



**FINAL DRAFT
PASCO COUNTY**

**METROPOLITAN PLANNING ORGANIZATION
UNIFIED PLANNING WORK PROGRAM**

Fiscal Years 2016-17 and 2017-18

Adoption Date: May 12, 2016

Amended: _____

Prepared by:

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Pasco County

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In accordance with Title VI of the Civil Rights Act of 1964 and other nondiscrimination laws, public participation is solicited without regard to race, color, national origin, age, sex, religion, disability, familial, or income status. It is a priority for the MPO that all citizens of Pasco County be given the opportunity to participate in the transportation planning process, including low-income individuals, the elderly, persons with disabilities, and persons with limited English proficiency. You may contact the MPO's Title VI Specialist at (727) 847-8140 if you have any discrimination complaints.

PASCO COUNTY
METROPOLITAN PLANNING ORGANIZATION
PASCO AREA TRANSPORTATION STUDY
UNIFIED PLANNING WORK PROGRAM
Fiscal Years 2016-17 and 2017-18

The Honorable Lance Smith, Councilman, City of Zephyrhills,
MPO - Chairman

The Honorable Jeff Starkey, Councilman, City of New Port Richey
MPO Vice-Chairman

The Honorable Camille Hernandez, Mayor, City of Dade City
The Honorable Dale Massad, Mayor, City of Port Richey
The Honorable Theodore J. Schrader, County Commissioner (District 1)
The Honorable Mike Moore, County Commissioner (District 2)
The Honorable Kathryn Starkey, County Commissioner (District 3)
The Honorable Mike Wells, County Commissioner (District 4)
The Honorable Jack Mariano, County Commissioner (District 5)

Secretary Paul Steinman, P.E. (Nonvoting Advisor)

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**A RESOLUTION BY THE PASCO COUNTY METROPOLITAN
PLANNING ORGANIZATION APPROVING THE FISCAL YEARS
2016-17 AND 2017-18 UNIFIED PLANNING WORK PROGRAM**

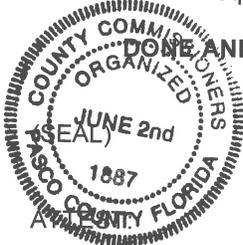
WHEREAS, the Pasco County Metropolitan Planning Organization (MPO) is the designated organization responsible for conducting the continuing, comprehensive, and cooperative (3C) multimodal transportation planning process for the Tampa Bay Transportation Management Area within Pasco County, in fulfillment of Federal, State, and local requirements; and

WHEREAS, the MPO is required by 23 Code of Federal Regulations (CFR) 450.308 and Section 339.175(9), Florida Statutes, to develop a Unified Planning Work Program (UPWP) for Fiscal Years (FY) 2016-17 and 2017-18, including tasks pursuant to Section 427.015, Florida Statutes, and Rule 41-2, Florida Administrative Code (F.A.C.), regarding planning for the transportation disadvantaged; and

WHEREAS, the MPO is adopting the procedures included herewith to comply with Title VI of the Civil Rights Act of 1964, pursuant to the 23 CFR 450.334, and assurance under 23 United States Code (U.S.C.) 324 and 29 U.S.C. 794, Executive Order 13166, prohibiting recipients of Federal financial assistance from discriminating based on national origin, age, sex, religion, disability, familial, or income status failing to provide meaningful access to individuals of limited English proficiency (LEP) and 49 CFR, Part 26, regarding disadvantaged business enterprises; and

NOW, THEREFORE, BE IT RESOLVED that the UPWP for FYs 2016-17 and 2017-18 is approved and authorized to be submitted to State and Federal agencies and that the MPO Transportation Manager or his designee is authorized to develop and execute all supporting grant applications, participation agreements, reimbursement requests, and assurances, and to authorize expenditures in support of said document.

DONE AND RESOLVED this 12th day of May, 2016.



