of the Regional Bicycle and Pedestrian Plan and Regional Multi-Use Master Plan
- Develop SunTrails and Transportation Alternative Program (TAP) priorities for inclusion in the Annual List of Priority Projects
- Promote bicycle and pedestrian safety
- Support and when possible provide appropriate training for local planners, engineers, enthusiasts and advocates
- Support the Bicycle and Pedestrian Working Group

Milestone/End Product/Target Dates

- Quarterly meetings of the Bicycle and Pedestrian Working Group, FY 2021, 2022
- Submit TAP and SunTrails priorities through the List of Priority Projects

Task 7.1-Bicycle/Pedestrian Facilities Planning

FISCAL YEAR 2020/21

Budget Category	FHWA (PL)	Local Assessment	TOTAL
a. Personnel Services	40,000	-	40,000
b. Consultant Services		-	-
c. Other Direct Services		-	
Meetings	5,000	1,000	6,000
Printing/Copying	-	1,000	1,000
Training	-	3,000	3,000
Total Other Direct Services	5,000	5,000	10,000
GRAND TOTAL	45,000	5,000	50,000

Task 7.1-Bicycle/Pedestrian Facilities Planning

FISCAL YEAR 2021/22

Budget Category	FHWA (PL)	Local Assessment	TOTAL
a. Personnel Services	40,000	-	40,000
b. Consultant Services		-	-
c. Other Direct Services		-	
Meeting/Expo	5,000	1,000	6,000
Printing/Copying	-	1,000	1,000
Sponsorships	-	3,000	3,000
Total Other Direct Services	5,000	5,000	10,000
GRAND TOTAL	45,000	5,000	50,000

Task 7.2—First Coast Commuter Services

Responsible Agency

North Florida Transportation Planning Organization

Purpose

To promote the North Florida TPO's "Cool to Pool" commuter assistance program to encourage alternatives to driving alone by forming carpools and vanpools that help reduce regional road congestion and energy use.

Previous Work

The ride-matching software that drives the commuter assistance program has been updated to improve the web user interface, to improve its marketability to employers and is easy to use for employees, with the ability to offer incentives, and to record keep.

Required Activities

- Support Cool to Pool Ride Matching Program

Milestones/End Product/Target Dates

- Annual funding for support of web-based ride matching

Task 7.2-First Coast Commuter Services

FISCAL YEAR 2020/21

Budget Category	FHWA (CM)	Local Assessment	TOTAL
a. Personnel Services	25,800	-	25,800
b. Consultant Services		-	-
c. Other Direct Services		-	
Emergency Ride Home		3,000	3,000
Printing/Promotional Material	-	1,425	1,425
Memberships	-	575	575
Software Maintenance	19,200	-	19,200
Total Other Direct Services	19,200	5,000	24,200
GRAND TOTAL	45,000	5,000	50,000

Task 7.2 First Coast Commuter Services

FISCAL YEAR 2021/22

Budget Category	FHWA (CM)	Local Assessment	TOTAL
a. Personnel Services	25,800	-	25,800
b. Consultant Services		-	-
c. Other Direct Services		-	
Emergency Ride Home		3,000	3,000
Printing/Promotional Material	-	1,425	1,425
Memberships	-	575	575
Software Maintenance	19,200	-	19,200
Total Other Direct Services	19,200	5,000	24,200
GRAND TOTAL	45,000	5,000	50,000

Task 7.3—Transit Planning for the St. Augustine UA

Responsible Agency

North Florida Transportation Planning Organization

Purpose

To assist the St. Johns County Commission and the Council on Aging in providing transit services in the St. Augustine Urbanized Area (UA).

Previous Work

The North Florida TPO provided funding assistance to the St. Augustine UA to develop a Transit Development Plan, staff training and a Transit Quality of Service Survey.

Required Activities

- Develop Transit Development Plan
- Provide assistance as requested

Milestones/End Products/Target Dates

- Annual update of the Transit Development Plan, June 2021, 2022
- Provided assistance as requested

Task 7.3-Transit Planning for the St. Augustine UA

FISCAL YEAR 2020/21

Budget Category	FY21 FTA 5305(d)		TOTAL
	Federal	Soft Match	
a. Personnel Services	-	-	-
b. Consultant Services	88,000	22,000	110,000
c. Other Direct Services	-	-	-
Total Other Direct Services	-	-	-
GRAND TOTAL	88,000	22,000	110,000

August 13, 2020- Amendment #2 Reallocating \$42,320.00 (\$33,856 Federal, \$4,232 State Match, and \$4,232 Local Match) from Task 1.1
 Reallocating \$7,680.00 (\$6,144 Federal, \$768 State Match, and \$768 Local Match from Task 1.5

February 11, 2021- Modification #3 Replacing the 10% Local and 10% State hard match with a 20 % soft match using toll credits.

Task 7.3-Transit Planning for the St. Augustine UA

FISCAL YEAR 2021/22

Budget Category	FTA 5305d	FTA State Match	FTA Local Match	TOTAL
a. Personnel Services	-	-	-	-
b. Consultant Services	48,000	6,000	6,000	60,000
c. Other Direct Services	-	-	-	-
Total Other Direct Services	-	-	-	-
GRAND TOTAL	48,000	6,000	6,000	60,000

Task 7.4 – SMART North Florida Coalition

Responsible Agency

North Florida Transportation Planning Organization

Purpose

To champion implementation of the Smart Region Master Plan adopted in FY 2017

Previous Work

The North Florida ITS Coalition has been re-branded as the North Florida Smart Region Coalition. This partnership of regional agencies and local municipalities endeavors to implement ITS solutions and the various technologies identified in the Smart Region Master Plan.

Required Activities

- Oversee the Regional ITS architecture
- Champion ITS, automated and connected vehicles, smart parking and street lights and other technologies identified in the plan
- Oversee ongoing pilot and demonstration projects and project implementation
- Apply for state and federal grants to fund project implementation and program advancement

Milestone/End Product

- Annual Coalition meetings
- Pursue grant opportunities
- Coordinate with project sponsors

Task 7.4-SMART North Florida Coalition
FISCAL YEAR 2020/21

Budget Category	FHWA (SU)	Local	TOTAL
a. Personnel Services	-	-	-
b. Consultant Services	175,000	-	175,000
c. Other Direct Services	-	-	-
Sponsorship	-	75,000	75,000
Total Other Direct Services	-	75,000	75,000
GRAND TOTAL	175,000	75,000	250,000

Task 7.4-SMART North Florida Coalition
FISCAL YEAR 2021/22

Budget Category	FHWA (SU)	Local	TOTAL
a. Personnel Services	-	-	-
b. Consultant Services	175,000	-	175,000
c. Other Direct Services	-	-	-
Sponsorship	-	75,000	75,000
Total Other Direct Services	-	75,000	75,000
GRAND TOTAL	175,000	75,000	250,000

Modification March 19, 2021: Reallocating \$75,000 from Task 1.1 to Task 7.4

Task 7.5—Transportation Disadvantaged Planning

Responsible Agency

North Florida Transportation Planning Organization

Purpose

To accomplish coordinating transportation services provided to the transportation disadvantaged in Duval County by implementing the provisions of Chapter 427, *Florida Statutes*.

Previous Work

Provided staff services to the Duval County Transportation Disadvantaged Coordinating Board (TD Board). Staff prepared the FY 2014/15 Actual Expenditure Report as well as the Annual Evaluations of the Community Transportation Coordinator. Staff also performed other duties and responsibilities specified in Chapter 427, *Florida Statutes*, including developing the transportation disadvantaged section of the North Florida TPO's Transportation Improvement Program.

Required Activities

- Administrative services for the TD Board
- Update of the Duval County Transportation Disadvantaged Service Plan
- Evaluate the Community Transportation Coordinator
- Develop the Actual Expenditure Report
- Attend annual Florida Transportation Disadvantaged Conference sponsored by the Florida Commission for the Transportation Disadvantaged

Task 7.5—Transportation Disadvantaged Planning

Responsible Agency

North Florida Transportation Planning Organization

Milestones/End Products/Target Dates

- Board meetings every other month beginning in February
- Annually update the Duval County Transportation Disadvantaged Service Plan
- Annually evaluate the Community Transportation Coordinator
- Participate in meetings of the Regional TD Committee
- Annually attend the Florida Transportation Disadvantaged Commission

Task 7.5-Transportation Disadvantaged Related Planning
FISCAL YEAR 2020/21

Budget Category	Other (TD Grant)	TOTAL
a. Personnel Services	38,877	38,877
b. Consultant Services	-	-
c. Other Direct Services	-	-
Total Other Direct Services	-	-
GRAND TOTAL	38,877	38,877

Task 7.7 – JTA Premium Transit and Fixed Guideway Service

Responsible Agency

Jacksonville Transportation Authority

Purpose

- To provide frequent, limited-stop, easy and reliable premium transit and modern fixed guideway services in Jacksonville.
- To identify and evaluate corridors that may benefit from high frequency, premium transit service in the region using “investment grade” transit planning to model various route scenarios.
- To identify transit enhancements in key corridors to support economic development and promote sustainable urban land use patterns.
- To develop plans and programs and conduct environmental analysis for premium transit and fixed guideway services including the utilization of transit modeling and spatial database software to provide insight for transit investment decisions.

Previous Work

- The on-going Transit Concept and Alternatives Review (TCAR) study to convert the existing Skyway infrastructure for the U2C system. Preliminary system conversion to U2C.
- Planning and environmental documentation was completed for the five (5) corridors in the existing Bus Rapid Transit (BRT) system.
- Feasibility studies have been completed for commuter rail services.

Required Activities

Transit Concepts and Alternatives Review (TCAR) study and the National Environmental Policy Act (NEPA) environmental analysis and documentation for the extensions will be performed.

Milestones/End Product/Target Dates

- Ongoing TCAR Study
- Related NEPA documentation

Task 7.7- Premium Transit and Fixed Guideway Service
FISCAL YEAR 2020/21

Budget Category	FTA 5307	FTA State Match	FTA Local Match	TOTAL
a. Personnel Services	8,000	-	2,000	10,000
b. Consultant Services	432,000	-	108,000	540,000
GRAND TOTAL	4400,000	-	110,000	550,000

Task 7.7- Premium Transit and Fixed Guideway Service
FISCAL YEAR 2021/22

Budget Category	FTA 5307	FTA State Match	FTA Local Match	TOTAL
a. Personnel Services	8,000	-	2,000	10,000
b. Consultant Services	352,000	-	88,000	440,000
GRAND TOTAL	360,000	-	90,000	450,000

Task 7.8—JTA Transit Development Plan Update

Responsible Agency

Jacksonville Transportation Authority

Purpose

The ten year Transit Development Plan (TDP) must be updated every five years, with minor updates annually.

Previous Work

In 2014, JTA completed an update of the TDP (2014-2024).

Required Activities

Annual update based on assessment and analysis of previous years' accomplishments based on, but not limited to the following:

- System changes
- Ridership patterns
- Future system planning
- Cost and revenue will be documented and budgets updated.

Milestones/End Product/Target Dates

- Minor update of the Transit Development Plan, September 2021, 2022

Task 7.8- Transit Development Plan Update

FISCAL YEAR 2020/21

Budget Category	FTA 5307	FTA State Match	FTA Local Match	TOTAL
a. Personnel Services	-	-	-	-
b. Consultant Services	88,000	-	22,000	110,000
GRAND TOTAL	88,000	-	22,000	110,000

Task 7.8- Transit Development Plan Update

FISCAL YEAR 2021/22

Budget Category	FTA 5307	FTA State Match	FTA Local Match	TOTAL
a. Personnel Services	-	-	-	-
b. Consultant Services	16,000	-	4,000	20,000
GRAND TOTAL	16,000	-	4,000	20,000

Task 7.9—JTA Transit Vision

Responsible Agency

Jacksonville Transportation Authority

Purpose

To develop a transit vision and transition strategy to position JTA to use the latest technologies and provide transportation services to the Jacksonville urbanized area.

Previous Work

- The Jacksonville Transportation Authority (JTA) implemented the Blueprint for Transit Excellence (BTE) several years ahead of schedule. The BTE was the first holistic review of the JTA network and service delivery since the early 1980's.
- Service design standards were developed as part of the Transit Development Plan outlining transit service delivery objectives and actions to achieve them and to support the goals JTA's Strategic Plan.
- Developed educational campaign, designed promotional materials and service branding, and produced events.

Required Activities

Develop the future transit vision plan for JTA using the latest technology, alternative service delivery methods including mobility management, autonomous transit service, developing mobility hubs and employing workforce development strategies.

End Product

- Transit Vision Plan

Completion Date

September 2021

Task 7.9- Transit Vision

FISCAL YEAR 2020/21

Budget Category	FTA 5307	FTA State Match	FTA Local Match	TOTAL
a. Personnel Services	-	-	-	-
b. Consultant Services	56,000	-	14,000	70,000
GRAND TOTAL	56,000	-	14,000	70,000

Task 7.10—JTA Develop Transit Educational Campaign

Responsible Agency

Jacksonville Transportation Authority

Purpose

Improve accessibility to transit by producing and disseminating educational and informational materials promoting transit services provided by JTA.

Previous Work

Developed the campaign to launch the First Coast Flyer for the Green and Blue lines including messaging, branding, video collateral, a website, and other similar activities.

Required Activities

- Develop a campaign to launch the purple and red First Coast Flyer lines and promote this service.
- Initiate an educational campaign for the U2C and mobility management/hub programs.
- Engage a marketing consultant to develop materials to inform the public of existing and new services including but not limited to the following:
 - Real-time passenger information
 - Mobile ticketing
 - Community level maps to make navigating the system easier for new riders
- The consultant will develop and promote the agencies strategic planning efforts and promote its vision.

Milestones/End Products/Target Dates

- Prepare and distribute educational materials
- Develop and implement marketing strategies for new routes and services
- Develop and distribute promotional material

Task 7.10- Develop Transit Educational Campaign

FISCAL YEAR 2020/21

Budget Category	FTA 5307	FTA State Match	FTA Local Match	TOTAL
a. Personnel Services	6,000	-	1,500	7,500
b. Consultant Services	54,000	-	13,500	67,500
GRAND TOTAL	60,000	-	15,000	75,000

Task 7.10- Develop Transit Educational Campaign

FISCAL YEAR 2021/22

Budget Category	FTA 5307	FTA State Match	FTA Local Match	TOTAL
a. Personnel Services	6,000	-	1,500	7,500
b. Consultant Services	54,000	-	13,500	67,500
GRAND TOTAL	60,000	-	15,000	75,000

Task 7.11 – JTA General Transit and General Planning

Responsible Agency

Jacksonville Transportation Authority

Purpose

To plan for JTA transit system and regional transit planning.

Previous Work

In December 2014, JTA implemented Route Optimization overhauling bus routes to reduce headways, re-align routes to offer more direct service, and expand evening and weekend service.

Required Activities

- Evaluate route performance
- Implement service changes to insure adherence to adopted performance standard and improve reliability
- Determine feasibility of the following:
 - system expansion
 - route consolidation
 - service modifications
 - route re-alignment of service to accommodate new First Coast Flyer service
 - facility decentralization
- Passenger ferry and maritime-related planning activities including the following:
 - Customer surveys
 - Rate studies
 - Landside and terminal planning and design
- Evaluate potential service enhancements including the following:
 - Express routes

Task 7.11 – JTA General Transit and General Planning

Responsible Agency

Jacksonville Transportation Authority

- Coordinated regional paratransit
- Regional park-and-ride facilities
- Regional connections identified in the Regional Transit Action Plan
- Evaluate methods to improve bicycle and pedestrian access to transit

Milestones/End Products/Target Dates

Undertake planning studies as needed

Task 7.11- General Transit and Regional Planning

FISCAL YEAR 2020/21

Budget Category	FTA 5307	FTA State Match	FTA Local Match	TOTAL
a. Personnel Services	12,000	-	3,000	15,000
b. Consultant Services	148,000	-	37,000	185,000
GRAND TOTAL	160,000	-	40,000	200,000

Task 7.11- General Transit and Regional Planning

FISCAL YEAR 2021/22

Budget Category	FTA 5307	FTA State Match	FTA Local Match	TOTAL
a. Personnel Services	12,000	-	3,000	15,000
b. Consultant Services	148,000	-	37,000	185,000
GRAND TOTAL	160,000	-	40,000	200,000

Task 7.12—JTA Sustainability Program

Responsible Agency

Jacksonville Transportation Authority

Purpose

To make sustainability part of JTA's strategic objectives by implementing design practices and using capital construction methods and materials that are environmentally responsible, make good business sense, and respond to the needs of the community.

Previous Work

- JTA completed several energy-efficient projects including the following:
 - light emitting diode (LED) retrofit for the Kings Avenue Parking Garage
 - LED retrofit of high-mast lighting at the Myrtle Avenue campus
 - Recycling program at Myrtle Avenue campus
- Completed a sustainability inventory for existing and planned projects
- Completed a Sustainability Plan in FY 2018

Required Activities

Designate a sustainability champion to lead an organization sustainability inventory across all sectors of the organization including, but not limited to the following:

- Design practices and construction techniques utilizing sustainable building materials, recycle materials, and solar and other renewable energy sources to build “green” facilities.
- Implement sustainable operations and maintenance practices to reduce hazardous waste, improve fuel efficiency, utilize energy efficient propulsion systems and replace lighting with more efficient lighting options.

Task 7.12—JTA Sustainability Program

Responsible Agency

Jacksonville Transportation Authority

- Promote transit-oriented development to increase ridership.
- Establish a sustainability awareness program for JTA staff.

Required Activities

- Continue to submit and improve Association of Public Transit Agencies (APTA) Sustainability measures for transit.

Milestones/End Products/Target Dates

- Sustainability Plan Implementation
- Ongoing monitoring of Sustainability Goals

Task 7.12- JTA Sustainability Program
FISCAL YEAR 2020/21

Budget Category	FTA 5307	FTA State Match	FTA Local Match	TOTAL
a. Personnel Services	14,000	-	3,500	17,500
b. Consultant Services	14,000	-	3,500	17,500
GRAND TOTAL	28,000	-	7,000	35,000

Task 7.12- JTA Sustainability Program
FISCAL YEAR 2021/22

Budget Category	FTA 5307	FTA State Match	FTA Local Match	TOTAL
a. Personnel Services	10,000	-	2,500	12,500
b. Consultant Services	10,000	-	2,500	12,500
GRAND TOTAL	20,000	-	5,000	25,000

Task 7.13—JTA Strategic Technology Planning

Responsible Agency

Jacksonville Transportation Authority

Purpose

The update strategic technology plan for agency IT regional services.

Previous Work

- Developed a technology plan.
- Developed Transportal software to aid regional trip-making.
- Developed a phone application for payment,
- Deployed GPS location software (NexBus) application

Required Activities

- Continue to monitor and evaluate new technologies including cellphone apps, GPS, autonomous vehicles and Smart City applications.
- Review and when warranted revise the technology plan to insure JTA is prepared to fund and implement state-of-the art technology.

Milestones/End Product/Target Dates

- Update Strategic Technology Plan
- Monitor Transit Technologies

Task 7.13- Strategic Technology Planning
FISCAL YEAR 2020/21

Budget Category	FTA 5307	FTA State Match	FTA Local Match	TOTAL
a. Personnel Services	4,000	-	1,000	5,000
b. Consultant Services	36,000	-	9,000	45,000
GRAND TOTAL	40,000	-	10,000	50,000

Task 7.13- JTA Strategic Technology Planning
FISCAL YEAR 2021/22

Budget Category	FTA 5307	FTA State Match	FTA Local Match	TOTAL
a. Personnel Services	4,000	-	1,000	5,000
b. Consultant Services	16,000	-	4,000	20,000
GRAND TOTAL	20,000	-	5,000	25,000

Task 7.15—JTA Transit Oriented Development (TOD) Planning

Responsible Agency

Jacksonville Transportation Authority

Purpose

To update by transit corridor or transit mobility hub area Joint Use and Transit Oriented Development (TOD) plan to form partnerships with private developers and to enhance land use around transit services and facilities.