PASCO COUNTY METROPOLITAN
PLANNING ORGANIZATION

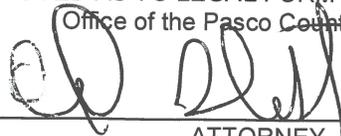


PAULA S. O'NEIL, Ph.D.,
CLERK & COMPTROLLER



LANCE SMITH, CHAIRMAN

APPROVED AS TO LEGAL FORM AND SUFFICIENCY
Office of the Pasco County Attorney



ATTORNEY

AUTHENTICATION

The Pasco County Metropolitan Planning Organization, in regular session on May 12, 2016, adopted the Fiscal Year 2016-17 and Fiscal Year 2017-18 Unified Planning Work Program for multimodal transportation planning activities and programs that are to be conducted during the fiscal years indicated above.



Paula S. O'Neil
PAULA S. O'NEIL, Ph.D.,
CLERK & COMPTROLLER

Lance Smith
LANCE SMITH, CHAIRMAN

Date: 5-12-16

APPROVED AS TO LEGAL FORM AND SUFFICIENCY
Office of the Pasco County Attorney
[Signature]
ATTORNEY

**A RESOLUTION BY THE PASCO COUNTY METROPOLITAN
PLANNING ORGANIZATION APPROVING THE APPLICATION OF
FEDERAL GOVERNMENT PER DIEM AND MILEAGE**

WHEREAS, the Pasco County Metropolitan Planning Organization (MPO) is responsible for administering the State and Federal transportation process in Pasco County; and

WHEREAS, Florida Statute § 112.61 (14)(a)(5) states that “any metropolitan planning organization created pursuant to s. 339.175 or any other separate legal or administrative entity establish per diem rates and mileage rates by enactment of a resolution; and

WHEREAS, the Pasco County MPO is required to attend training and workshops outside of the county; and

WHEREAS, the Florida Department of Transportation (FDOT) has previously reimbursed the Pasco County MPO at the State per diem rate and

WHEREAS, the Pasco County MPO approved the reimbursement of staff and elected officials at the per diem rate of their respective governments in the Staff Services Agreement; and

NOW, THEREFORE, BE IT RESOLVED by the Pasco County Metropolitan Planning Organization, in regular session duly assembled, has the authority to establish per diem rates beyond the State of Florida rates and to establish that the staff and its elected officials will be compensated for per diem and mileage consistent with the Federal government rates.

This Resolution was PASSED AND DULY ADOPTED by the Pasco County Metropolitan Planning Organization Board on 12th day of May, 2016.



Paula S. O'Neil
PAULA S. O'NEIL, Ph.D.,
CLERK & COMPROLLER

PASCO COUNTY METROPOLITAN
PLANNING ORGANIZATION

Lance Smith
LANCE SMITH, CHAIRMAN

APPROVED AS TO LEGAL FORM AND SUFFICIENCY
Office of the County Attorney

BY: [Signature]

ATTORNEY

**PASCO COUNTY COST ANALYSIS CERTIFICATION
FOR FISCAL YEARS 2016-17 THROUGH 2017-18
AS REQUIRED BY SECTION 216.3475, FLORIDA STATUTES:**

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

District MPO Liaison (Grant Manager) Name

Title

Signature

Date

SECTION 1: INTRODUCTION

UPWP OVERVIEW

Pursuant to Titles 23 and 49, Code of Federal Regulations (CFR), and Chapter 339.175, Florida Statutes, the Unified Planning Work Program (UPWP) for the Pasco County Metropolitan Planning Organization (MPO) documents all multimodal transportation planning activities, products, and related activities which are planned to occur during Fiscal Years (FY) 2016-17 and 2017-18 (July 1, 2016 June 30, 2018). This UPWP presents a two-year program of planning activities and is reviewed annually and updated if needed. The UPWP is developed in conjunction with the MPO's Certification process that requires the MPO to conduct a Continuing, Cooperative, and Comprehensive (3C) planning process for Pasco County.