Previous Work

JTA developed a comprehensive assessment of the highest and best use of JTA's surplus properties, multiple development scenarios based on the analysis and strategies identified, financial modeling for each scenario, sensitivity analysis to evaluate various zoning or other market-related options, joint development or other potential development structures, environmental assessments and appraisals of the Authority's development portfolio. JTA has worked with local government on Comprehensive Plan updates and local government zoning to better incorporate transit oriented development.

Required Activities

With improved economic conditions and funding from FTA for additional transit corridors and with developing alternative service delivery methods, there is a need for a continuous planning process for TOD. This effort will focus on transit services and assets and coordinate with regional planning agencies and developers to enhance land use around transit assets.

Milestone/End Product/Target Dates

On-going TOD planning

Task 7.15- Transit Oriented Development (TOD) Planning
FISCAL YEAR 2020/21

Budget Category	FTA 5307	FTA State Match	FTA Local Match	TOTAL
a. Personnel Services	-	-	-	-
b. Consultant Services	80,000	-	20,000	100,000
GRAND TOTAL	80,000	-	20,000	100,000

Task 7.15- Transit Oriented Development (TOD) Planning
FISCAL YEAR 2021/22

Budget Category	FTA 5307	FTA State Match	FTA Local Match	TOTAL
a. Personnel Services	-	-	-	-
b. Consultant Services	80,000	-	20,000	100,000
GRAND TOTAL	80,000	-	20,000	100,000

Task 7.16—JTA Transit Model Enhancements

Responsible Agency

Jacksonville Transportation Authority

Purpose

To enhance Transit Planning Model for JTA regional transit planning and revise micro and traffic analysis zones (TAZ) structures, network accuracy improvements, transit system and network data enhancement for conducting better transit path/access building, mode choice and transit assignment and planning analysis of transit alternatives.

Previous Work

- Developed the RTS model and assisted with updating NERPM versions 4.1 and 4.2 for enhancing transit ridership forecasting and figuring out potential transit markets in mode choice. In addition, with TOD efforts, existing TAZ structures are split for improving transit walk and auto access reducing too large TAZs or changing path loading points.
- Worked with the North Florida TPO to update transit networks for NERPM-AB for developing the 2045 Long Range Transportation Plan.

Required Activities

Continue to improve JTA's transportation model with state-of-the-art practices. Continue planning model analysis of transit alternatives using NERPM-AB.

Milestones/End Products/Target Dates

- On-going model coordination
- On-going model enhancements
- On-going modeling of transit alternatives

Task 7.16- Transit Model Enhancements

FISCAL YEAR 2021/22

Budget Category	FTA 5307	FTA State Match	FTA Local Match	TOTAL
a. Personnel Services	-	-	-	-
b. Consultant Services	40,000	-	10,000	50,000
GRAND TOTAL	40,000	-	10,000	50,000

Task 7.16- Transit Model Enhancements

FISCAL YEAR 2021/22

Budget Category	FTA 5307	FTA State Match	FTA Local Match	TOTAL
a. Personnel Services	-	-	-	-
b. Consultant Services	40,000	-	10,000	50,000
GRAND TOTAL	40,000	-	10,000	50,000

Task 7.17—JTA Organizational Improvement and Customer Focused Initiative

Responsible Agency

Jacksonville Transportation Authority

Purpose

To develop customer satisfaction surveys, educational campaigns, and events to generate awareness for JTA's Long Range Planning projects and transit services.

Previous Work

Developed customer satisfaction surveys, educational campaigns, designed promotional materials and service branding, and produced events.

Required Activities

Promote, educate, and survey the public on JTA's existing service and Long Range Planning initiatives and transit services that include, but are not limited to the following: Transit Vision; First Coast Flyer; Passenger Ferry; U2C and Mobility Works.

Milestones/End Product/Target Dates

- Develop strategic plans for educational campaign as needed
- Produce events as needed
- Facilitate outreach efforts as needed
- Undertake customer surveys as needed

Task 7.17- Organizational Improvement and Customer Focused Initiative
FISCAL YEAR 2020/21

FFY 21 FTA 5305(d)						
Budget Category	Federal (80%)	Soft Match (20%)	FTA 5307	FTA State Match	FTA Local Match	TOTAL
a. Personnel Services	31,320	7,830	-	4,894	4,894	48,938
b. Consultant Services	-	-	64,000	-	16,000	80,000
GRAND TOTAL	31,320	7,830	64,000	4,894	20,894	128,938

Task 7.17- Organizational Improvement and Customer Focused Initiative
FISCAL YEAR 2021/22

Budget Category	FTA 5305(d)	FTA 5307	FTA State Match	FTA Local Match	TOTAL
a. Personnel Services	39,150	-	4,894	4,894	48,938
b. Consultant Services	-	60,000	-	15,000	75,000
GRAND TOTAL	39,150	60,000	4,894	19,894	123,938

Task 7.18—JTA Transit Asset Management Plan (TAMP) Update

Responsible Agency

Jacksonville Transportation Authority

Purpose

FTA requires grantees and sub-recipients to develop and implement a Transit Asset Management Plan and update it every four years.

Previous Work

Developed a Transit Asset Management Plan (TAMP)

Required Activities

The product of this task will be a comprehensive Transit Asset Management Plan that integrates perspectives of the entire organization, thereby allowing JTA to make informed decisions regarding investment priorities, based on sound data and clear organizational objectives

Milestones/End Product/Target Date

- Update TAMP, September 2022

Task 7.18- Transit Asset Management Plan (TAMP) Update

FISCAL YEAR 2021/22

Budget Category	FTA 5307	FTA State Match	FTA Local Match	TOTAL
a. Personnel Services	4,000	-	1,000	5,000
b. Consultant Services	236,000	-	59,000	295,000
GRAND TOTAL	240,000	-	60,000	300,000

Task 7.19—JTA Operations Training Plan

Responsible Agency

Jacksonville Transportation Authority

Purpose

To establish and embrace an Authority-wide customer-centric culture and operationalize customer empathy and expectations in six key areas when relocating to the new JTA Transportation Management Center where employees will interact daily with customers and the community. The areas identified in the project charter include the safety and service plans, the approach to legislative and public engagement, amenities and TOD engagement.

Previous Work

Operator training in other key areas.

Required Activities

JTA is currently operating out of 2 locations housing most JTA employees. At both locations staff has little interaction with customers. Consequently, a customer-centric organizational structure is missing. Currently, customer focus is the purview of only limited areas of the organizational structure.

This task will develop and implement a training curriculum to support this initiative for all transit operations employees. In 2020 bus operators and dispatchers will participate in a training series to promote a customer-centric culture, improve communications and highlight safety.

Milestones/End Product/Target Date

Develop and implement training curriculum

Task 7.19- Operations Training Plan
FISCAL YEAR 2020/21

Budget Category	FTA 5307	FTA State Match	FTA Local Match	TOTAL
a. Personnel Services	4,000	-	1,000	5,000
b. Consultant Services	36,000	-	9,000	45,000
GRAND TOTAL	40,000	-	10,000	50,000

Task 7.19- Operations Training Plan
FISCAL YEAR 2021/22

Budget Category	FTA 5307	FTA State Match	FTA Local Match	TOTAL
a. Personnel Services	4,000	-	1,000	5,000
b. Consultant Services	36,000	-	9,000	45,000
GRAND TOTAL	40,000	-	10,000	50,000

Task 7.20—JTA Automation Planning

Responsible Agency

Jacksonville Transportation Authority

Purpose

JTA is advancing autonomous transit services. The service needs, technology products, user needs and perceptions, and infrastructure needs are all a part of on-going planning for autonomous transit services.

Previous Work

As a part of this advancement, the Ultimate Urban Circulator (U2C) Skyway Modernization studies have been conducted.

Required Activities

Continuous updating of autonomous transit needs and plans; including Skyway U2C extensions; agile plans; user surveys; user data collection; technology data collection; and infrastructure integration.

Milestones/End Product/Target Dates

On-going planning for automation

Task 7.20 Automation Planning
FISCAL YEAR 2020/21

Budget Category	FTA 5307	FTA State Match	FTA Local Match	TOTAL
a. Personnel Services	4,000	-	1,000	5,000
b. Consultant Services	60,000	-	15,000	75,000
GRAND TOTAL	64,000	-	16,000	80,000

Task 7.20 Automation Planning
FISCAL YEAR 2021/22

Budget Category	FTA 5307	FTA State Match	FTA Local Match	TOTAL
a. Personnel Services	4,000	-	1,000	5,000
b. Consultant Services	60,000	-	15,000	75,000
GRAND TOTAL	64,000	-	16,000	80,000

Task 7.21 – JTA Transit Facilities, ADA and DBE Planning

Responsible Agency

Jacksonville Transportation Authority

Purpose

Planning for transit facilities and assuring accessibility and compliance with all FTA requirements is needed for the growing JTA transit system while monitoring the use DBE qualified contractors.

Previous Work

Bus stop database, Park and Ride studies, Facility Master Plan

Required Activities

Ongoing study and planning for the growing JTA system and services, as well as the monitoring of the status of DBE contractors will be required. These studies, plans and monitoring activities will include but not be limited to: bus stop ADA accessibility studies, bus stop GIS database reporting; park and ride facilities; satellite facilities; and mobility hubs.

Milestone/End Product/Target Dates

Transit Facilities and Accessibility Planning, September 2022

Task 7.21- Transit Facilities, ADA and DBD Planning
FISCAL YEAR 2020/21

Budget Category	FTA 5307	FTA State Match	FTA Local Match	TOTAL
a. Personnel Services	-	-	-	-
b. Consultant Services	120,000	-	30,000	150,000
GRAND TOTAL	120,000	-	30,000	150,000

Task 7.21- Transit Facilities, ADA and DBD Planning
FISCAL YEAR 2021/22

Budget Category	FTA 5307	FTA State Match	FTA Local Match	TOTAL
a. Personnel Services	-	-	-	-
b. Consultant Services	120,000	-	30,000	150,000
GRAND TOTAL	120,000	-	30,000	150,000

Task 7.22—JTA Transit Facilities, ADA and DBE Planning

Responsible Agency

Jacksonville Transportation Authority

Purpose

To develop an optimal strategy for post COVID-19.

Previous Work

Previous strategic plans did not address a global pandemic and its impacts.

Required Activities

Develop a strategic plan for financial operations, work force, technology and capital programs for operations post COVID-19.

Milestone/End Product/Target Dates

Post COVID-19 Strategic Plan, October 2020

Task 7.22- Transit Facilities, ADA and DBD Planning
FISCAL YEAR 2020/21

Budget Category	FTA Cares Act	FTA 5307	FTA State Match	FTA Local Match	TOTAL
a. Personnel Services		-	-	-	-
b. Consultant Services	200,000		-		200,000
GRAND TOTAL	200,000		-		200,000

Budget Tables

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Table 1
Unified Planning Work Program FY 2020/21
Funding Sources by Task

Task Name	Responsible Agency	FHWA					FY2020 Carryforward FTA 5305(d)			FFY 21 FTA 5305(d)		FTA CARES Act	FTA Section 5307			CTD		TOTAL without Non Cash Match	Consultant Services
		PL	SU	CMAQ	Total	Non Cash Match 18.07%	Federal 80%	State 10%	Local 10%	Federal (80%)	Soft Match (20%)		Federal 80%	State 10%	Local 10%	100% State	Local/Other		
SECTION 1 ADMINISTRATION																			
1.1 Program Administration	NFTPO	632,000	-	-	632,000	114,202	80,000	10,000	10,000	126,144	31,536	-	-	-	-	-	197,155 ¹	1,086,835	-
1.3 Training/Travel	NFTPO	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	50,000 ¹	50,000	-
1.4 Unified Planning Work Program	NFTPO	10,000	-	-	10,000	1,807	40,000	5,000	5,000	24,000	6,000	-	-	-	-	-	-	90,000	-
1.5 General Consultant Services	NFTPO	-	-	-	-	-	67,193	8,399	8,399	-	-	-	-	-	-	-	-	83,990	476,569
1.6 Annual Audit	NFTPO	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	25,000 ¹	25,000	20,000
SECTION 2 DATA COLLECTION																			
2.1 Data Analytic Platform Update	NFTPO	-	200,000	-	200,000	36,140	-	-	-	40,000	10,000	-	-	-	-	-	-	250,000	250,000
SECTION 3 TRANSPORTATION IMPROVEMENT PROGRAM																			
3.1 Transportation Improvement Program	NFTPO	39,600	-	-	39,600	7,156	-	-	-	12,000	3,000	-	-	-	-	-	-	54,600	9,600
3.2 List of Priority Projects	NFTPO	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
SECTION 4 LONG RANGE TRANSPORTATION PLAN																			
4.1 GIS/Model Update/Maintenance	NFTPO	75,500	-	-	75,500	13,643	-	-	-	56,000	14,000	-	-	-	-	-	-	145,500	100,000
4.2 Establishing Performance Targets	NFTPO	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4.3 2045 LRTP Plan Amendments & Modifications	NFTPO	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4.4 Efficient Transportation Decision Making	NFTPO	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
SECTION 5 SPECIAL PROJECTS																			
5.1 Annual Mobility Report	NFTPO	-	50,000	-	50,000	9,035	-	-	-	20,000	5,000	-	-	-	-	-	-	75,000	75,000
5.2 AIA/Anastasia Boulevard (St. Johns County) Speed Management by Design Study	NFTPO	-	50,000	-	50,000	9,035	-	-	-	-	-	-	-	-	-	-	50,000 ³	100,000	100,000
5.3 AIA/Anastasia Boulevard (St. Augustine) Complete Streets Study	NFTPO	-	75,000	-	75,000	13,553	-	-	-	20,000	5,000	-	-	-	-	-	-	100,000	100,000
5.4 Hodges Boulevard (Jacksonville) Corridor Study	NFTPO	-	75,000	-	75,000	13,553	-	-	-	20,000	5,000	-	-	-	-	-	-	100,000	100,000
5.5 JAXPORT Origin/Destination Study	NFTPO	75,000	-	-	75,000	13,553	-	-	-	-	-	-	-	-	-	-	-	75,000	75,000
5.6 Radar Road Extension (Clay County) Feasibility Study	NFTPO	75,000	25,000	-	100,000	18,070	-	-	-	-	-	-	-	-	-	-	-	100,000	100,000
5.7 Parental Home Road (Jacksonville) Corridor Study	NFTPO	50,000	-	-	50,000	9,035	-	-	-	20,000	5,000	-	-	-	-	-	-	75,000	75,000
5.8 SR A1A (NS Mayport) Resiliency Study	NFTPO	-	100,000	-	100,000	18,070	-	-	-	-	-	-	-	-	-	-	-	100,000	100,000
5.9 14th Street (Nassau County) Bicycle and Pedestrian Safety Study	NFTPO	50,000	-	-	50,000	9,035	-	-	-	-	-	-	-	-	-	-	-	50,000	50,000
5.30 Mobility Plan for the Underseved/Ladders of Opportunity	NFTPO	-	25,000	-	25,000	4,518	-	-	-	20,000	5,000	-	-	-	-	-	-	50,000	50,000
5.32 Clay County Pavement Management Pilot Study	NFTPO	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5.36 SMART St. Augustine/DE Integration	NFTPO	-	100,000	-	100,000	18,070	-	-	-	-	-	-	-	-	-	-	-	100,000	100,000
SECTION 6 PUBLIC INVOLVEMENT																			
6.1 Public Involvement Program	NFTPO	240,000	-	-	240,000	43,368	80,000	10,000	10,000	22,000	18,000	-	-	-	-	-	60,000 ¹	490,000	210,000
SECTION 7 SYSTEMS PLANNING																			
7.0 Clean Fuels Coalition	NFTPO	-	-	125,000	125,000	22,588	-	-	-	-	-	-	-	-	-	-	100,000 ^{1,2}	225,000	110,000
7.1 Bicycle/Pedestrian Facilities Planning	NFTPO	45,000	-	-	45,000	8,132	-	-	-	-	-	-	-	-	-	-	5,000 ¹	50,000	-
7.2 First Coast Commuter Services	NFTPO	-	-	20,000	20,000	3,614	-	-	-	-	-	-	-	-	-	-	5,000 ¹	25,000	-
7.3 Transit Planning for the St. Augustine UA	NFTPO	-	-	-	-	-	-	-	-	88,000	22,000	-	-	-	-	-	-	110,000	110,000
7.4 Smart North Florida Coalition	NFTPO	-	175,000	-	175,000	31,623	-	-	-	-	-	-	-	-	-	-	75,000	250,000	175,000
7.5 Transportation Disadvantaged Related Planning	NFTPO	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	38,877	38,877	-
7.7 JTA Premium Transit and Fixed Guideway Service	JTA	-	-	-	-	-	-	-	-	-	-	-	440,000	-	110,000	-	-	550,000	540,000
7.8 JTA Transit Development Plan Update	JTA	-	-	-	-	-	-	-	-	-	-	-	88,000	-	22,000	-	-	110,000	235,000
7.9 JTA Transit Vision	JTA	-	-	-	-	-	-	-	-	-	-	-	56,000	-	14,000	-	-	70,000	70,000
7.10 JTA Develop Transit Educational Campaign	JTA	-	-	-	-	-	-	-	-	-	-	-	60,000	-	15,000	-	-	75,000	90,000
7.11 JTA General Transit and Regional Planning	JTA	-	-	-	-	-	-	-	-	-	-	-	160,000	-	40,000	-	-	200,000	185,000
7.12 JTA Sustainability Program	JTA	-	-	-	-	-	-	-	-	-	-	-	28,000	-	7,000	-	-	35,000	17,500
7.13 JTA Strategic Technology Planning	JTA	-	-	-	-	-	-	-	-	-	-	-	40,000	-	10,000	-	-	50,000	45,000
7.15 JTA Transit Oriented Development (TOD) Planning	JTA	-	-	-	-	-	-	-	-	-	-	-	80,000	-	20,000	-	-	100,000	100,000
7.16 JTA Transit Model Enhancements	JTA	-	-	-	-	-	-	-	-	-	-	-	40,000	-	10,000	-	-	50,000	50,000
7.17 JTA Organizational Improvement and Customer Focused Initiative	JTA	-	-	-	-	-	-	-	-	39,150	9,788	-	32,000	-	8,000	-	-	88,938	40,000
7.19 JTA Operations Training Plan	JTA	-	-	-	-	-	-	-	-	-	-	-	40,000	-	10,000	-	-	50,000	45,000
7.20 JTA Automation Planning	JTA	-	-	-	-	-	-	-	-	-	-	-	64,000	-	16,000	-	-	80,000	75,000
7.21 JTA Transit Facilities, ADA and DBE Planning	JTA	-	-	-	-	-	-	-	-	-	-	-	120,000	-	30,000	-	-	150,000	150,000
7.22 JTA Post COVID-19 Strategic Plan	JTA	-	-	-	-	-	-	-	-	-	-	-	200,000	-	-	-	-	200,000	200,000
TOTAL		1,292,100	875,000	145,000	2,312,100	417,796	267,193	33,399	33,399	557,294	139,324	200,000	1,248,000	-	312,000	38,877	567,155	5,508,740	4,228,669

¹ Local Assessment

² US Department of Energy (\$85,000 and \$10,000 Local Assessment)

³ St. Augustine Match

Amendment #1 Addition of Tsk 7.22 \$200,000 FTA CARES ACT

Amendment #2 Reallocating \$42,320.00 (\$33,856 Federal, \$4,232 State Match, \$4,232 Local Match) FTA Funding from Task 1.1 to Task 7.3 Transit Planning for St. Augustine UA

Reallocating \$7,680.00 (\$6,144 Federal, \$768 State Match, \$768 Local Match) FTA Funding from Task 1.5 Task 7.3 Transit Planning for St. Augustine UA

Reallocating \$35,000 SU Funding from Task 5.32 Clay County Pavement Management Pilot Study to Task 1.5 General Consultant Services

Modification #3 Replacing the 10% Local and 10% State hard match with a 20% soft match using toll credits.

Amendment #4 Encumbering FY 19/20 SU/CM funds

Modification #5 Reallocating \$75,000 from Task 1.1 to task 7.4

Table 2
AGENCY PARTICIPATION
 FISCAL YEAR 2020/21

Task Name	Responsible Agency	FHWA	Non Cash Match 18.07%	FTA	CTD	Local/Other	TOTAL without Non Cash Match	Consultant Services*
SECTION 1 ADMINISTRATION								
1.1 Program Administration	NFTPO	632,000	114,202	200,000	-	197,155 ¹	1,086,835	-
1.3 Training/Travel	NFTPO	-	-	-	-	50,000 ¹	50,000	-
1.4 Unified Planning Work Program	NFTPO	10,000	1,807	100,000	-	-	90,000	-
1.5 General Consultant Services	NFTPO	-	-	167,982	-	-	83,990	476,569
1.6 Annual Audit	NFTPO	-	-	-	-	25,000 ¹	25,000	20,000
SECTION 2 DATA COLLECTION								
2.1 Data Analytic Platform Update	NFTPO	200,000	36,140	-	-	-	250,000	250,000
SECTION 3 TRANSPORTATION IMPROVEMENT PROGRAM								
3.1 Transportation Improvement Program	NFTPO	39,600	7,156	-	-	-	54,600	9,600
3.2 List of Priority Projects	NFTPO	-	-	-	-	-	-	-
SECTION 4 LONG RANGE TRANSPORTATION PLAN								
4.1 GIS/Model Update/Maintenance	NFTPO	75,500	13,643	-	-	-	145,500	100,000
4.2 Establishing Performance Targets	NFTPO	-	-	-	-	-	-	-
4.3 2045 LRTP Plan Amendments & Modifications	NFTPO	-	-	-	-	-	-	-
4.4 Efficient Transportation Decision Making	NFTPO	-	-	-	-	-	-	-
SECTION 5 SPECIAL PROJECTS								
5.1 Annual Mobility Report	NFTPO	50,000	9,035	-	-	-	75,000	75,000
5.2 A1A/Anastasia Boulevard (St. Johns County) Speed Management by De	FDOT	50,000	9,035	-	-	50,000 ⁴	100,000	100,000
5.3 A1A/Anastasia Boulevard (St. Augustine) Complete Streets Study	NFTPO	75,000	13,553	-	-	- ²	100,000	100,000
5.4 Hodges Boulevard (Jacksonville) Corridor Study	NFTPO	75,000	13,553	-	-	-	100,000	100,000
5.5 JAXPORT Origin/Destination Study	NFTPO	75,000	13,553	-	-	-	75,000	75,000
5.6 Radar Road Extension (Clay County) Feasibility Study	NFTPO	100,000	18,070	-	-	-	100,000	100,000
5.7 Parental Home Road (Jacksonville) Corridor Study	NFTPO	50,000	9,035	-	-	-	75,000	75,000
5.8 SR A1A (NS Mayport) Resiliency Study	NFTPO	100,000	18,070	-	-	-	100,000	100,000
5.9 14th Street (Nassau County) Bicycle and Pedestrian Safety Study	NFTPO	50,000	9,035	-	-	-	50,000	50,000
5.3 Mobility for the Underserved/Ladders of Opportunity	NFTPO	25,000	4,518	-	-	-	50,000	50,000
5.32 Clay County Pavement Management Pilot Study	NFTPO	-	-	-	-	-	-	-
5.36 SMART St. Augustine/IDE Integration	NFTPO	100,000	18,070	-	-	-	100,000	100,000
SECTION 6 PUBLIC INVOLVEMENT								
6.1 Public Involvement Program	NFTPO	240,000	43,368	200,000	-	60,000 ¹	490,000	210,000
SECTION 7 SYSTEMS PLANNING								
7.0 Clean Fuels Coalition	NFTPO	125,000	22,588	-	-	100,000 ^{1,3}	225,000	110,000
7.1 Bicycle/Pedestrian Facilities Planning	NFTPO	45,000	8,132	-	-	5,000 ¹	50,000	-
7.2 First Coast Commuter Services	NFTPO	20,000	3,614	-	-	5,000 ¹	25,000	-
7.3 Transit Planning for the St. Augustine UA	NFTPO	-	-	-	-	-	110,000	110,000
7.4 Smart North Florida Coalition	NFTPO	175,000	31,623	-	-	75,000	250,000	175,000
7.5 Transportation Disadvantaged Related Planning	NFTPO	-	-	-	38,877	-	38,877	-
7.7 JTA Premium Transit and Fixed Guideway Service	JTA	-	-	550,000	-	-	550,000	540,000
7.8 JTA Transit Development Plan Update	JTA	-	-	110,000	-	-	110,000	235,000
7.9 JTA Transit Vision	JTA	-	-	70,000	-	-	70,000	70,000
7.11 JTA Develop Transit Educational Campaign	JTA	-	-	75,000	-	-	75,000	90,000
7.11 JTA General Transit and Regional Planning	JTA	-	-	200,000	-	-	200,000	185,000
7.12 JTA Sustainability Program	JTA	-	-	35,000	-	-	35,000	17,500
7.13 JTA Strategic Technology Planning	JTA	-	-	50,000	-	-	50,000	45,000
7.15 JTA Transit Oriented Development (TOD) Planning	JTA	-	-	100,000	-	-	100,000	100,000
7.16 JTA Transit Model Enhancements	JTA	-	-	50,000	-	-	50,000	50,000
7.17 JTA Organizational Improvement and Customer Focused Initiative	JTA	-	-	40,000	-	-	88,938	40,000
7.19 JTA- Operations Training Plan	JTA	-	-	50,000	-	-	50,000	45,000
7.20 JTA- Automation Planning	JTA	-	-	80,000	-	16,000	80,000	75,000
7.21 JTA Transit Facilities, ADA and DBE Planning	JTA	-	-	150,000	-	30,000	150,000	150,000
7.22 JTA Post COVID-19 Strategic Plan	JTA	-	-	200,000	-	-	200,000	200,000
TOTAL		2,312,100	417,796	2,427,982	38,877	613,155	5,708,740	4,228,669

¹ Local Assessment

² NE Florida Regional Commission

³ US Department of Energy (\$45,000 and \$10,000 Local Assessment)

⁴ State Funds

Table 3
Unified Planning Work Program FY 2021/22
Funding Sources by Task

Task Name	Responsible Agency	FHWA					FTA Section 5305d			FTA Section 5307			CTD	Local/Other	TOTAL without Non Cash Match	Consultant Services
		PL	SU	CMAQ	Total	Non Cash Match 18.07%	Federal 80%	State 10%	Local 10%	Federal 80%	State 10%	Local 10%				
SECTION 1 ADMINISTRATION																
1.1 Program Administration	NFTPO	632,000	-	-	632,000	114,202	160,000	20,000	20,000	-	-	-	-	197,155 ¹	1,029,155	-
1.3 Training/Travel	NFTPO	-	-	-	-	-	-	-	-	-	-	-	-	50,000	50,000	-
1.4 Unified Planning Work Program	NFTPO	20,000	-	-	20,000	3,614	24,000	3,000	3,000	-	-	-	-	-	50,000	-
1.5 General Consultant Services	NFTPO	75,874	35,959	6,135	117,968	21,317	106,144	13,268	13,268	-	-	-	-	-	250,648	275,648
1.6 Annual Audit	NFTPO	-	-	-	-	-	-	-	-	-	-	-	-	25,000	25,000	20,000
SECTION 2 DATA COLLECTION																
2.1 Data Analytic Platform Update	NFTPO	-	200,000	-	200,000	36,140	40,000	5,000	5,000	-	-	-	-	-	250,000	250,000
SECTION 3 TRANSPORTATION IMPROVEMENT PROGRAM																
3.1 Transportation Improvement Program	NFTPO	39,600	-	-	39,600	7,156	12,000	1,500	1,500	-	-	-	-	-	54,600	9,600
3.2 List of Priority Projects	NFTPO	5,000	-	-	5,000	904	-	-	-	-	-	-	-	-	5,000	-
SECTION 4 LONG RANGE TRANSPORTATION PLAN																
4.1 GIS/Model Update/Maintenance	NFTPO	100,500	-	-	100,500	18,160	56,000	7,000	7,000	-	-	-	-	-	170,500	50,000
4.2 Establishing Performance Targets	NFTPO	-	5,000	-	5,000	904	-	-	-	-	-	-	-	-	5,000	-
4.3 2045 LRTP Plan Amendments & Modifications	NFTPO	-	10,000	-	10,000	1,807	-	-	-	-	-	-	-	-	10,000	-
4.4 Efficient Transportation Decision Making	NFTPO	5,000	-	-	5,000	904	-	-	-	-	-	-	-	-	5,000	-
SECTION 5 SPECIAL PROJECTS																
5.1 Annual Mobility Report	NFTPO	-	75,000	-	75,000	13,553	-	-	-	-	-	-	-	-	75,000	75,000
5.10 East Coast Greenway (Beaches) Feasibility Study	NFTPO	25,000	100,000	-	125,000	22,588	-	-	-	-	-	-	-	-	125,000	125,000
5.11 Clay Duval County Trail Feasibility Study	NFTPO	-	80,000	-	80,000	14,456	-	-	-	-	-	-	-	-	80,000	80,000
5.12 US 17 (Green Cove Springs) Corridor Study	NFTPO	-	40,000	40,000	80,000	14,456	-	-	-	-	-	-	-	-	80,000	80,000
5.13 First Coast Expressway Impact Study	NFTPO	-	55,000	-	55,000	9,939	-	-	-	-	-	-	-	-	55,000	55,000
5.14 Pages Dairy Road Extension Feasibility Study	NFTPO	-	80,000	-	80,000	14,456	-	-	-	-	-	-	-	-	80,000	80,000
5.15 Pearce Street Corridor Study	NFTPO	-	50,000	45,000	95,000	17,167	-	-	-	-	-	-	-	-	95,000	95,000
5.16 Probe Vehicle Data Verification	NFTPO	-	75,000	-	75,000	13,553	-	-	-	-	-	-	-	-	75,000	75,000
5.17 SMART North Florida Report Card	NFTPO	50,000	-	-	50,000	9,035	-	-	-	-	-	-	-	-	50,000	50,000
5.18 Town of Baldwin Storm Water Study	NFTPO	75,000	-	-	75,000	13,553	-	-	-	-	-	-	-	-	75,000	75,000
5.19 8th Street Corridor Study	NFTPO	-	50,000	45,000	95,000	17,167	-	-	-	-	-	-	-	-	95,000	95,000
SECTION 6 PUBLIC INVOLVEMENT																
6.1 Public Involvement Program	NFTPO	240,000	-	-	240,000	43,368	72,000	9,000	9,000	-	-	-	-	60,000	390,000	210,000
SECTION 7 SYSTEMS PLANNING																
7.0 Clean Fuels Coalition	NFTPO	-	-	125,000	125,000	22,588	-	-	-	-	-	-	-	100,000 ^{1,2}	225,000	110,000
7.1 Bicycle/Pedestrian Facilities Planning	NFTPO	45,000	-	-	45,000	8,132	-	-	-	-	-	-	-	5,000	50,000	-
7.2 First Coast Commuter Services	NFTPO	-	-	45,000	45,000	8,132	-	-	-	-	-	-	-	5,000	50,000	-
7.3 Transit Planning for the St. Augustine UA	NFTPO	-	-	-	-	-	48,000	6,000	6,000	-	-	-	-	-	60,000	60,000
7.4 Smart North Florida Coalition	NFTPO	-	175,000	-	175,000	31,623	-	-	-	-	-	-	-	75,000	250,000	175,000
7.5 Transportation Disadvantaged Related Planning	NFTPO	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7.7 JTA Premium Transit and Fixed Guideway Service	JTA	-	-	-	-	-	-	-	-	360,000	-	90,000	-	-	450,000	440,000
7.8 JTA Transit Development Plan	JTA	-	-	-	-	-	-	-	-	16,000	-	4,000	-	-	20,000	20,000
7.9 JTA Transit Vision	JTA	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7.10 JTA Develop Transit Educational Campaign	JTA	-	-	-	-	-	-	-	-	60,000	-	15,000	-	-	75,000	67,500
7.11 JTA General Transit and Regional Planning	JTA	-	-	-	-	-	-	-	-	160,000	-	40,000	-	-	200,000	185,000
7.12 JTA Sustainability Program	JTA	-	-	-	-	-	-	-	-	20,000	-	5,000	-	-	25,000	12,500
7.13 JTA Strategic Technology Planning	JTA	-	-	-	-	-	-	-	-	20,000	-	5,000	-	-	25,000	20,000
7.15 JTA Transit Oriented Development (TOD) Planning	JTA	-	-	-	-	-	-	-	-	80,000	-	20,000	-	-	100,000	100,000
7.16 JTA Transit Model Enhancements	JTA	-	-	-	-	-	-	-	-	40,000	-	10,000	-	-	50,000	50,000
7.17 JTA Organizational Improvement and Customer Focused Initiative	JTA	-	-	-	-	-	39,150	4,894	4,894	30,000	-	7,500	-	-	86,438	37,500
7.18 JTA Transit Asset Management Plan (TAMP) Update	JTA	-	-	-	-	-	-	-	-	240,000	-	60,000	-	-	300,000	295,000
7.19 JTA Operations Training Plan	JTA	-	-	-	-	-	-	-	-	40,000	-	10,000	-	-	50,000	45,000
7.20 JTA Automation Planning	JTA	-	-	-	-	-	-	-	-	64,000	-	16,000	-	-	80,000	75,000
7.21 JTA Transit Facilities, ADA and DBD Planning	JTA	-	-	-	-	-	-	-	-	120,000	-	30,000	-	-	150,000	150,000
TOTAL		1,312,974	1,030,959	306,135	2,650,068	478,867	557,295	69,662	69,662	1,250,000	-	312,500	-	517,155	5,426,341	3,542,748

¹ Local Assessment

² US Department of Energy (\$85,000 and \$10,000 Local Assessment)

Table 4
AGENCY PARTICIPATION
 FISCAL YEAR 2021/22
 DRAFT

Task Name	Responsible Agency	FHWA	Non Cash Match 18.07%	FTA	CTD	Local/Other	TOTAL without Non Cash Match	Consultant Services*
SECTION 1 ADMINISTRATION								
1.1 Program Administration	NFTPO	632,000	114,202	200,000	-	197,155 ¹	1,029,155	-
1.3 Training/Travel	NFTPO	-	-	-	-	50,000 ¹	50,000	-
1.4 Unified Planning Work Program	NFTPO	20,000	3,614	30,000	-	-	50,000	-
1.5 General Consultant Services	NFTPO	117,968	21,317	132,680	-	-	250,648	275,648
1.6 Annual Audit	NFTPO	-	-	-	-	25,000 ¹	25,000	20,000
SECTION 2 DATA COLLECTION								
2.1 Data Analytic Platform Update	NFTPO	200,000	36,140	50,000	-	-	250,000	250,000
SECTION 3 TRANSPORTATION IMPROVEMENT PROGRAM								
3.1 Transportation Improvement Program	NFTPO	39,600	7,156	15,000	-	-	54,600	9,600
3.2 List of Priority Projects	NFTPO	5,000	904	-	-	-	5,000	-
SECTION 4 LONG RANGE TRANSPORTATION PLAN								
4.1 GIS/Model Update/Maintenance	NFTPO	100,500	18,160	70,000	-	-	170,500	50,000
4.2 Establishing Performance Targets	NFTPO	5,000	904	-	-	-	5,000	-
4.3 2045 LRTP Plan Amendments & Modifications	NFTPO	10,000	1,807	-	-	-	10,000	-
4.4 Efficient Transportation Decision Making	NFTPO	5,000	904	-	-	-	5,000	-
SECTION 5 SPECIAL PROJECTS								
5.1 Annual Mobility Report	NFTPO	75,000	13,553	-	-	-	75,000	75,000
5.10 East Coast Greenway (Beaches) Feasibility Study	NFTPO	125,000	22,588	-	-	- ⁴	125,000	125,000
5.11 Clay-Duval County Trail Feasibility Study	NFTPO	80,000	14,456	-	-	- ²	80,000	80,000
5.12 US 17 (Green Cove Springs) Corridor Study	NFTPO	80,000	14,456	-	-	-	80,000	80,000
5.13 First Coast Expressway Impact Study	NFTPO	55,000	9,939	-	-	-	55,000	55,000
5.14 Pages Dairy Road Extension Feasibility Study	NFTPO	80,000	14,456	-	-	-	80,000	80,000
5.15 Pearce Street Corridor Study	NFTPO	95,000	17,167	-	-	- ¹	95,000	95,000
5.16 Probe Vehicle Data Verification	NFTPO	75,000	13,553	-	-	-	75,000	75,000
5.17 SMART North Florida Report Card	NFTPO	50,000	9,035	-	-	- ^{1,3}	50,000	50,000
5.18 Town of Baldwin Storm Water Study	NFTPO	75,000	13,553	-	-	- ¹	75,000	75,000
5.19 8th Street Corridor Study	NFTPO	95,000	17,167	-	-	- ¹	95,000	95,000
SECTION 6 PUBLIC INVOLVEMENT								
6.1 Public Involvement Program	NFTPO	240,000	43,368	90,000	-	60,000	390,000	210,000
SECTION 7 SYSTEMS PLANNING								
7.0 Clean Fuels Coalition	NFTPO	125,000	22,588	-	-	100,000	225,000	110,000
7.1 Bicycle/Pedestrian Facilities Planning	NFTPO	45,000	8,132	-	-	5,000	50,000	-
7.2 First Coast Commuter Services	NFTPO	45,000	8,132	-	-	5,000	50,000	-
7.3 Transit Planning for the St. Augustine UA	NFTPO	-	-	60,000	-	-	60,000	60,000
7.4 Smart North Florida Coalition	NFTPO	175,000	31,623	-	-	75,000	250,000	175,000
7.5 Transportation Disadvantaged Related Planning	NFTPO	-	-	-	-	-	-	-
7.7 JTA Premium Transit and Fixed Guideway Service	JTA	-	-	450,000	-	-	450,000	440,000
7.8 JTA Transit Development Plan	JTA	-	-	20,000	-	-	20,000	20,000
7.9 JTA Transit Vision	JTA	-	-	-	-	-	-	-
7.10 JTA Develop Transit Educational Campaign	JTA	-	-	75,000	-	-	75,000	67,500
7.11 JTA General Transit and Regional Planning	JTA	-	-	200,000	-	-	200,000	185,000
7.12 JTA Sustainability Program	JTA	-	-	25,000	-	-	25,000	12,500
7.13 JTA Strategic Technology Planning	JTA	-	-	25,000	-	-	25,000	20,000
7.15 JTA Transit Oriented Deveopment (TOD) Planning	JTA	-	-	100,000	-	-	100,000	100,000
7.16 JTA Transit Model Enhancements	JTA	-	-	50,000	-	-	50,000	50,000
7.17 JTA Organizational Improvement and Customer Focused Initiative	JTA	-	-	86,438	-	-	86,438	37,500
7.18 JTA Transit Asset Management Plan (TAMP) Update	JTA	-	-	300,000	-	-	300,000	295,000
7.19 JTA Operations Training Plan	JTA	-	-	50,000	-	-	50,000	45,000
7.20 JTA Automateion Planning	JTA	-	-	80,000	-	-	80,000	75,000

Appendix A: FDOT District 2 Planning Activities

FDOT District 2 Planning Activities

Unified Planning Work Program 2020/2021 – 2021/2022

FDOT District 2 Planning Activities

District 2 Planning Activities encompass continuing, cooperative, comprehensive efforts to coordinate state, district, regional and local transportation planning in the areas of policy planning, statistics, environmental, safety and system planning. The planning activities include implementing policies, rules and procedures from the Federal legislation and the State of Florida, including the State's Transportation Plan (FTP) that provides a strategic approach to transportation investments for state, regional and local priorities.

Update Florida Transportation Plan (FTP) and the SIS 2020

The Florida Transportation Plan (FTP) and the Strategic Intermodal System (SIS) Cost Feasible plan are both being updated in 2020. The FTP encompasses a Vision Element and a Policy Element, that supports and is similar to the Long-Range Plans created by the MPOs. The FTP Vision Element provides a longer-term view of major trends, uncertainties, opportunities and outcomes showing the future of Florida's transportation system for the next 50 years. The FTP Policy Element defines the goals, objectives and strategies for Florida's transportation system over the next 25 years. The Policy Element provides guidance to state, regional, and local transportation partners in making transportation decisions.

The Strategic Intermodal System (SIS) Policy Plan identifies how to prioritize transportation capacity investments on the state's highest priority transportation facilities. The SIS is a primary focus for implementing the FTP.

District 2 will be holding regional workshops in early summer 2020 for outreach, coordination and comment on the update of both plans with our MPOs and communities.

The visions and goals of the FTP and the MPO's Unified Planning Work Program (UPWP) support each other.

Air Quality and Environmental

The Department supports policies and programs to reduce transportation's contribution to air quality and climate change. Statewide transportation policies aim to support Federal law, promote energy conservation, and protect and enhance the environment. The District's

objectives and policies include planning and developing transportation systems and facilities in a manner which protects, and where feasible, restores the function and character of the natural environment and avoids or minimizes adverse environmental impacts.

The State of Florida has applied to FHWA in 2020 as a designated Alternative Fuel Corridor. We are currently working to finalize the application, the District has reviewed and commented on the application and the District submitted a letter of support for the application.

Bicycle and Pedestrian Activities

District 2 reviews and identifies possible opportunities to add bicycle and sidewalk accommodations to resurfacing and capacity projects. The District reviews and identifies safety issues to recommend additional programs or grant opportunities. The District coordinates the FDOT plans and projects with the MPOs and the local municipalities. The District participates on the local Community Traffic Safety Teams.

Statewide, FDOT implemented Context Classification and a revision of the Florida Design Manual to incorporate those elements of Complete Streets in the design phase, based on the assigned Context Classification of the roadway. The District underwent a complete classification of all state roads within the district boundary, in coordination with local governments/municipalities. The Context Classification system is maintained through a website in GIS format, and is monitored and amended, as needed, by the District Complete Streets Coordinator.

Specific to District 2, we created a Bicycle/Pedestrian Gap Study. Utilizing the video logs, Google Earth and the provided shapefiles and/or documentation from the local municipalities, a GIS website was created reflecting current roadways, both state and local, with documented facilities. During the project review in ERC or when planning studies are being conducted, the recommendation for closing a bicycle or pedestrian “gap” is easier to document for recommendation with this new tool.

ITS Planning

District 2 has a robust ITS planning program, managed by the Traffic Operations division. In addition to the Transportation Management Center (TMC) partnership with the North Florida TPO and FDOT, Blue Toad deployment and data collection has expanded to beyond the four counties in the North Florida TPO area but now includes the Gainesville MTPO urbanized area.

There is currently a campaign and funding program in NF TPO planning boundary for the Wrong Way Driving (WWD) mitigation; installation of LED wrong way signs to alert motorists on those off-ramps associated with highest wrong way driving crashes.

The ITS architecture in District 2 includes ITS projects planned for short, medium, and long-term implementation. The website for specific projects related to ITS can be found at:

<http://www.consystem.com/florida/d2/web/projects.htm>

Corridor Planning Studies

The District conducts studies to identify and evaluate mobility issues on major travel corridors and evaluates the effectiveness and impacts of proposed alternatives, including a no build alternative.

The results may range from a set of short-term recommended improvements that address specific problems to a long-range comprehensive action plan for improving a corridor. Project studies are both on and off the State Highway System.

Currently, in FY 20, the District has a study on SR 202/J. Turner Butler Blvd.; SR 21/Blanding Boulevard in Clay County; I-10 from CR 125 to I-95 (complete in May 2020); I-295 Western Beltway (complete in 2020); and I-95 Managed Lanes Study.

Appendix B: Statements and Assurances

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

525-010-08
POLICY PLANNING
05/18

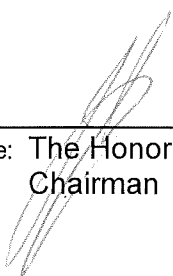
DEBARMENT and SUSPENSION CERTIFICATION

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

(1) The t 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 North Florida TPO also hereby certifies that if, later, it becomes aware of any information contradicting the statements of paragraphs (a) through (d) above, it will promptly provide that information to the U.S.D.O.T.



Name: The Honorable James Johns
Title: Chairman

5-16-2020

Date

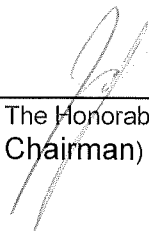
FLORIDA DEPARTMENT OF TRANSPORTATION
UNIFIED PLANNING WORK PROGRAM (UPWP)
STATEMENTS AND ASSURANCES

525-010-08
POLICY PLANNING
05/18

LOBBYING CERTIFICATION for GRANTS, LOANS and COOPERATIVE AGREEMENTS

In accordance with Section 1352 of Title 31, United States Code, it is the policy of the North Florida TPO that:

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


Name: The Honorable James Johns
Title: Chairman

5-16-2020
Date

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

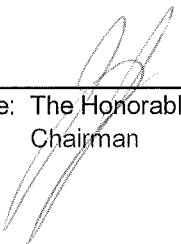
525-010-08
POLICY PLANNING
05/18

DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION

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

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

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



Name: The Honorable James Johns
Title: Chairman

5-16-2020

Date

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

525-010-08
POLICY PLANNING
05/18


TITLE VI/ NONDISCRIMINATION ASSURANCE

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

The North Florida TPO further assures FDOT that it will undertake the following with respect to its programs and activities:

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

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



Name: The Honorable James Johns
Title: Chairman

5-16-2020

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.

**UNIFIED PLANNING WORK PROGRAM (UPWP)
STATEMENTS AND ASSURANCES**

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

Appendix C: FTA Grant Application

**PUBLIC TRANSPORTATION
GRANT AGREEMENT**

Financial Project Number(s): <small>(item-segment-phase-sequence)</small> 411763-3-14-21	Fund(s): Work Activity Code/Function: Federal Number/Federal Award Identification Number (FAIN) – Transit only:	DU 215 1001- 2019-12	FLAIR Category: 088774 Object Code: 780000 Org. Code: 55022020229 Vendor Number: F542136510003
Contract Number: G1V02	Federal Award Date: 2/11/2020		
CFDA Number: 20.505	Agency DUNS Number: 192594625		
CFDA Title: Metropolitan Transportation Planning and State and Non-Metropolitan Planning and Research			
CSFA Number: N/A			
CSFA Title: N/A			

THIS PUBLIC TRANSPORTATION GRANT AGREEMENT (“Agreement”) is entered into 2/22/2021 3:08 PM EST, by and between the State of Florida, Department of Transportation, (“Department”), and North Florida Transportation Planning Organization, (“Agency”). The Department and the Agency are sometimes referred to in this Agreement as a “Party” and collectively as the “Parties.”

NOW, THEREFORE, in consideration of the mutual benefits to be derived from joint participation on the Project, the Parties agree to the following:

- 1. Authority.** The Agency, by Resolution or other form of official authorization, a copy of which is attached as **Exhibit “D”, Agency Resolution** and made a part of this Agreement, has authorized its officers to execute this Agreement on its behalf. The Department has the authority pursuant to Section(s) 341.000, Florida Statutes, to enter into this Agreement.
- 2. Purpose of Agreement.** The purpose of this Agreement is to provide for the Department’s participation in Metropolitan Planning-Program Support Administration, as further described in **Exhibit “A”, Project Description and Responsibilities**, attached and incorporated into this Agreement (“Project”), to provide Department financial assistance to the Agency, state the terms and conditions upon which Department funds will be provided, and to set forth the manner in which the Project will be undertaken and completed.
- 3. Program Area.** For identification purposes only, this Agreement is implemented as part of the Department program area selected below (select all programs that apply):

- Aviation
- Seaports
- Transit
- Intermodal
- Rail Crossing Closure
- Match to Direct Federal Funding (Aviation or Transit)
- (Note: Section 15 and Exhibit G do not apply to federally matched funding)
- Other

- 4. Exhibits.** The following Exhibits are attached and incorporated into this Agreement:

- Exhibit A: Project Description and Responsibilities
- Exhibit B: Schedule of Financial Assistance
- *Exhibit B1: Deferred Reimbursement Financial Provisions
- *Exhibit B2: Advance Payment Financial Provisions
- *Exhibit C: Terms and Conditions of Construction
- Exhibit D: Agency Resolution
- Exhibit E: Program Specific Terms and Conditions
- Exhibit F: Contract Payment Requirements

**PUBLIC TRANSPORTATION
GRANT AGREEMENT**

- *Exhibit G: Audit Requirements for Awards of State Financial Assistance
 *Exhibit H: Audit Requirements for Awards of Federal Financial Assistance
 *Additional Exhibit(s): Exhibit A; Exhibit D; Exhibit B; Exhibit E; Exhibit F

*Indicates that the Exhibit is only attached and incorporated if applicable box is selected.

- 5. Time.** Unless specified otherwise, all references to “days” within this Agreement refer to calendar days.
- 6. Term of Agreement.** This Agreement shall commence upon full execution by both Parties (“Effective Date”) and continue through June 30, 2022. If the Agency does not complete the Project within this time period, this Agreement will expire unless an extension of the time period is requested by the Agency and granted in writing by the Department prior to the expiration of this Agreement. Expiration of this Agreement will be considered termination of the Project. The cost of any work performed prior to the Effective Date or after the expiration date of this Agreement will not be reimbursed by the Department.
- a.** If this box is checked the following provision applies:
- Unless terminated earlier, work on the Project shall commence no later than the day of , or within days of the issuance of the Notice to Proceed for the construction phase of the Project (if the Project involves construction), whichever date is earlier. The Department shall have the option to immediately terminate this Agreement should the Agency fail to meet the above-required dates.
- 7. Amendments, Extensions, and Assignment.** This Agreement may be amended or extended upon mutual written agreement of the Parties. This Agreement shall not be renewed. This Agreement shall not be assigned, transferred, or otherwise encumbered by the Agency under any circumstances without the prior written consent of the Department.
- 8. Termination or Suspension of Project.** The Department may, by written notice to the Agency, suspend any or all of the Department’s obligations under this Agreement for the Agency’s failure to comply with applicable law or the terms of this Agreement until such time as the event or condition resulting in such suspension has ceased or been corrected.
- a.** Notwithstanding any other provision of this Agreement, if the Department intends to terminate the Agreement, the Department shall notify the Agency of such termination in writing at least thirty (30) days prior to the termination of the Agreement, with instructions to the effective date of termination or specify the stage of work at which the Agreement is to be terminated.
- b.** The Parties to this Agreement may terminate this Agreement when its continuation would not produce beneficial results commensurate with the further expenditure of funds. In this event, the Parties shall agree upon the termination conditions.
- c.** If the Agreement is terminated before performance is completed, the Agency shall be paid only for that work satisfactorily performed for which costs can be substantiated. Such payment, however, may not exceed the equivalent percentage of the Department’s maximum financial assistance. If any portion of the Project is located on the Department’s right-of-way, then all work in progress on the Department right-of-way will become the property of the Department and will be turned over promptly by the Agency.
- d.** In the event the Agency fails to perform or honor the requirements and provisions of this Agreement, the Agency shall promptly refund in full to the Department within thirty (30) days of the termination of the Agreement any funds that were determined by the Department to have been expended in violation of the Agreement.
- e.** The Department reserves the right to unilaterally cancel this Agreement for failure by the Agency to comply with the Public Records provisions of Chapter 119, Florida Statutes.

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9. Project Cost:

- a. The estimated total cost of the Project is \$557,295. This amount is based upon **Exhibit "B", Schedule of Financial Assistance**. The timeline for deliverables and distribution of estimated amounts between deliverables within a grant phase, as outlined in **Exhibit "B", Schedule of Financial Assistance**, may be modified by mutual written agreement of the Parties and does not require execution of an **Amendment to the Public Transportation Grant Agreement**. The timeline for deliverables and distribution of estimated amounts between grant phases requires an amendment executed by both Parties in the same form as this Agreement.
- b. The Department agrees to participate in the Project cost up to the maximum amount of \$557,295 and, the Department's participation in the Project shall not exceed 100.00% of the total eligible cost of the Project, and as more fully described in **Exhibit "B", Schedule of Financial Assistance**. The Agency agrees to bear all expenses in excess of the amount of the Department's participation and any cost overruns or deficits involved.

10. Compensation and Payment:

- a. **Eligible Cost.** The Department shall reimburse the Agency for allowable costs incurred as described in **Exhibit "A", Project Description and Responsibilities**, and as set forth in **Exhibit "B", Schedule of Financial Assistance**.
- b. **Deliverables.** The Agency shall provide quantifiable, measurable, and verifiable units of deliverables. Each deliverable must specify the required minimum level of service to be performed and the criteria for evaluating successful completion. The Project and the quantifiable, measurable, and verifiable units of deliverables are described more fully in **Exhibit "A", Project Description and Responsibilities**. Modifications to the deliverables in **Exhibit "A", Project Description and Responsibilities** requires a formal written amendment.
- c. **Invoicing.** Invoices shall be submitted no more often than monthly by the Agency in detail sufficient for a proper pre-audit and post-audit, based on the quantifiable, measurable, and verifiable deliverables as established in **Exhibit "A", Project Description and Responsibilities**. Deliverables and costs incurred must be received and approved by the Department prior to reimbursement. Requests for reimbursement by the Agency shall include an invoice, progress report, and supporting documentation for the deliverables being billed that are acceptable to the Department. The Agency shall use the format for the invoice and progress report that is approved by the Department.
- d. **Supporting Documentation.** Supporting documentation must establish that the deliverables were received and accepted in writing by the Agency and must also establish that the required minimum standards or level of service to be performed based on the criteria for evaluating successful completion as specified in **Exhibit "A", Project Description and Responsibilities** has been met. All costs invoiced shall be supported by properly executed payrolls, time records, invoices, contracts, or vouchers evidencing in proper detail the nature and propriety of charges as described in **Exhibit "F", Contract Payment Requirements**.
- e. **Travel Expenses.** The selected provision below is controlling regarding travel expenses:

 Travel expenses are NOT eligible for reimbursement under this Agreement.

 Travel expenses ARE eligible for reimbursement under this Agreement. Bills for travel expenses specifically authorized in this Agreement shall be submitted on the Department's Contractor Travel Form No. 300-000-06 and will be paid in accordance with Section 112.061,

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Florida Statutes, and the most current version of the Department's Disbursement Handbook for Employees and Managers.

- f. Financial Consequences.** Payment shall be made only after receipt and approval of deliverables and costs incurred unless advance payments are authorized by the Chief Financial Officer of the State of Florida under Chapters 215 and 216, Florida Statutes, or the Department's Comptroller under Section 334.044(29), Florida Statutes. If the Department determines that the performance of the Agency is unsatisfactory, the Department shall notify the Agency of the deficiency to be corrected, which correction shall be made within a time-frame to be specified by the Department. The Agency shall, within thirty (30) days after notice from the Department, provide the Department with a corrective action plan describing how the Agency will address all issues of contract non-performance, unacceptable performance, failure to meet the minimum performance levels, deliverable deficiencies, or contract non-compliance. If the corrective action plan is unacceptable to the Department, the Agency will not be reimbursed. If the deficiency is subsequently resolved, the Agency may bill the Department for the amount that was previously not reimbursed during the next billing period. If the Agency is unable to resolve the deficiency, the funds shall be forfeited at the end of the Agreement's term.
- g. Invoice Processing.** An Agency receiving financial assistance from the Department should be aware of the following time frames. Inspection or verification and approval of deliverables shall take no longer than 20 days from the Department's receipt of the invoice. The Department has 20 days to deliver a request for payment (voucher) to the Department of Financial Services. The 20 days are measured from the latter of the date the invoice is received or the deliverables are received, inspected or verified, and approved.

If a payment is not available within 40 days, a separate interest penalty at a rate as established pursuant to Section 55.03(1), Florida Statutes, will be due and payable, in addition to the invoice amount, to the Agency. Interest penalties of less than one (1) dollar will not be enforced unless the Agency requests payment. Invoices that have to be returned to an Agency because of Agency preparation errors will result in a delay in the payment. The invoice payment requirements do not start until a properly completed invoice is provided to the Department.

A Vendor Ombudsman has been established within the Department of Financial Services. The duties of this individual include acting as an advocate for Agency who may be experiencing problems in obtaining timely payment(s) from a state agency. The Vendor Ombudsman may be contacted at (850) 413-5516.

- h. Records Retention.** The Agency shall maintain an accounting system or separate accounts to ensure funds and projects are tracked separately. Records of costs incurred under the terms of this Agreement shall be maintained and made available upon request to the Department at all times during the period of this Agreement and for five years after final payment is made. Copies of these records shall be furnished to the Department upon request. Records of costs incurred include the Agency's general accounting records and the Project records, together with supporting documents and records, of the Contractor and all subcontractors performing work on the Project, and all other records of the Contractor and subcontractors considered necessary by the Department for a proper audit of costs.
- i. Progress Reports.** Upon request, the Agency agrees to provide progress reports to the Department in the standard format used by the Department and at intervals established by the Department. The Department will be entitled at all times to be advised, at its request, as to the status of the Project and of details thereof.
- j. Submission of Other Documents.** The Agency shall submit to the Department such data, reports, records, contracts, and other documents relating to the Project as the Department

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may require as listed in **Exhibit "E", Program Specific Terms and Conditions** attached to and incorporated into this Agreement.

- k. Offsets for Claims.** If, after Project completion, any claim is made by the Department resulting from an audit or for work or services performed pursuant to this Agreement, the Department may offset such amount from payments due for work or services done under any agreement that it has with the Agency owing such amount if, upon written demand, payment of the amount is not made within 60 days to the Department. Offsetting any amount pursuant to this paragraph shall not be considered a breach of contract by the Department.
- l. Final Invoice.** The Agency must submit the final invoice on the Project to the Department within 120 days after the completion of the Project. Invoices submitted after the 120-day time period may not be paid.
- m. Department's Performance and Payment Contingent Upon Annual Appropriation by the Legislature.** The Department's performance and obligation to pay under this Agreement is contingent upon an annual appropriation by the Legislature. If the Department's funding for this Project is in multiple fiscal years, a notice of availability of funds from the Department's project manager must be received prior to costs being incurred by the Agency. See **Exhibit "B", Schedule of Financial Assistance** for funding levels by fiscal year. Project costs utilizing any fiscal year funds are not eligible for reimbursement if incurred prior to funds approval being received. The Department will notify the Agency, in writing, when funds are available.
- n. Limits on Contracts Exceeding \$25,000 and Term more than 1 Year.** In the event this Agreement is in excess of \$25,000 and has a term for a period of more than one year, the provisions of Section 339.135(6)(a), Florida Statutes, are hereby incorporated:
- "The Department, during any fiscal year, shall not expend money, incur any liability, or enter into any contract which, by its terms, involves the expenditure of money in excess of the amounts budgeted as available for expenditure during such fiscal year. Any contract, verbal or written, made in violation of this subsection is null and void, and no money may be paid on such contract. The Department shall require a statement from the comptroller of the Department that funds are available prior to entering into any such contract or other binding commitment of funds. Nothing herein contained shall prevent the making of contracts for periods exceeding 1 year, but any contract so made shall be executory only for the value of the services to be rendered or agreed to be paid for in succeeding fiscal years; and this paragraph shall be incorporated verbatim in all contracts of the Department which are for an amount in excess of \$25,000 and which have a term for a period of more than 1 year."
- o. Agency Obligation to Refund Department.** Any Project funds made available by the Department pursuant to this Agreement that are determined by the Department to have been expended by the Agency in violation of this Agreement or any other applicable law or regulation shall be promptly refunded in full to the Department. Acceptance by the Department of any documentation or certifications, mandatory or otherwise permitted, that the Agency files shall not constitute a waiver of the Department's rights as the funding agency to verify all information at a later date by audit or investigation.
- p. Non-Eligible Costs.** In determining the amount of the payment, the Department will exclude all Project costs incurred by the Agency prior to the execution of this Agreement, costs incurred after the expiration of the Agreement, costs that are not provided for in **Exhibit "A", Project Description and Responsibilities**, and as set forth in **Exhibit "B", Schedule of Financial Assistance**, costs agreed to be borne by the Agency or its contractors and subcontractors for

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not meeting the Project commencement and final invoice time lines, and costs attributable to goods or services received under a contract or other arrangement that has not been approved in writing by the Department. Specific unallowable costs may be listed in **Exhibit "A", Project Description and Responsibilities**.

11. General Requirements. The Agency shall complete the Project with all practical dispatch in a sound, economical, and efficient manner, and in accordance with the provisions in this Agreement and all applicable laws.

- a. **Necessary Permits Certification.** The Agency shall certify to the Department that the Agency's design consultant and/or construction contractor has secured the necessary permits.
- b. **Right-of-Way Certification.** If the Project involves construction, then the Agency shall provide to the Department certification and a copy of appropriate documentation substantiating that all required right-of-way necessary for the Project has been obtained. Certification is required prior to authorization for advertisement for or solicitation of bids for construction of the Project, even if no right-of-way is required.
- c. **Notification Requirements When Performing Construction on Department's Right-of-Way.** In the event the cost of the Project is greater than \$250,000.00, and the Project involves construction on the Department's right-of-way, the Agency shall provide the Department with written notification of either its intent to:
 - i. Require the construction work of the Project that is on the Department's right-of-way to be performed by a Department prequalified contractor, or
 - ii. Construct the Project utilizing existing Agency employees, if the Agency can complete said Project within the time frame set forth in this Agreement.
- d. If this box is checked, then the Agency is permitted to utilize its own forces and the following provision applies: **Use of Agency Workforce.** In the event the Agency proceeds with any phase of the Project utilizing its own forces, the Agency will only be reimbursed for direct costs (this excludes general overhead).
- e. If this box is checked, then the Agency is permitted to utilize **Indirect Costs: Reimbursement for Indirect Program Expenses** (select one):
 - i. Agency has selected to seek reimbursement from the Department for actual indirect expenses (no rate).
 - ii. Agency has selected to apply a de minimus rate of 10% to modified total direct costs. Note: The de minimus rate is available only to entities that have never had a negotiated indirect cost rate. When selected, the de minimus rate must be used consistently for all federal awards until such time the agency chooses to negotiate a rate. A cost policy statement and de minimis certification form must be submitted to the Department for review and approval.
 - iii. Agency has selected to apply a state or federally approved indirect cost rate. A federally approved rate agreement or indirect cost allocation plan (ICAP) must be submitted annually.
- f. **Agency Compliance with Laws, Rules, and Regulations, Guidelines, and Standards.** The Agency shall comply and require its contractors and subcontractors to comply with all terms and conditions of this Agreement and all federal, state, and local laws and regulations applicable to this Project.

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- g. Claims and Requests for Additional Work.** The Agency shall have the sole responsibility for resolving claims and requests for additional work for the Project. The Agency will make best efforts to obtain the Department's input in its decisions. The Department is not obligated to reimburse for claims or requests for additional work.

12. Contracts of the Agency:

- a. Approval of Third Party Contracts.** The Department specifically reserves the right to review and approve any and all third party contracts with respect to the Project before the Agency executes or obligates itself in any manner requiring the disbursement of Department funds, including consultant and purchase of commodities contracts, or amendments thereto. If the Department chooses to review and approve third party contracts for this Project and the Agency fails to obtain such approval, that shall be sufficient cause for nonpayment by the Department. The Department specifically reserves unto itself the right to review the qualifications of any consultant or contractor and to approve or disapprove the employment of the same. If Federal Transit Administration (FTA) funds are used in the Project, the Department must exercise the right to third party contract review.
- b. Procurement of Commodities or Contractual Services.** It is understood and agreed by the Parties hereto that participation by the Department in a project with the Agency, where said project involves the purchase of commodities or contractual services where purchases or costs exceed the Threshold Amount for CATEGORY TWO per Section 287.017, Florida Statutes, is contingent on the Agency complying in full with the provisions of Section 287.057, Florida Statutes. The Agency's Authorized Official shall certify to the Department that the Agency's purchase of commodities or contractual services has been accomplished in compliance with Section 287.057, Florida Statutes. It shall be the sole responsibility of the Agency to ensure that any obligations made in accordance with this Section comply with the current threshold limits. Contracts, purchase orders, task orders, construction change orders, or any other agreement that would result in exceeding the current budget contained in **Exhibit "B", Schedule of Financial Assistance**, or that is not consistent with the Project description and scope of services contained in **Exhibit "A", Project Description and Responsibilities** must be approved by the Department prior to Agency execution. Failure to obtain such approval, and subsequent execution of an amendment to the Agreement if required, shall be sufficient cause for nonpayment by the Department, in accordance with this Agreement.
- c. Consultants' Competitive Negotiation Act.** It is understood and agreed by the Parties to this Agreement that participation by the Department in a project with the Agency, where said project involves a consultant contract for professional services, is contingent on the Agency's full compliance with provisions of Section 287.055, Florida Statutes, Consultants' Competitive Negotiation Act. In all cases, the Agency's Authorized Official shall certify to the Department that selection has been accomplished in compliance with the Consultants' Competitive Negotiation Act.
- d. Disadvantaged Business Enterprise (DBE) Policy and Obligation.** It is the policy of the Department that DBEs, as defined in 49 C.F.R. Part 26, as amended, shall have the opportunity to participate in the performance of contracts financed in whole or in part with Department funds under this Agreement. The DBE requirements of applicable federal and state laws and regulations apply to this Agreement. The Agency and its contractors agree to ensure that DBEs have the opportunity to participate in the performance of this Agreement. In this regard, all recipients and contractors shall take all necessary and reasonable steps in accordance with applicable federal and state laws and regulations to ensure that the DBEs have the opportunity to compete for and perform contracts. The Agency and its contractors and subcontractors shall not discriminate on the basis of race, color, national origin or sex in the award and performance of contracts, entered pursuant to this Agreement.

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13. Maintenance Obligations. In the event the Project includes construction or the acquisition of commodities then the following provisions are incorporated into this Agreement:

- a. The Agency agrees to accept all future maintenance and other attendant costs occurring after completion of the Project for all improvements constructed or commodities acquired as part of the Project. The terms of this provision shall survive the termination of this Agreement.

14. Sale, Transfer, or Disposal of Department-funded Property:

- a. The Agency will not sell or otherwise transfer or dispose of any part of its title or other interests in real property, facilities, or equipment funded in any part by the Department under this Agreement without prior written approval by the Department.
- b. If a sale, transfer, or disposal by the Agency of all or a portion of Department-funded real property, facilities, or equipment is approved by the Department, the following provisions will apply:
 - i. The Agency shall reimburse the Department a proportional amount of the proceeds of the sale of any Department-funded property.
 - ii. The proportional amount shall be determined on the basis of the ratio of the Department funding of the development or acquisition of the property multiplied against the sale amount, and shall be remitted to the Department within ninety (90) days of closing of sale.
 - iii. Sale of property developed or acquired with Department funds shall be at market value as determined by appraisal or public bidding process, and the contract and process for sale must be approved in advance by the Department.
 - iv. If any portion of the proceeds from the sale to the Agency are non-cash considerations, reimbursement to the Department shall include a proportional amount based on the value of the non-cash considerations.
- c. The terms of provisions "a" and "b" above shall survive the termination of this Agreement.
 - i. The terms shall remain in full force and effect throughout the useful life of facilities developed, equipment acquired, or Project items installed within a facility, but shall not exceed twenty (20) years from the effective date of this Agreement.
 - ii. There shall be no limit on the duration of the terms with respect to real property acquired with Department funds.

15. Single Audit. The administration of Federal or State resources awarded through the Department to the Agency by this Agreement may be subject to audits and/or monitoring by the Department. The following requirements do not limit the authority of the Department to conduct or arrange for the conduct of additional audits or evaluations of Federal awards or State financial assistance or limit the authority of any state agency inspector general, the State of Florida Auditor General, or any other state official. The Agency shall comply with all audit and audit reporting requirements as specified below.

Federal Funded:

- a. In addition to reviews of audits conducted in accordance with 2 CFR Part 200, Subpart F – Audit Requirements, monitoring procedures may include but not be limited to on-site visits by Department staff and/or other procedures, including reviewing any required performance and financial reports, following up, ensuring corrective action, and issuing management decisions on weaknesses found through audits when those findings pertain to Federal awards provided

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through the Department by this Agreement. By entering into this Agreement, the Agency agrees to comply and cooperate fully with any monitoring procedures/processes deemed appropriate by the Department. The Agency further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the Department, State of Florida Chief Financial Officer (CFO), or State of Florida Auditor General.

- b. The Agency, a non-Federal entity as defined by 2 CFR Part 200, Subpart F – Audit Requirements, as a subrecipient of a Federal award awarded by the Department through this Agreement, is subject to the following requirements:
- i. In the event the Agency expends a total amount of Federal awards equal to or in excess of the threshold established by 2 CFR Part 200, Subpart F – Audit Requirements, the Agency must have a Federal single or program-specific audit conducted for such fiscal year in accordance with the provisions of 2 CFR Part 200, Subpart F – Audit Requirements. **Exhibit “H”, Audit Requirements for Awards of Federal Financial Assistance**, to this Agreement provides the required Federal award identification information needed by the Agency to further comply with the requirements of 2 CFR Part 200, Subpart F – Audit Requirements. In determining Federal awards expended in a fiscal year, the Agency must consider all sources of Federal awards based on when the activity related to the Federal award occurs, including the Federal award provided through the Department by this Agreement. The determination of amounts of Federal awards expended should be in accordance with the guidelines established by 2 CFR Part 200, Subpart F – Audit Requirements. An audit conducted by the State of Florida Auditor General in accordance with the provisions of 2 CFR Part 200, Subpart F – Audit Requirements, will meet the requirements of this part.
 - ii. In connection with the audit requirements, the Agency shall fulfill the requirements relative to the auditee responsibilities as provided in 2 CFR Part 200, Subpart F – Audit Requirements.
 - iii. In the event the Agency expends less than the threshold established by 2 CFR Part 200, Subpart F – Audit Requirements, in Federal awards, the Agency is exempt from Federal audit requirements for that fiscal year. However, the Agency must provide a single audit exemption statement to the Department at FDOTSingleAudit@dot.state.fl.us no later than nine months after the end of the Agency’s audit period for each applicable audit year. In the event the Agency expends less than the threshold established by 2 CFR Part 200, Subpart F – Audit Requirements, in Federal awards in a fiscal year and elects to have an audit conducted in accordance with the provisions of 2 CFR Part 200, Subpart F – Audit Requirements, the cost of the audit must be paid from non-Federal resources (*i.e.*, the cost of such an audit must be paid from the Agency’s resources obtained from other than Federal entities).
 - iv. The Agency must electronically submit to the Federal Audit Clearinghouse (FAC) at <https://harvester.census.gov/facweb/> the audit reporting package as required by 2 CFR Part 200, Subpart F – Audit Requirements, within the earlier of 30 calendar days after receipt of the auditor’s report(s) or nine months after the end of the audit period. The FAC is the repository of record for audits required by 2 CFR Part 200, Subpart F – Audit Requirements. However, the Department requires a copy of the audit reporting package also be submitted to FDOTSingleAudit@dot.state.fl.us within the earlier of 30 calendar days after receipt of the auditor’s report(s) or nine months after the end of the audit period as required by 2 CFR Part 200, Subpart F – Audit Requirements.
 - v. Within six months of acceptance of the audit report by the FAC, the Department will review the Agency’s audit reporting package, including corrective action plans and

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management letters, to the extent necessary to determine whether timely and appropriate action on all deficiencies has been taken pertaining to the Federal award provided through the Department by this Agreement. If the Agency fails to have an audit conducted in accordance with 2 CFR Part 200, Subpart F – Audit Requirements, the Department may impose additional conditions to remedy noncompliance. If the Department determines that noncompliance cannot be remedied by imposing additional conditions, the Department may take appropriate actions to enforce compliance, which actions may include but not be limited to the following:

1. Temporarily withhold cash payments pending correction of the deficiency by the Agency or more severe enforcement action by the Department;
 2. Disallow (deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance;
 3. Wholly or partly suspend or terminate the Federal award;
 4. Initiate suspension or debarment proceedings as authorized under 2 C.F.R. Part 180 and Federal awarding agency regulations (or in the case of the Department, recommend such a proceeding be initiated by the Federal awarding agency);
 5. Withhold further Federal awards for the Project or program;
 6. Take other remedies that may be legally available.
- vi. As a condition of receiving this Federal award, the Agency shall permit the Department or its designee, the CFO, or State of Florida Auditor General access to the Agency's records, including financial statements, the independent auditor's working papers, and project records as necessary. Records related to unresolved audit findings, appeals, or litigation shall be retained until the action is complete or the dispute is resolved.
- vii. The Department's contact information for requirements under this part is as follows:

Office of Comptroller, MS 24
605 Suwannee Street
Tallahassee, Florida 32399-0450
FDOTSingleAudit@dot.state.fl.us

State Funded:

- a. In addition to reviews of audits conducted in accordance with Section 215.97, Florida Statutes, monitoring procedures to monitor the Agency's use of state financial assistance may include but not be limited to on-site visits by Department staff and/or other procedures, including reviewing any required performance and financial reports, following up, ensuring corrective action, and issuing management decisions on weaknesses found through audits when those findings pertain to state financial assistance awarded through the Department by this Agreement. By entering into this Agreement, the Agency agrees to comply and cooperate fully with any monitoring procedures/processes deemed appropriate by the Department. The Agency further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the Department, the Department of Financial Services (DFS), or State of Florida Auditor General.
- b. The Agency, a "nonstate entity" as defined by Section 215.97, Florida Statutes, as a recipient of state financial assistance awarded by the Department through this Agreement, is subject to the following requirements:
 - i. In the event the Agency meets the audit threshold requirements established by Section 215.97, Florida Statutes, the Agency must have a State single or project-specific audit conducted for such fiscal year in accordance with Section 215.97, Florida Statutes; applicable rules of the Department of Financial Services; and

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Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General. **Exhibit “G”, Audit Requirements for Awards of State Financial Assistance**, to this Agreement indicates state financial assistance awarded through the Department by this Agreement needed by the Agency to further comply with the requirements of Section 215.97, Florida Statutes. In determining the state financial assistance expended in a fiscal year, the Agency shall consider all sources of state financial assistance, including state financial assistance received from the Department by this Agreement, other state agencies, and other nonstate entities. State financial assistance does not include Federal direct or pass-through awards and resources received by a nonstate entity for Federal program matching requirements.

- ii. In connection with the audit requirements, the Agency shall ensure that the audit complies with the requirements of Section 215.97(8), Florida Statutes. This includes submission of a financial reporting package as defined by Section 215.97(2)(e), Florida Statutes, and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General.
- iii. In the event the Agency does not meet the audit threshold requirements established by Section 215.97, Florida Statutes, the Agency is exempt for such fiscal year from the state single audit requirements of Section 215.97, Florida Statutes. However, the Agency must provide a single audit exemption statement to the Department at FDOTSingleAudit@dot.state.fl.us no later than nine months after the end of the Agency’s audit period for each applicable audit year. In the event the Agency does not meet the audit threshold requirements established by Section 215.97, Florida Statutes, in a fiscal year and elects to have an audit conducted in accordance with the provisions of Section 215.97, Florida Statutes, the cost of the audit must be paid from the Agency’s resources (*i.e.*, the cost of such an audit must be paid from the Agency’s resources obtained from other than State entities).
- iv. In accordance with Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, copies of financial reporting packages required by this Agreement shall be submitted to:

Florida Department of Transportation
Office of Comptroller, MS 24
605 Suwannee Street
Tallahassee, Florida 32399-0405
FDOTSingleAudit@dot.state.fl.us

And

State of Florida Auditor General
Local Government Audits/342
111 West Madison Street, Room 401
Tallahassee, FL 32399-1450
Email: flaudgen_localgovt@aud.state.fl.us

- v. Any copies of financial reporting packages, reports, or other information required to be submitted to the Department shall be submitted timely in accordance with Section 215.97, Florida Statutes, and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, as applicable.
- vi. The Agency, when submitting financial reporting packages to the Department for audits done in accordance with Chapters 10.550 (local governmental entities) or

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10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, should indicate the date the reporting package was delivered to the Agency in correspondence accompanying the reporting package.

- vii. Upon receipt, and within six months, the Department will review the Agency's financial reporting package, including corrective action plans and management letters, to the extent necessary to determine whether timely and appropriate corrective action on all deficiencies has been taken pertaining to the state financial assistance provided through the Department by this Agreement. If the Agency fails to have an audit conducted consistent with Section 215.97, Florida Statutes, the Department may take appropriate corrective action to enforce compliance.
- viii. As a condition of receiving state financial assistance, the Agency shall permit the Department or its designee, DFS, or the Auditor General access to the Agency's records, including financial statements, the independent auditor's working papers, and project records as necessary. Records related to unresolved audit findings, appeals, or litigation shall be retained until the action is complete or the dispute is resolved.
- c. The Agency shall retain sufficient records demonstrating its compliance with the terms of this Agreement for a period of five years from the date the audit report is issued and shall allow the Department or its designee, DFS, or State of Florida Auditor General access to such records upon request. The Agency shall ensure that the audit working papers are made available to the Department or its designee, DFS, or State of Florida Auditor General upon request for a period of five years from the date the audit report is issued, unless extended in writing by the Department.

16. Notices and Approvals. Notices and approvals referenced in this Agreement must be obtained in writing from the Parties' respective Administrators or their designees.

17. Restrictions, Prohibitions, Controls and Labor Provisions:

- a. **Convicted Vendor List.** A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity; may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.
- b. **Discriminatory Vendor List.** In accordance with Section 287.134, Florida Statutes, an entity or affiliate who has been placed on the Discriminatory Vendor List, kept by the Florida Department of Management Services, may not submit a bid on a contract to provide goods or services to a public entity; may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity.
- c. **Non-Responsible Contractors.** An entity or affiliate who has had its Certificate of Qualification suspended, revoked, denied, or have further been determined by the Department to be a non-responsible contractor, may not submit a bid or perform work for the construction or repair of a public building or public work on a contract with the Agency.

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- d. Prohibition on Using Funds for Lobbying.** No funds received pursuant to this Agreement may be expended for lobbying the Florida Legislature, judicial branch, or any state agency, in accordance with Section 216.347, Florida Statutes.
- e. Unauthorized Aliens.** The Department shall consider the employment by any contractor of unauthorized aliens a violation of Section 274A(e) of the Immigration and Nationality Act. If the contractor knowingly employs unauthorized aliens, such violation will be cause for unilateral cancellation of this Agreement.
- f. Procurement of Construction Services.** If the Project is procured pursuant to Chapter 255, Florida Statutes, for construction services and at the time of the competitive solicitation for the Project, 50 percent or more of the cost of the Project is to be paid from state-appropriated funds, then the Agency must comply with the requirements of Section 255.0991, Florida Statutes.
- g. E-Verify.** The Agency shall:
- i.** Utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Agency during the term of the contract; and
 - ii.** Expressly require any subcontractors performing work or providing services pursuant to the state contract to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term.
- h. Design Services and Construction Engineering and Inspection Services.** If the Project is wholly or partially funded by the Department and administered by a local governmental entity, except for a seaport listed in Section 311.09, Florida Statutes, the entity performing design and construction engineering and inspection services may not be the same entity.

18. Indemnification and Insurance:

- a.** It is specifically agreed between the Parties executing this Agreement that it is not intended by any of the provisions of any part of this Agreement to create in the public or any member thereof, a third party beneficiary under this Agreement, or to authorize anyone not a party to this Agreement to maintain a suit for personal injuries or property damage pursuant to the terms or provisions of this Agreement. The Agency guarantees the payment of all just claims for materials, supplies, tools, or labor and other just claims against the Agency or any subcontractor, in connection with this Agreement. Additionally, the Agency shall indemnify and hold harmless the State of Florida, Department of Transportation, including the Department's officers and employees, from liabilities, damages, losses, and costs, including, but not limited to, reasonable attorney's fees, to the extent caused by the negligence, recklessness, or intentional wrongful misconduct of the Agency and persons employed or utilized by the Agency in the performance of this Agreement. This indemnification shall survive the termination of this Agreement. Additionally, the Agency agrees to include the following indemnification in all contracts with contractors/subcontractors and consultants/subconsultants who perform work in connection with this Agreement:

"To the fullest extent permitted by law, the Agency's contractor/consultant shall indemnify and hold harmless the Agency and the State of Florida, Department of Transportation, including the Department's officers and employees, from liabilities, damages, losses and costs, including, but not limited to, reasonable attorney's fees, to the extent caused by the negligence, recklessness or intentional wrongful misconduct of the contractor/consultant and

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persons employed or utilized by the contractor/consultant in the performance of this Agreement.

This indemnification shall survive the termination of this Agreement.”

- b.** The Agency shall provide Workers' Compensation Insurance in accordance with Florida's Workers' Compensation law for all employees. If subletting any of the work, ensure that the subcontractor(s) and subconsultant(s) have Workers' Compensation Insurance for their employees in accordance with Florida's Workers' Compensation law. If using "leased employees" or employees obtained through professional employer organizations ("PEO's"), ensure that such employees are covered by Workers' Compensation Insurance through the PEO's or other leasing entities. Ensure that any equipment rental agreements that include operators or other personnel who are employees of independent contractors, sole proprietorships, or partners are covered by insurance required under Florida's Workers' Compensation law.
- c.** If the Agency elects to self-perform the Project, then the Agency may self-insure. If the Agency elects to hire a contractor or consultant to perform the Project, then the Agency shall carry, or cause its contractor or consultant to carry, Commercial General Liability insurance providing continuous coverage for all work or operations performed under this Agreement. Such insurance shall be no more restrictive than that provided by the latest occurrence form edition of the standard Commercial General Liability Coverage Form (ISO Form CG 00 01) as filed for use in the State of Florida. The Agency shall cause, or cause its contractor or consultant to cause, the Department to be made an Additional Insured as to such insurance. Such coverage shall be on an "occurrence" basis and shall include Products/Completed Operations coverage. The coverage afforded to the Department as an Additional Insured shall be primary as to any other available insurance and shall not be more restrictive than the coverage afforded to the Named Insured. The limits of coverage shall not be less than \$1,000,000 for each occurrence and not less than a \$5,000,000 annual general aggregate, inclusive of amounts provided by an umbrella or excess policy. The limits of coverage described herein shall apply fully to the work or operations performed under the Agreement, and may not be shared with or diminished by claims unrelated to the Agreement. The policy/ies and coverage described herein may be subject to a deductible and such deductibles shall be paid by the Named Insured. No policy/ies or coverage described herein may contain or be subject to a Retention or a Self-Insured Retention unless the Agency is a state agency or subdivision of the State of Florida that elects to self-perform the Project. Prior to the execution of the Agreement, and at all renewal periods which occur prior to final acceptance of the work, the Department shall be provided with an ACORD Certificate of Liability Insurance reflecting the coverage described herein. The Department shall be notified in writing within ten days of any cancellation, notice of cancellation, lapse, renewal, or proposed change to any policy or coverage described herein. The Department's approval or failure to disapprove any policy/ies, coverage, or ACORD Certificates shall not relieve or excuse any obligation to procure and maintain the insurance required herein, nor serve as a waiver of any rights or defenses the Department may have.
- d.** When the Agreement includes the construction of a railroad grade crossing, railroad overpass or underpass structure, or any other work or operations within the limits of the railroad right-of-way, including any encroachments thereon from work or operations in the vicinity of the railroad right-of-way, the Agency shall, or cause its contractor to, in addition to the insurance coverage required above, procure and maintain Railroad Protective Liability Coverage (ISO Form CG 00 35) where the railroad is the Named Insured and where the limits are not less than \$2,000,000 combined single limit for bodily injury and/or property damage per occurrence, and with an annual aggregate limit of not less than \$6,000,000. The railroad shall also be added along with the Department as an Additional Insured on the policy/ies procured pursuant to the paragraph above. Prior to the execution of the Agreement, and at all renewal periods which occur prior to final acceptance of the work, both the Department and the railroad

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shall be provided with an ACORD Certificate of Liability Insurance reflecting the coverage described herein. The insurance described herein shall be maintained through final acceptance of the work. Both the Department and the railroad shall be notified in writing within ten days of any cancellation, notice of cancellation, renewal, or proposed change to any policy or coverage described herein. The Department's approval or failure to disapprove any policy/ies, coverage, or ACORD Certificates shall not relieve or excuse any obligation to procure and maintain the insurance required herein, nor serve as a waiver of any rights the Department may have.

- e. When the Agreement involves work on or in the vicinity of utility-owned property or facilities, the utility shall be added along with the Department as an Additional Insured on the Commercial General Liability policy/ies procured above.

19. Miscellaneous:

- a. **Environmental Regulations.** The Agency will be solely responsible for compliance with all applicable environmental regulations and for any liability arising from non-compliance with these regulations, and will reimburse the Department for any loss incurred in connection therewith.
- b. **Non-Admission of Liability.** In no event shall the making by the Department of any payment to the Agency constitute or be construed as a waiver by the Department of any breach of covenant or any default which may then exist on the part of the Agency and the making of such payment by the Department, while any such breach or default shall exist, shall in no way impair or prejudice any right or remedy available to the Department with respect to such breach or default.
- c. **Severability.** If any provision of this Agreement is held invalid, the remainder of this Agreement shall not be affected. In such an instance, the remainder would then continue to conform to the terms and requirements of applicable law.
- d. **Agency not an agent of Department.** The Agency and the Department agree that the Agency, its employees, contractors, subcontractors, consultants, and subconsultants are not agents of the Department as a result of this Agreement.
- e. **Bonus or Commission.** By execution of the Agreement, the Agency represents that it has not paid and, also agrees not to pay, any bonus or commission for the purpose of obtaining an approval of its application for the financing hereunder.
- f. **Non-Contravention of State Law.** Nothing in the Agreement shall require the Agency to observe or enforce compliance with any provision or perform any act or do any other thing in contravention of any applicable state law. If any of the provisions of the Agreement violate any applicable state law, the Agency will at once notify the Department in writing so that appropriate changes and modifications may be made by the Department and the Agency to the end that the Agency may proceed as soon as possible with the Project.
- g. **Execution of Agreement.** This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which shall constitute the same Agreement. A facsimile or electronic transmission of this Agreement with a signature on behalf of a party will be legal and binding on such party.
- h. **Federal Award Identification Number (FAIN).** If the FAIN is not available prior to execution of the Agreement, the Department may unilaterally add the FAIN to the Agreement without approval of the Agency and without an amendment to the Agreement. If this occurs, an

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updated Agreement that includes the FAIN will be provided to the Agency and uploaded to the Department of Financial Services' Florida Accountability Contract Tracking System (FACTS).

- i. **Inspector General Cooperation.** The Agency agrees to comply with Section 20.055(5), Florida Statutes, and to incorporate in all subcontracts the obligation to comply with Section 20.055(5), Florida Statutes.
- j. **Law, Forum, and Venue.** This Agreement shall be governed by and construed in accordance with the laws of the State of Florida. In the event of a conflict between any portion of the contract and Florida law, the laws of Florida shall prevail. The Agency agrees to waive forum and venue and that the Department shall determine the forum and venue in which any dispute under this Agreement is decided.

IN WITNESS WHEREOF, the Parties have executed this Agreement on the day and year written above.

AGENCY North Florida Transportation
Planning Organization

By: Sam Newby
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Name: Sam Newby

Title: Chairman, North Florida
Transportation Planning
Organization

~~STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION~~

By: Jim Knight
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Name: James Knight

Title: Urban Planning and Modal Administrator

STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION
Legal Review:

DocuSigned by:
Melissa Blackwell
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EXHIBIT A

Project Description and Responsibilities

Refer to Attached UPWP Budget Tables

Task 1.1 – Program Administration

Responsible Agency

North Florida Transportation Planning Organization

Purpose

To manage the day to day operations of the agency and carry out the continuous, cooperative and comprehensive planning process for the metropolitan planning area.

Previous Work

Prepare and distribute planning documents. Technical assistance and preparation of documents for the TPO Board and committees. Coordination with federal, state and local partners. Preparation of contracts, agreements and certification documents. Attendance at workshops and training.

Required Activities

- Technical assistance and staff support to TPO Policy Board and Committees
- Prepare and distribute TPO materials (agenda packages, meeting minutes, resolutions, plans and documents)
- Coordination with partner agencies including FDOT and staff support for joint meetings
- Prepared and participate in annual Joint State TPO Certification and quadrennial TMA Certification
- Prepare and submit progress reports and invoices
- Review and update agreement and TPO administrative documents
- Maintain financial records
- Regular update of the North Florida TPO's Continuity of Operations Plan (COOP)
- TPO Staff and Board member travel and participation at general trainings, conferences and meetings including MPOAC and Model Task Force
- Selecting and managing consultant support
- Purchase office supplies, postage and equipment

Task 1.1 – Program Administration

Responsible Agency

North Florida Transportation Planning Organization

- Legal services
- New member training, educational workshops and events
- Personnel Administration
- Administration and ITS Support Services Agreement

Milestones/End Product/Target Dates

- Monthly meetings of the TPO board and committees with the exception of January and July
- Annual Joint State-TPO Certification with submission in May 2020 and 2021
- Sound fiscal practices including monthly invoicing and progress reports
- Participate in MPOAC and Model Task Force Meetings (travel funded by Task 1.3)
- Ongoing maintenance of financial records
- Training for board and committee members provided as needed
- Acquire legal services when needed

Task 1.4—Unified Planning Work Program

Responsible Agency

North Florida Transportation Planning Organization

Purpose

To develop the Unified Planning Work Program (UPWP) and amend as needed.

Previous Work

Unified Planning Work Program for Fiscal Year 2018/19 through 2019/20

Required Activities

- Coordinate with JTA to update tasks
- Solicit new tasks from member agencies, board and committee members and the public
- Review and incorporate state and federal emphasis areas
- Hold a public meeting prior to adoption
- Update metropolitan planning agreement

Milestones/End Products/Target Dates

- Request studies from cities, counties and the general public, December 2020, 2021
- Prepare list of requested studies for presentation to the Board and Committees in February 2021, 2022
- Draft UPWP, April 2021 for presentation to the Board and Committees for adoption in May or June 2021
- Draft UPWP, March 15, 2022, draft for presentation to Board and Committees in April for adoption in May or June 2022
- Update of the Metropolitan Planning Agreement, action concurrent with adoption of the UPWP in 2021 and 2022
- Transmission of the adopted documents to FDOT subsequent to adoption
- Public meeting in May concurrent with the meeting for the TIP

Task 1.5—General Consultant Services

Responsible Agency

North Florida Transportation Planning Organization

Purpose

Provide technical planning services, as needed, to supplement the efforts of the North Florida TPO staff. Funding is maintained in this task to allow the North Florida TPO to respond to unanticipated study requests and to supplement staff efforts when needed. All work is by work task order.

Previous Work

The TPO circulated a Request for Proposal (RFP) in the first quarter of 2017 for General Consultant Services, completing the procurement process in July 2017 with the selection of Atkins, England Thims & Miller, HNTB and RS&H. These are annual contracts with 4 renewals.

Required Activities

Supplemental planning services by work task order.

Milestones/End Products/Target Dates

- Work task orders as needed in Fiscal Years 2020/21 and 2021/22 with completion by the end of the fiscal year. Any funding remaining will be de-obligated.

Task 2.1 – Data Analytic Platforms Update

Responsible Agency

North Florida Transportation Planning Organization

Purpose

To update and enhance transportation planning data analytics tool maintained by the TPO to assist in planning tools and regional collaboration. All work activities will be by work task order.

Previous Work

As part of the following prior projects, data analytics, sharing and collaboration tools were developed and enhanced.

- 2016/17 Smart Region Master Plan
- 2017/2018 Integrated Data Exchange
- 2018/18 Congestion Management Process
- 2019/20 Project Inventory System
- 2019/20 Mobility for the Underserved
- 2019/20 2045 Long Range Transportation Plan

Required Activities

Could include the following:

- Add new data sources that may include
 - Census Data
 - Florida Geographic Data Library System data
 - Project studies
 - Annual traffic data reports
 - Annual safety data

- Pavement management systems on non-state roads for local agencies
- Transit data provided by JTA
 - Real-time TSM&O data
 - Data from Transportation Network Companies such as Uber and Lyft
- Develop or enhance specific use cases that may include:
 - Congestion Management Process Annual Mobility Report
 - Mobility for the Underserved
 - Smart St. Augustine
 - Smart Parking in the Jacksonville Beaches
 - Support for studies and project development activities

Milestones/End Products/Target Dates

- Ongoing data collection and addition of new data sources
- Ongoing maintenance and update of the CMS dashboard including the addition of predictive analytics where appropriate and when sufficient data is available
- Annually update traffic count data
- Annually update performance data for FHWA performance measures/targets
- Annually update project inventory tool and TIP tools

Task 3.1 – Transportation Improvement Program

Responsible Agency

North Florida Transportation Planning Organization

Purpose

Develop a short-range multi-jurisdictional transportation improvement program to implement the adopted Long-Range Transportation Plan.

Previous Work

Developed the FY 2019/20 through 2023/24 Transportation Improvement Program (TIP) adopted June 20, 2019.

Required Activities

- Review projects proposed by local jurisdictions, member agencies and authorities and the Florida Department of Transportation (includes download of FDOT 5-Year Work Program)
- Review for consistency with Congestion Management Process and adopted Long Range Transportation Plan
- Incorporate performance measures/targets
- Coordinate with Data Transfer Solutions (consultant) to develop web-based TIP
- Present DRAFT document to local governments
- Public meeting

Milestones/End Products/Target Dates

- Draft sections for the TIP for review by the TPO Board and Committees in April 2021 and April 2022
- Public presentations to local governments including county commissions and city councils, advisory committees and the public throughout the months of April and May
- Draft TIP presented to the TPO Board and Committees, May 2021 and May 2022

Task 3.1 – Transportation Improvement Program

Responsible Agency

North Florida Transportation Planning Organization

Milestones/End Products/Target Dates

- Public meeting, May 2021 and May 2022
- Adoption June 2021 and June 2022 with transmittal to FDOT thereafter

Task 4.1 – GIS/Model Update/Maintenance

Responsible Agency

North Florida Transportation Planning Organization

Purpose

Update and maintain a geographical information system (GIS) and travel demand modeling tools.

Previous Work

- The model including all socio-economic data, analysis years and data were updated for the 2045 Long Range Transportation Plan Update.
- CUBE code was cleaned to reduce run time.
- DAYSIM was modified to allow testing of AV and shared mobility scenarios.

Required Activities

- Frequent review and update of model networks and databases
- Develop maps as needed
- Technical support to model users
- Maintain/update model wiki page
- Provide training for model users
- Model update and enhancement

Milestones/End Products/Target Dates

- Respond to questions from and assist model users as needed
- Develop a scope of work for model enhancements and execute a work task order for completion by June 2021, 2022
- Maintain and update the wiki page when changes following model enhancements
- Provide training for model users when needed, if consultant services are required a work task order will be issued for completion by June 2021/ June 2022

Task 4.1 – GIS/Model Update/Maintenance

Responsible Agency

North Florida Transportation Planning Organization

Milestones/End Products/Target Dates

- Respond to request from staff and the public for GIS maps

Task 5.1 – Annual Mobility Report

Responsible Agency

North Florida Transportation Planning Organization

Purpose

To develop the TPO's Annual Mobility Report as part of the continuing congestion management process.

Previous Work

In FY 2012/13 the TPO did an extensive update of the Congestion Management Process and created a format for the Annual Mobility Report. In each subsequent year an Annual Mobility Report has been produced.

Required Activities

- Use FDOT's Mobility Performance Measures tool, BlueToad database and other relevant data to update the mobility performance status of key corridors in the region. Analyze vehicle probe data and other available data sources to assess reliability. Implement FAST Act performance measures adopted by FHWA for systems performance.

Milestones/End Products/Target Dates

- Draft document for review March 2021, 2022
- Final document for publication and posting June 2021, 2022

Task 5.3—A1A/Anastasia Boulevard (St. Augustine) Complete Streets Study

Responsible Agency

North Florida Transportation Planning Organization

Purpose

To identify context sensitive/complete street solutions to improve the safety and performance of Anastasia Boulevard from the Bridge of Lions to Red Cox Road for pedestrians, bicyclists and motorist.

Previous Work

St. Augustine Mobility Institute

Required Activities

- Review the recommendations of the St. Augustine Mobility Institute
- Review FDOT Complete Street Guidance and North Florida TPO Context Sensitive Streets Guidelines
- Review crash data for the corridor
- Identify feasible improvements
- Coordinate with the City of St. Augustine for public outreach

Milestones/End Products/Target Dates

- Public outreach consistent with the Public Participation Plan, Fall 2020
- Draft document for review March 2021
- Final document for publication and posting June 2021

Task 5.4—Hodges Boulevard (Jacksonville) Corridor Study

Responsible Agency

North Florida Transportation Planning Organization

Purpose

To recommend safety, operational and access management improvements for Hodges Boulevard from Atlantic Boulevard to J. Turner Butler Boulevard.

Previous Studies

No previous studies for this corridor.

Required Activities

- Review crash history in the corridor
- Identify existing and proposed development in the corridor and address related access management issues
- Identify feasible strategies to improve the safety and performance of the corridor for all users
- Public outreach coordinated with the City of Jacksonville

Milestones/End Products/Target Dates

- Public outreach consistent with the Public Participation Plan, Fall 2020
- Draft document for review March 2021
- Final document for publication and posting June 2021

Task 5.7 – Parental Home Road (Jacksonville) Corridor Study

Responsible Agency

North Florida Transportation Planning Organization

Purpose

To recommend safety, operational and access management improvements for Parental Home Road from Beach Boulevard to Bowden Road.

Previous Studies

No previous studies for this corridor.

Required Activities

- Review crash history in the corridor
- Identify existing and proposed development in the corridor and address related access management issues
- Identify feasible strategies to improve the safety and performance of the corridor for all users
- Coordinate with the City of Jacksonville for public outreach

Milestones/End Products/Target Dates

- Public outreach consistent with the Public Participation Plan, Fall 2020
- Draft document for review March 2021
- Final document for publication and posting June 2021

Task 5.11 – Lake Asbury (Clay County) Dashed Line Road System Feasibility Study

Responsible Agency

North Florida Transportation Planning Organization

Purpose

To determine if a system of roads proposed for the buildout of the Lake Asbury Master Plan will be sufficient to meet the demands of the growing area.

Previous Work

No previous work.

Required Activities

- Use NERPM-AB to test the performance of the proposed road network in 2030 and 2045
- Coordinate with Clay County for public outreach

Milestones/End Products/Target Dates

- Public outreach consistent with the Public Participation Plan, Fall 2020
- Draft document for review March 2021
- Final document for publication and posting June 2021

Task 5.12—US 17 (Green Cove Springs) Corridor Study

Responsible Agency

North Florida Transportation Planning Organization

Purpose

To identify context sensitive solutions to improve the users experience of US 17 in Green Cove Springs from SR 16 to Orion Road.

Previous Work

No previous work

Required Activities

- Analyze existing and projected (2030 and 2045) traffic volumes
- Analyze existing and projected freight movement through the corridor
- Analyze existing and projected bicycle, pedestrian and golf cart traffic
- Review crash data
- Consider annual and special events in the area and related traffic impacts
- Coordinate with the City of Green Cove Springs for public outreach

Milestones/End Products/Target Dates

- Public outreach consistent with the Public Participation Plan, Fall 2021
- Draft document for review March 2022
- Final document for publication and posting June 2022

Task 5.30—Mobility Plan for the Underserved and Ladders of Opportunity

Responsible Agency

North Florida Transportation Planning Organization

Purpose

This task will complete the community outreach and public involvement required for this effort initiated in the previous UPWP, delayed due to the Covid-19 pandemic. These include a telephone town hall meeting targeting underserved residents. A new work task order will be issued after July 1 for the remaining work.

The intent of this task is to develop a plan and GIS based data tool to identify underserved communities for Title VI and Environmental Justice compliance, to identify benefits and burdens of planned improvements on the underserved, and to identify new and innovative solutions to improving mobility and access to jobs, quality education, food, health care and affordable housing.

Previous Work

- 2045 Long Range Transportation Plan, 2019
- SMART Region Master Plan, 2017

Required Tasks

- Review the Florida Department of Transportation's Efficient Transportation Decision Making Process, USEPA Environmental Justice Tool and other similar tools
- Expand the Integrated Data Exchange to include census and other relevant demographic data
- Develop a non-proprietary GIS based screening tool for TPO staff, TPO consultants, local agencies and other users of the IDE
- Document economic impacts
-

Milestones/End Products/Target Date

- Draft Plan and Tool, September 2020
- Final Plan and Tool, November 2020

Task 6.1 – Public Involvement

Responsible Agency

North Florida Transportation Planning Organization

Purpose

Continue to develop, implement and evaluate a proactive public involvement process using integrated marketing communications strategies that provide a two-way informational flow to reach key stakeholders, the media and the public. Enhancing the organization's visibility and reputation, educating the public about our purpose, studies and initiatives, and outreaching to and involving the regional community in the transportation planning process are critical components of a goal-based effort. The strategies include branding, relationship building, select sponsorships, print and electronic publications and an annual report, advertorials, media relations, social media, organizational and project print advertising, graphic design, PowerPoint presentations, website and select events, workshops and training opportunities.

Previous Work

- Coordinated half-day first annual Safe Streets Summit with about 150 attendees and speakers from around the country.
- Coordinated varied advertising and advertorial opportunities in such publications as the Jacksonville Business Journal and Advantage Business Magazine; continued monthly meetings advertising in the FTU.
- Helped coordinate Clean Fuels Outreach and events.
- Assisted with Annual Report and other TPO brochures
- 2020 Update of the Public Participation Plan

Task 6.1 – Public Involvement

Responsible Agency

North Florida Transportation Planning Organization

Required Activities

- Develop and update brochures and **study summaries** to promote the organization, our services and initiatives and to educate citizens, the media and primary stakeholders.
- Develop publish and distribute the **Annual Report** describing the TPO's current and planned activities and initiatives.
- Develop select organizational sponsorships that enhance visibility and align with the TPO's mission.
- Purchase photos and photographic services as needed that reflect our service area and activities.
- Review and update the Public Involvement Plan and evaluate its effectiveness on a continuing basis.
- Develop, implement and track social media channels about TPO activities and initiatives that further enhance TPO reputation and citizen understanding of transportation issues and initiatives. Improved E-communications and print brochures, updated database, and improved outreach through social media.
- Continue building relationships and partnerships with community organizations such as area Chambers of Commerce, civic groups, businesses, transportation entities and other organizations that fit into or compliment the TPO mission.
- Continue to advertise monthly meetings in the Florida Times Union and other public hearings or meetings accordingly.
- Continue building media relationships and partnerships for both proactive and reactive media situations, public affairs programming and editorial boards. Be a resource to the media re: broad transportation issues.
- Continue advertising/explore other opportunities with WJCT and First Coast Connect, the area's only weekday public affairs radio program; continue organizational advertising, advertorial opportunities in the Business Journal and other area publications.
- Review/update the Title VI Nondiscrimination and Limited English Proficiency Plans as needed.

Task 6.1 – Public Involvement

Responsible Agency

North Florida Transportation Planning Organization

- Continue to work with Citizens Advisory and Technical Coordinating Committees and TPO Policy Board.
- Continue to support the marketing efforts of the Clean Fuels Coalition.
- Publish a monthly electronic newsletter.

Milestones/End Products/Target Dates

- Publish and distribute Annual Report June 2021, 2022
- Ongoing maintenance of TPO website and social media
- Electronically publish TPO newsletter monthly
- On-going promotion and advertising of all TPO meetings, plans and programs

Task 7.3—Transit Planning for the St. Augustine UA

Responsible Agency

North Florida Transportation Planning Organization

Purpose

To assist the St. Johns County Commission and the Council on Aging in providing transit services in the St. Augustine Urbanized Area (UA).

Previous Work

The North Florida TPO provided funding assistance to the St. Augustine UA to develop a Transit Development Plan, staff training and a Transit Quality of Service Survey.

Required Activities

- Develop Transit Development Plan
- Provide assistance as requested

Milestones/End Products/Target Dates

- Annual update of the Transit Development Plan, June 2021, 2022
- Provided assistance as requested

Task 7.17—JTA Organizational Improvement and Customer Focused Initiative

Responsible Agency

Jacksonville Transportation Authority

Purpose

To develop customer satisfaction surveys, educational campaigns, and events to generate awareness for JTA's Long Range Planning projects and transit services.

Previous Work

Developed customer satisfaction surveys, educational campaigns, designed promotional materials and service branding, and produced events.

Required Activities

Promote, educate, and survey the public on JTA's existing service and Long Range Planning initiatives and transit services that include, but are not limited to the following: Transit Vision; First Coast Flyer; Passenger Ferry; U2C and Mobility Works.

Milestones/End Product/Target Dates

- Develop strategic plans for educational campaign as needed
- Produce events as needed
- Facilitate outreach efforts as needed
- Undertake customer surveys as needed

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EXHIBIT B

Schedule of Financial Assistance

Refer to Attached UPWP Budget Tables

Task 1.1-Program Administration

FISCAL YEAR 2020/21

Budget Category	FHWA (PL)	FY 2020 Carryforward FTA 5305(d)			FFY 21 FTA 5305(d)		Local Assessment	TOTAL
		FTA 5305(d) (80%)	FTA State Match (10%)	FTA Local Match (10%)	Federal (80%)	Soft Match (20%)		
a. Personnel Services	450,000	80,000	10,000	10,000	126,144	31,536	100,000	807,680
b. Consultant Services	-	-	-	-	-	-	-	-
c. Other Direct Services								
Support								
Administrative/IT	30,000	-	-	-	-	-	-	30,000
Advertising	10,000	-	-	-	-	-	10,000	20,000
Building Expenses	30,000	-	-	-	-	-	15,000	45,000
Equipment	-	-	-	-	-	-	15,000	15,000
Equipment Rental	30,000	-	-	-	-	-	-	30,000
Insurance	30,000	-	-	-	-	-	-	30,000
Legal Services	-	-	-	-	-	-	50,000	50,000
Meetings	-	-	-	-	-	-	20,000	20,000
Memberships	-	-	-	-	-	-	20,000	20,000
Office Supplies	10,000	-	-	-	-	-	15,000	25,000
Payroll Processing	10,000	-	-	-	-	-	-	10,000
Fees								
Postage	-	-	-	-	-	-	5,000	5,000
Printing/Copying	5,000	-	-	-	-	-	5,000	10,000
Software	10,000	-	-	-	-	-	5,000	15,000
Maintenance								
Telephone	5,000	-	-	-	-	-	2,155	7,155
Utilities	12,000	-	-	-	-	-	10,000	22,000
Total Other Direct Services	182,000	-	-	-	-	-	172,155	354,155
GRAND TOTAL	632,000	80,000	10,000	10,000	126,144	31,536	272,155	1,161,835

August 13, 2020- Amendment #2- Reallocating \$42,320.00 (\$33,856 Federal, \$4,232 State Match, \$4,232 Local Match) to Task 7.3 Transit Planning for St. Augustine UA

February 11, 2021- Modification #3 Replacing the 10% Local and 10% State hard match with a 20 % soft match using toll credits.

Task 1.4 Unified Planning Work Program FISCAL YEAR 2020/21

Budget Category	FHWA (PL)	FY2020 Carryforward FTA 5305(d)			FFY 21 FTA 5305(d)		TOTAL
		Federal (80%)	State Match (10%)	Local Match (10%)	Federal (80%)	Soft Match (20%)	
a. Personnel Services	20,000	40,000	5,000	5,000	24,000	6,000	100,000
b. Consultant Services	-	-	-	-	-	-	-
c. Other Direct Services	-	-	-	-	-	-	-
Total Other Direct Services	-	-	-	-	-	-	-
GRAND TOTAL	20,000	40,000	5,000	5,000	24,000	6,000	100,000

February 11, 2021- Modification #3 Replacing the 10% Local and 10% State hard match with a 20 % soft match using toll credits.

Task 1.4-Unified Planning Work Program FISCAL YEAR 2021/22

Budget Category	FHWA (PL)	FTA 5305d	FTA State Match	FTA Local Match	TOTAL
a. Personnel Services	20,000	24,000	3,000	3,000	50,000
b. Consultant Services	-	-	-	-	-
c. Other Direct Services	-	-	-	-	-
Total Other Direct Services	-	-	-	-	-
GRAND TOTAL	20,000	24,000	3,000	3,000	50,000

Task 2.1-Data Analytics Platforms Update FISCAL YEAR 2020/21

FFY 21 FTA 5305(d)				
Budget Category	FHWA (SU)	Federal (80%)	Soft Match (20%)	TOTAL
a. Personnel Services	-	-	-	-
b. Consultant Services	200,000	40,000	10,000	250,000
c. Other Direct Services	-	-	-	-
Total Other Direct Services	-	-	-	-
GRAND TOTAL	200,000	40,000	10,000	250,000

February 11, 2021- Modification #3 Replacing the 10% Local and 10% State hard match with a 20 % soft match using toll credits.

Task 2.1 Data Analytics Platform Update FISCAL YEAR 2021/22

Budget Category	FHWA (SU)	FTA 5305d	FTA State Match	FTA Local Match	TOTAL
a. Personnel Services	-	-	-	-	-
b. Consultant Services	200,000	40,000	5,000	5,000	250,000
c. Other Direct Services	-	-	-	-	-
Total Other Direct Services	-	-	-	-	-
GRAND TOTAL	200,000	40,000	5,000	5,000	250,000

Task 3.1-Transportation Improvement Program FISCAL YEAR 2020/21

FFY 21 FTA 5305 (d)				
Budget Category	FHWA (PL)	Federal (80%)	Soft Match (20%)	TOTAL
a. Personnel Services	30,000	12,000	3,000	45,000
b. Consultant Services	9,600	-	-	9,600
c. Other Direct Services	-	-	-	-
Total Other Direct Services	-	-	-	-
GRAND TOTAL	39,600	12,000	3,000	54,600

February 11, 2021- Modification #3 Replacing the 10% Local and 10% State hard match with a 20 % soft match using toll credits.

Task 3.1-Transportation Improvement Program FISCAL YEAR 2021/22

Budget Category	FHWA (PL)	FTA 5305d	FTA State Match	FTA Local Match	TOTAL
a. Personnel Services	30,000	12,000	1,500	1,500	45,000
b. Consultant Services	9,600	-	-	-	9,600
c. Other Direct Services	-	-	-	-	-
Total Other Direct Services	-	-	-	-	-
GRAND TOTAL	39,600	12,000	1,500	1,500	54,600

Task 4.1-GIS/Model Update Maintenance FISCAL YEAR 2020/21

FFY 21 FTA 5305(d)				
Budget Category	FHWA (PL)	Federal (80%)	Soft Match (20%)	TOTAL
a. Personnel Services	50,000	56,000	14,000	120,000
b. Consultant Services	100,000	-	-	100,000
c. Other Direct Services				-
Software Maintenance	500	-	-	500
Total Other Direct Services	500	-	-	500
GRAND TOTAL	150,500	56,000	14,000	220,500

February 11, 2021- Modification #3 Replacing the 10% Local and 10% State hard match with a 20 % soft match using toll credits.

Task 4.1-GIS/Model Update Maintenance FISCAL YEAR 2021/22

Budget Category	FHWA (PL)	FTA 5305d	FTA State Match	FTA Local Match	TOTAL
a. Personnel Services	50,000	56,000	7,000	7,000	120,000
b. Consultant Services	50,000	-	-	-	50,000
c. Other Direct Services					-
Software Maintenance	500	-	-		500
Total Other Direct Services	500	-	-	-	500
GRAND TOTAL	100,500	56,000	7,000	7,000	170,500

Task 5.1 Annual Mobility Report FISCAL YEAR 2020/21

FFY 21 FTA 5305(d)				
Budget Category	FHWA (SU)	Federal (80%)	Soft Match (20%)	TOTAL
a. Personnel Services	-	-	-	-
b. Consultant Services	50,000	20,000	5,000	75,000
c. Other Direct Services	-	-	-	-
Total Other Direct Services	-	-	-	-
GRAND TOTAL	50,000	20,000	5,000	75,000

February 11, 2021- Modification #3 Replacing the 10% Local and 10% State hard match with a 20 % soft match using toll credits.

Task 5.1 Annual Mobility Report FISCAL YEAR 2021/22

Budget Category	FHWA (SU)	FTA 5305d	FTA State Match	FTA Local Match	TOTAL
a. Personnel Services	-	-	-	-	-
b. Consultant Services	50,000	20,000	2,500	2,500	75,000
c. Other Direct Services	-	-	-	-	-
Total Other Direct Services	-	-	-	-	-
GRAND TOTAL	50,000	20,000	2,500	2,500	75,000

Task 5.3 A1A/Anastasia Boulevard (St. Augustine) Complete Street Study FISCAL YEAR 2020/21

Budget Category	FFY 21 FTA 5305(d)			TOTAL
	FHWA (SU)	Federal (80%)	Soft Match (20%)	
a. Personnel Services	-	-	-	-
b. Consultant Services	75,000	20,000	5,000	100,000
c. Other Direct Services	-	-	-	-
Total Other Direct Services	-	-	-	-
GRAND TOTAL	75,000	20,000	5,000	100,000

February 11, 2021- Modification #3 Replacing the 10% Local and 10% State hard match with a 20 % soft match using toll credits.

5.4 Hodges Boulevard (Jacksonville) Corridor Study

FISCAL YEAR 2020/21

Budget Category	FFY21 FTA 5305(d)			TOTAL
	FHWA (SU)	Federal (80%)	Soft Match (20%)	
a. Personnel Services	-	-	-	-
b. Consultant Services	75,000	20,000	5,000	100,000
c. Other Direct Services	-	-	-	-
Total Other Direct Services	-	-	-	-
GRAND TOTAL	75,000	20,000	5,000	100,000

February 11, 2021- Modification #3 Replacing the 10% Local and 10% State hard match with a 20 % soft match using toll credits.

Task 5.7-Parental Home Road (Jacksonville) Corridor Study
FISCAL YEAR 2020/21

Budget Category	FFY21 FTA 5305(d)			TOTAL
	FHWA (PL)	Federal (80%)	Soft Match (20%)	
a. Personnel Services	-	-	-	-
b. Consultant Services	50,000	20,000	5,000	75,000
c. Other Direct Services	-	-	-	-
Total Other Direct Services	-	-	-	-
GRAND TOTAL	50,000	20,000	5,000	75,000

February 11, 2021- Modification #3 Replacing the 10% Local and 10% State hard match with a 20 % soft match using toll credits.

Task 5.30 Mobility Plan for the Underserved/Ladders of Opportunity
FISCAL YEAR 2020/21

FY21 FTA 5305(d)				
Budget Category	FHWA (SU)	Federal (80%)	Soft Match (20%)	TOTAL
a. Personnel Services	-	-	-	-
b. Consultant Services	25,000	20,000	5,000	50,000
c. Other Direct Services	-	-	-	-
Total Other Direct Services	-	-	-	-
GRAND TOTAL	25,000	20,000	5,000	50,000

February 11, 2021- Modification #3 Replacing the 10% Local and 10% State hard match with a 20 % soft match using toll credits.

Task 6.1 Public Involvement FISCAL YEAR 2020/21

Budget Category	FY2020 Carryforward				FY21 FTA 5305(d)		Local Assessment	TOTAL
	FHWA (PL)	Federal (80%)	State Match (10%)	Local Match (10%)	Federal (80%)	Soft Match (20%)		
a. Personnel Services	50,000	80,000	10,000	10,000	40,000	10,000	-	200,000
b. Consultant Services	170,000	-	-	-	32,000	8,000	-	210,000
c. Other Direct Services								
Advertising	20,000	-	-	-	-	-	10,000	30,000
Meetings	-	-	-	-	-	-	5,000	5,000
Memberships	-	-	-	-	-	-	10,000	10,000
Other Business Related Items	-	-	-	-	-	-	10,000	10,000
Printing/Copying	-	-	-	-	-	-	5,000	5,000
Promotional Materials	-	-	-	-	-	-	5,000	5,000
Sponsorships	-	-	-	-	-	-	15,000	15,000
Total Other Direct Services	20,000	-	-	-	-	-	60,000	80,000
GRAND TOTAL	240,000	80,000	10,000	10,000	72,000	18,000	60,000	490,000

February 11, 2021- Modification #3 Replacing the 10% Local and 10% State hard match with a 20 % soft match using toll credits.

Task 7.3-Transit Planning for the St. Augustine UA

FISCAL YEAR 2020/21

FY21 FTA 5305(d)			
Budget Category	Federal	Soft Match	TOTAL
a. Personnel Services	-	-	-
b. Consultant Services	88,000	22,000	110,000
c. Other Direct Services	-	-	-
Total Other Direct Services	-	-	-
GRAND TOTAL	88,000	22,000	110,000

August 13, 2020- Amendment #2 Reallocating \$42,320.00 (\$33,856 Federal, \$4,232 State Match, and \$4,232 Local Match) from Task 1.1
Reallocating \$7,680.00 (\$6,144 Federal, \$768 State Match, and \$768 Local Match from Task 1.5

February 11, 2021- Modification #3 Replacing the 10% Local and 10% State hard match with a 20 % soft match using toll credits.

Task 7.3-Transit Planning for the St. Augustine UA

FISCAL YEAR 2021/22

Budget Category	FTA 5305d	FTA State Match	FTA Local Match	TOTAL
a. Personnel Services	-	-	-	-
b. Consultant Services	48,000	6,000	6,000	60,000
c. Other Direct Services	-	-	-	-
Total Other Direct Services	-	-	-	-
GRAND TOTAL	48,000	6,000	6,000	60,000

Task 7.17- Organizational Improvement and Customer Focused Initiative
FISCAL YEAR 2020/21

FFY 21 FTA 5305(d)						
Budget Category	Federal (80%)	Soft Match (20%)	FTA 5307	FTA State Match	FTA Local Match	TOTAL
a. Personnel Services	31,320	7,830	-	4,894	4,894	48,938
b. Consultant Services	-	-	64,000	-	16,000	80,000
GRAND TOTAL	31,320	7,830	64,000	4,894	20,894	128,938

Task 7.17- Organizational Improvement and Customer Focused Initiative
FISCAL YEAR 2021/22

Budget Category	FTA 5305(d)	FTA 5307	FTA State Match	FTA Local Match	TOTAL
a. Personnel Services	39,150	-	4,894	4,894	48,938
b. Consultant Services	-	60,000	-	15,000	75,000
GRAND TOTAL	39,150	60,000	4,894	19,894	123,938

Table 1
Unified Planning Work Program FY 2020/21
Funding Sources by Task

Task Name	Responsible Agency	FHWA					FY2020 Carryforward FTA 5305(d)			FFY 21 FTA 5305(d)		FTA CARES Act	FTA Section 5307			CTD	TOTAL without Non Cash Match	Consultant Services	
		PL	SU	CMAQ	Total	Non Cash Match 18.07%	Federal 80%	State 10%	Local 10%	Federal (80%)	Soft Match (20%)		Federal 80%	State 10%	Local 10%				100% State
SECTION 1 ADMINISTRATION																			
1.1 Program Administration	NFTPO	632,000	-	-	632,000	114,202	80,000	10,000	10,000	126,144	31,536	-	-	-	-	272,155 ¹	1,161,835	-	
1.3 Training/Travel	NFTPO	-	-	-	-	-	-	-	-	-	-	-	-	-	50,000 ¹	50,000	-		
1.4 Unified Planning Work Program	NFTPO	20,000	-	-	20,000	3,614	40,000	5,000	5,000	24,000	6,000	-	-	-	-	-	100,000	-	
1.5 General Consultant Services	NFTPO	15,485	123,334	80,018	218,837	39,544	67,193	8,399	8,399	-	-	-	-	-	-	-	302,827	302,827	
1.6 Annual Audit	NFTPO	-	-	-	-	-	-	-	-	-	-	-	-	-	25,000 ¹	25,000	20,000		
SECTION 2 DATA COLLECTION																			
2.1 Data Analytic Platform Update	NFTPO	-	200,000	-	200,000	36,140	-	-	-	40,000	10,000	-	-	-	-	-	250,000	250,000	
SECTION 3 TRANSPORTATION IMPROVEMENT PROGRAM																			
3.1 Transportation Improvement Program	NFTPO	39,600	-	-	39,600	7,156	-	-	-	12,000	3,000	-	-	-	-	-	54,600	9,600	
3.2 List of Priority Projects	NFTPO	5,000	-	-	5,000	904	-	-	-	-	-	-	-	-	-	-	5,000	-	
SECTION 4 LONG RANGE TRANSPORTATION PLAN																			
4.1 GIS/Model Update/Maintenance	NFTPO	150,500	-	-	150,500	27,195	-	-	-	56,000	14,000	-	-	-	-	-	220,500	100,000	
4.2 Establishing Performance Targets	NFTPO	-	5,000	-	5,000	904	-	-	-	-	-	-	-	-	-	-	5,000	-	
4.3 2045 L RTP Plan Amendments & Modifications	NFTPO	-	10,000	-	10,000	1,807	-	-	-	-	-	-	-	-	-	-	10,000	-	
4.4 Efficient Transportation Decision Making	NFTPO	5,000	-	-	5,000	904	-	-	-	-	-	-	-	-	-	-	5,000	-	
SECTION 5 SPECIAL PROJECTS																			
5.1 Annual Mobility Report	NFTPO	-	50,000	-	50,000	9,035	-	-	-	20,000	5,000	-	-	-	-	-	75,000	75,000	
5.2 A1A/Anastasia Boulevard (St. Johns County) Speed Management by Design Study	NFTPO	-	50,000	-	50,000	9,035	-	-	-	-	-	-	-	-	-	50,000 ³	100,000	100,000	
5.3 A1A/Anastasia Boulevard (St. Augustine) Complete Streets Study	NFTPO	-	75,000	-	75,000	13,553	-	-	-	20,000	5,000	-	-	-	-	-	100,000	100,000	
5.4 Hodges Boulevard (Jacksonville) Corridor Study	NFTPO	-	75,000	-	75,000	13,553	-	-	-	20,000	5,000	-	-	-	-	-	100,000	100,000	
5.5 JAXPORT Origin/Destination Study	NFTPO	75,000	-	-	75,000	13,553	-	-	-	-	-	-	-	-	-	-	75,000	75,000	
5.6 Rader Road Extension (Clay County) Feasibility Study	NFTPO	75,000	25,000	-	100,000	18,070	-	-	-	-	-	-	-	-	-	-	100,000	100,000	
5.7 Parental Home Road (Jacksonville) Corridor Study	NFTPO	50,000	-	-	50,000	9,035	-	-	-	20,000	5,000	-	-	-	-	-	75,000	75,000	
5.8 SR A1A (NS Mayport) Resiliency Study	NFTPO	-	100,000	-	100,000	18,070	-	-	-	-	-	-	-	-	-	-	100,000	100,000	
5.9 14th Street (Nassau County) Bicycle and Pedestrian Safety Study	NFTPO	50,000	-	-	50,000	9,035	-	-	-	-	-	-	-	-	-	-	50,000	50,000	
5.30 Mobility Plan for the Underserved/Ladders of Opportunity	NFTPO	-	25,000	-	25,000	4,518	-	-	-	20,000	5,000	-	-	-	-	-	50,000	50,000	
5.32 Clay County Pavement Management Pilot Study	NFTPO	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
5.36 SMART St. Augustine/DE Integration	NFTPO	-	100,000	-	100,000	18,070	-	-	-	-	-	-	-	-	-	-	100,000	100,000	
SECTION 6 PUBLIC INVOLVEMENT																			
6.1 Public Involvement Program	NFTPO	240,000	-	-	240,000	43,368	80,000	10,000	10,000	72,000	18,000	-	-	-	-	60,000	490,000	210,000	
SECTION 7 SYSTEMS PLANNING																			
7.0 Clean Fuels Coalition	NFTPO	-	-	125,000	125,000	22,586	-	-	-	-	-	-	-	-	-	100,000 ^{1,2}	225,000	110,000	
7.1 Bicycle/Pedestrian Facilities Planning	NFTPO	45,000	-	-	45,000	8,132	-	-	-	-	-	-	-	-	5,000 ¹	50,000	-		
7.2 First Coast Commuter Services	NFTPO	-	-	45,000	45,000	8,132	-	-	-	-	-	-	-	-	5,000 ¹	50,000	-		
7.3 Transit Planning for the St. Augustine UA	NFTPO	-	-	-	-	-	-	-	-	88,000	22,000	-	-	-	-	-	110,000	110,000	
7.4 Smart North Florida Coalition	NFTPO	-	175,000	-	175,000	31,623	-	-	-	-	-	-	-	-	-	-	175,000	175,000	
7.5 Transportation Disadvantaged Related Planning	NFTPO	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	38,877	-	
7.7 JTA Premium Transit and Fixed Guideway Service	JTA	-	-	-	-	-	-	-	-	-	-	440,000	-	110,000	-	-	550,000	540,000	
7.8 JTA Transit Development Plan Update	JTA	-	-	-	-	-	-	-	-	-	-	88,000	-	22,000	-	-	110,000	235,000	
7.9 JTA Transit Vision	JTA	-	-	-	-	-	-	-	-	-	-	56,000	-	14,000	-	-	70,000	70,000	
7.10 JTA Develop Transit Educational Campaign	JTA	-	-	-	-	-	-	-	-	-	-	60,000	-	15,000	-	-	75,000	90,000	
7.11 JTA General Transit and Regional Planning	JTA	-	-	-	-	-	-	-	-	-	-	160,000	-	40,000	-	-	200,000	185,000	
7.12 JTA Sustainability Program	JTA	-	-	-	-	-	-	-	-	-	-	28,000	-	7,000	-	-	35,000	17,500	
7.13 JTA Strategic Technology Planning	JTA	-	-	-	-	-	-	-	-	-	-	40,000	-	10,000	-	-	50,000	45,000	
7.15 JTA Transit Oriented Development (TOD) Planning	JTA	-	-	-	-	-	-	-	-	-	-	80,000	-	20,000	-	-	100,000	100,000	
7.16 JTA Transit Model Enhancements	JTA	-	-	-	-	-	-	-	-	-	-	40,000	-	10,000	-	-	50,000	50,000	
7.17 JTA Organizational Improvement and Customer Focused Initiative	JTA	-	-	-	-	-	-	-	-	39,150	9,788	-	-	-	-	-	50,000	50,000	
7.19 JTA Operations Training Plan	JTA	-	-	-	-	-	-	-	-	-	-	32,000	-	8,000	-	-	88,938	40,000	
7.20 JTA Automation Planning	JTA	-	-	-	-	-	-	-	-	-	-	40,000	-	10,000	-	-	50,000	45,000	
7.21 JTA Transit Facilities, ADA and DBE Planning	JTA	-	-	-	-	-	-	-	-	-	-	64,000	-	16,000	-	-	80,000	75,000	
7.22 JTA Post COVID-19 Strategic Plan	JTA	-	-	-	-	-	-	-	-	-	-	120,000	-	30,000	-	-	150,000	150,000	
TOTAL		1,402,585	1,013,334	250,018	2,665,937	481,735	267,193	33,399	33,399	557,294	139,324	200,000	1,248,000	-	312,000	38,877	567,155	5,862,577	4,054,927

¹ Local Assessment
² US Department of Energy (\$85,000 and \$10,000 Local Assessment)
³ St. Augustine Match

Amendment #1 Addition of Tsk 7.22 \$200,000 FTA CARES ACT

Amendment #2 Reallocating \$42,320.00 (\$33,856 Federal, \$4,232 State Match, \$4,232 Local Match) FTA Funding from Task 1.1 to Task 7.3 Transit Planning for St. Augustine UA
 Reallocating \$7,680.00 (\$6,144 Federal, \$768 State Match, \$768 Local Match) FTA Funding from Task 1.5 Task 7.3 Transit Planning for St. Augustine UA
 Reallocating \$35,000 SU Funding from Task 5.32 Clay County Pavement Management Pilot Study to Task 1.5 General Consultant Services

Modification #3 Replacing the 10% Local and 10% State hard match with a 20 % soft match using toll credits.

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
PUBLIC TRANSPORTATION
GRANT AGREEMENT EXHIBITS

Form 725-000-02
STRATEGIC
DEVELOPMENT
OGC 02/20

EXHIBIT D

AGENCY RESOLUTION

PLEASE SEE ATTACHED



**RESOLUTION 2020-13
ENDORING A JOINT PARTICIPATION AGREEMENT
(FP 41176331420) WITH THE FLORIDA DEPARTMENT OF
TRANSPORTATION FOR STATE 5305(d) FUNDING FOR FISCAL YEAR 2020/2021**

WHEREAS, a joint participation agreement must be executed between the North Florida Transportation Planning Organization (North Florida TPO) and the Florida Department of Transportation (FDOT) authorizing \$696,619 in Section 5305(d) Funds on an 80/20 basis for transit-related planning activities;

NOW, THEREFORE, BE IT RESOLVED THAT

1. The North Florida TPO approves and endorses the Joint Participation Agreement for federal funds; and
2. The Executive Director, Jeff Sheffield, and Chairman, The Honorable Samuel Newby, are herein authorized to execute this Resolution on behalf of the North Florida TPO; and
3. The Executive Director, Jeff Sheffield, and Chairman, The Honorable Samuel Newby, are herein specifically authorized to enter into and sign such documents as may be necessary, including the Joint Participation Agreement (JPA), and any Supplemental Joint Participation Agreements (SJPA) for the purpose of scope changes and/or funding adjustments and/or contract duration changes as well as execute Assurances, Certifications and all other documents as may be required to support the project.

Adopted by the North Florida Transportation Planning Organization in regular meeting assembled in the City of Jacksonville the 11th day of February 2021.

ATTEST:

A handwritten signature in black ink, appearing to read "Samuel Newby", written over a horizontal line.

The Honorable Samuel Newby, Chairman

A handwritten signature in blue ink, appearing to read "Jeff Sheffield", written over a horizontal line.

Jeff Sheffield, Executive Director

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
**PUBLIC TRANSPORTATION
GRANT AGREEMENT EXHIBITS**

Form 725-000-02
STRATEGIC
DEVELOPMENT
OGC 02/20

**EXHIBIT E
PROGRAM SPECIFIC TERMS AND CONDITIONS - TRANSIT**

(Section 5305(d): Metropolitan Transportation Planning Program)

This exhibit forms an integral part of the Agreement between the Department and the Agency.

1. **Conformance with Enabling Legislation.** This Agreement is in conformance with Section 5305(d) of the Federal Transit Act (49 U.S.C. 5305(d)) and Chapter 341, F.S.
2. **Adherence to Certifications and Assurances.** The Agency shall ensure adherence to the various Federal requirements documented in FTA (formerly UMTA) Circular 8100.1a, including Title VI of the Civil Rights Act of 1964, Disadvantaged Business Enterprise requirements, and the Americans with Disabilities Act of 1990, and all other federally required certifications and assurances made in its application to the Department for Section 5305(d) funds.
3. **Adherence to Federal Planning Requirements.** The Agency shall adhere to all applicable planning requirements established and set forth by the U.S. Department of Transportation, including development and timely submission of its Transportation Improvement Program (TIP) and annual/biennial element and Unified Planning Work Program (UPWP).
4. **FTA Compliance.** The Agency shall comply with any special conditions imposed by the Federal Transit Administration (FTA) as a condition of grant approval. Costs incurred prior to execution of this Agreement cannot be charged to the grant. Costs incurred by the Agency to prepare and file an application are not eligible Project costs.
5. **Formula Information.** This program is authorized under 49 U.S.C., Sections 5305, and USDOT, FTA Circular C 8100.1C, *Program Guidance and Application Instructions for Metropolitan Planning Program Grants*, dated September 1, 2008, as amended. The Intermodal Surface Transportation Efficiency Act of 1991, as amended (ISTEA) has divided Metropolitan Planning Program (MPP) authorizations into two categories: 80 percent is designated for basic MPP work, with the remaining 20 percent designated for supplemental assistance. FTA combines both the basic and supplemental MPP assistance for each state when FTA publishes its annual apportionment notice in the Federal Register. The ISTEA also prescribes different formulas for apportioning and allocating basic and supplemental MPP assistance, as described below:

a) Basic MPP Assistance.

- 1) FTA apportions 80 percent of the available MPP assistance to the states, based on the ratio equal to the population in each state's urbanized areas divided by the total population in urbanized areas in all the states, as shown by the latest available decennial census prepared by the U.S. Bureau of the Census. If necessary, FTA is required to make adjustments to that formula to assure that each state is apportioned a minimum amount of .5 percent of this 80 percent basic assistance.
- 2) Each state must then allocate its MPP assistance to its MPOs consistent with the FTA-approved formula the state has developed with its MPOs.

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b) Supplemental MPP Assistance.

- 1) FTA then apportions the remaining 20 percent of the MPP assistance to the states to supplement costs experienced by MPOs in carrying out MPP activities. FTA's administrative formula for apportioning the remaining 20 percent focuses on the planning needs of the larger, more complex metropolitan areas.
- 2) The state must then allocate this supplemental MPP assistance consistent with a formula reflecting the additional costs its MPOs have experienced in carrying out the requisite planning, programming, and work selection necessary for the metropolitan area to comply with the various federal transportation requirements.

c) Non-Federal Share (Soft Match).

- 1) The Department may use transportation development credits (TDC) as authorized by Title 23 U.S.C. (Section 120) to satisfy the required 20-percent non-federal share (soft match) as required by the FTA 5305(d) grant program. The MPO shall describe the use of the TDCs in the introduction of its 2-year UPWP and show the total amount of TDCs used to satisfy the 5305(d) non-federal share in the UPWP Summary Budget Tables.

Note particularly, that states must allocate to each of its MPOs at least as much MPP assistance as that MPO received in federal fiscal year 1991. The Department uses the federally published allocations to program and make available the funding under the Section 5303 program to local agencies. The State program procedures Topic no. 725-030-040, Section 5303 Program, require the Districts to use the same federal allocations when preparing agreements with local agencies.

-- End of Exhibit E --

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EXHIBIT F

Contract Payment Requirements
Florida Department of Financial Services, Reference Guide for State Expenditures
Cost Reimbursement Contracts

Invoices for cost reimbursement contracts must be supported by an itemized listing of expenditures by category (salary, travel, expenses, etc.). Supporting documentation shall be submitted for each amount for which reimbursement is being claimed indicating that the item has been paid. Documentation for each amount for which reimbursement is being claimed must indicate that the item has been paid. Check numbers may be provided in lieu of copies of actual checks. Each piece of documentation should clearly reflect the dates of service. Only expenditures for categories in the approved agreement budget may be reimbursed. These expenditures must be allowable (pursuant to law) and directly related to the services being provided.

Listed below are types and examples of supporting documentation for cost reimbursement agreements:

(1) Salaries: A payroll register or similar documentation should be submitted. The payroll register should show gross salary charges, fringe benefits, other deductions and net pay. If an individual for whom reimbursement is being claimed is paid by the hour, a document reflecting the hours worked times the rate of pay will be acceptable.

(2) Fringe Benefits: Fringe Benefits should be supported by invoices showing the amount paid on behalf of the employee (e.g., insurance premiums paid). If the contract specifically states that fringe benefits will be based on a specified percentage rather than the actual cost of fringe benefits, then the calculation for the fringe benefits amount must be shown.

Exception: Governmental entities are not required to provide check numbers or copies of checks for fringe benefits.

(3) Travel: Reimbursement for travel must be in accordance with Section 112.061, Florida Statutes, which includes submission of the claim on the approved State travel voucher or electronic means.

(4) Other direct costs: Reimbursement will be made based on paid invoices/receipts. If nonexpendable property is purchased using State funds, the contract should include a provision for the transfer of the property to the State when services are terminated. Documentation must be provided to show compliance with Department of Management Services Rule 60A-1.017, Florida Administrative Code, regarding the requirements for contracts which include services and that provide for the contractor to purchase tangible personal property as defined in Section 273.02, Florida Statutes, for subsequent transfer to the State.

(5) In-house charges: Charges which may be of an internal nature (e.g., postage, copies, etc.) may be reimbursed on a usage log which shows the units times the rate being charged. The rates must be reasonable.

(6) Indirect costs: If the contract specifies that indirect costs will be paid based on a specified rate, then the calculation should be shown.

Contracts between state agencies, and/or contracts between universities may submit alternative documentation to substantiate the reimbursement request that may be in the form of FLAIR reports or other detailed reports.

The Florida Department of Financial Services, online Reference Guide for State Expenditures can be found at this web address <https://www.myfloridacfo.com/Division/AA/Manuals/documents/ReferenceGuideforStateExpenditures.pdf>.

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EXHIBIT H

AUDIT REQUIREMENTS FOR AWARDS OF FEDERAL FINANCIAL ASSISTANCE

FEDERAL RESOURCES AWARDED PURSUANT TO THIS AGREEMENT ARE AS FOLLOWS:

CFDA No.: 20.505

CFDA Title: Metropolitan Transportation Planning and State and Non-Metropolitan Planning and Research

***Award Amount:** \$557,295

Awarding Agency: Florida Department of Transportation

Indirect Cost Rate:

****Award is for R&D:** No

*The federal award amount may change with amendments

**Research and Development as defined at 2 CFR §200.87

**FEDERAL RESOURCES AWARDED PURSUANT TO THIS AGREEMENT ARE SUBJECT TO THE FOLLOWING
AUDIT REQUIREMENTS:**

2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles & Audit Requirements for Federal Awards

www.ecfr.gov

**FEDERAL RESOURCES AWARDED PURSUANT TO THIS AGREEMENT MAY ALSO BE SUBJECT TO THE
FOLLOWING:**

Title 23 – Highways, United States Code

<http://uscode.house.gov/browse.xhtml>

Title 49 – Transportation, United States Code

<http://uscode.house.gov/browse.xhtml>

MAP-21 – Moving Ahead for Progress in the 21st Century, P.L. 112-141

www.dot.gov/map21

Federal Highway Administration – Florida Division

www.fhwa.dot.gov/fldiv

Federal Funding Accountability and Transparency Act (FFATA) Sub-award Reporting System (FSRS)

www.fsr.gov

To: Autumn.Martinage@dot.state.fl.us

FLORIDA DEPARTMENT OF TRANSPORTATION FUNDS APPROVAL

G1V02

2/19/2021

CONTRACT INFORMATION

Contract:	G1V02
Contract Type:	GD - GRANT DISBURSEMENT (GRANT)
Method of Procurement:	G - GOVERNMENTAL AGENCY (287.057,F.S.)
Vendor Name:	NORTH FLORIDA TRANSPORTATION PL
Vendor ID:	F542136510003
Beginning Date of This Agreement:	03/01/2021
Ending Date of This Agreement:	06/30/2022
Contract Total/Budgetary Ceiling:	ct = \$557,295.00
Description:	Contract with the North Florida TPO for Federal Transit Administration Section 5305(d) planning funds

FUNDS APPROVAL INFORMATION

FUNDS APPROVED/REVIEWED FOR ROBIN M. NAITOVE, CPA, COMPTROLLER ON 2/19/2021

Action:	Original
Reviewed or Approved:	APPROVED
Organization Code:	55022020229
Expansion Option:	A7
Object Code:	780000
Amount:	\$557,295.00
Financial Project:	41176331421
Work Activity (FCT):	215
CFDA:	20.505
Fiscal Year:	2021
Budget Entity:	55100100
Category/Category Year:	088774/21
Amendment ID:	O001
Sequence:	00
User Assigned ID:	
Enc Line (6s)/Status:	0001/04

Total Amount: \$557,295.00