This UPWP serves as a basis for expenditures of grant funds received from the Federal Highway Administration (FHWA - PL), Federal Transit Administration (FTA - 5305), and Florida Department of Transportation (FDOT – Transportation Disadvantaged Trust Fund). Section 120 of Title 23, U.S.C. permits a state to use certain toll revenue expenditures as a credit toward the non-federal matching share of all programs authorized by Title 23, (with the exception of Emergency Relief Programs) and for transit programs authorized by Chapter 53 of Title 49, U.S.C. This is in essence a “soft-match” provision that allows the federal share to be increased up to 100% to extent credits are available. The “soft match” amount being utilized to match the FHWA FUNDING IN THE upwpUPWP IS 18.07% of FHWA program funds for a total of \$210,469 in FY 2016/17 and \$106,648 in FY 2017/18. The FDOT provides a 10% match for the FTA Section 5305 funding and Pasco County provides 10% local match for the FTA Section 5305 grant program. The level of effort in this UPWP is largely based on meeting state and federal requirements but also includes the participation and coordination with the MPOs planning partners at the Federal, State and local governmental levels.

The most recent Federal transportation authorizing legislation “Fixing America’s Surface Transportation (FAST) Act” was approved December 2015. This act was the successor to the “Moving Ahead for Progress in the 21st Century” (MAP-21) in 2012. Although similar to previous authorization acts, the FAST Act retained many of the planning requirements and programs of MAP-21. The FAST Act added two more planning factors which sought to improve the resiliency and reliability of the transportation system - reduce or mitigate stormwater impacts of surface transportation - enhance travel and tourism.

UPWP DEVELOPMENT

The process and procedure used to approve the UPWP is specified in the MPO's Public Participation Plan (PPP) that was adopted February 13, 2014, and amended on December 11, 2014. The process calls for the UPWP to be reviewed and approved as a draft by the Citizens' Advisory Committee (CAC), Technical Advisory Committee (TAC)/Congestion Management Process (CMP) Committee, and Bicycle/Pedestrian Advisory Committee (BPAC), prior to being presented to the MPO Board. In accordance with the PPP, a 30-day formal, public review and comment period is opened once the draft document is available. During this time, the public is encouraged to review the document and provide comments. The draft UPWP is made available on the MPO's website (www.pascompo.net) and can be viewed at the MPO offices located at the West Pasco Government Center in New Port Richey, Florida, and at the Historic Pasco County Courthouse in Dade City, Florida. In addition, a draft copy is made available for public viewing at each of the six branch locations of the Pasco County Public Library system. An advertisement is placed in the local edition of the general distribution newspapers announcing the availability of the draft UPWP and opening up a 30-day review and comment period. A second advertisement is published five to ten days prior to the MPO's scheduled public hearing, at which time, the final draft UPWP is considered for approval/adoption by the MPO Board. All of these meetings were publicly noticed and provide sufficient time for public comment. MPO committee agendas were distributed to a wide mailing list and are posted on the MPO's website. Also, review copies of the draft UPWP were made available to FDOT, FHWA, FTA, Tampa Bay Regional Planning Council (TBRPC), adjoining MPOs and are posted on the Pasco County MPO website. All comments received on the draft UPWP are documented and responded to by MPO staff and are included in the final draft UPWP in Appendix A that is presented at the scheduled public hearing.

All MPO plans and programs comply with the provisions of Title VI of the Civil Rights Act of 1964, which assures that no person shall, on the grounds of race, color, national origin, sex, age, disability, family, or religious status be

excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. The MPO's updated Title VI Program is incorporated in the Documents and Forms Section. The Title VI Program will be updated annually.

In addition, the MPO complies with the Americans with Disabilities Act and Executive Order 131166 Limited English Proficiency. Persons who require special accommodations or translation services (free of charge) should contact Manny Lajmiri, MPO Senior Transportation Planner at (727) 847-8140 (mlajmiri@pascocountyfl.net) at least seven business days prior to all public hearings or MPO meetings.

BACKGROUND OF THE MPO PLANNING PROCESS IN PASCO COUNTY

The 1980 Census determined that a portion of Pasco County met the definition of an "urbanized area." However, the area in question was determined to be contiguous to, and therefore an expansion of, the existing St. Petersburg/Clearwater Urbanized Area. As a result of this determination, the West Pasco/New Port Richey MPO was formed in early 1981. The MPO's Study Area initially included the most densely populated portion of the County (the in fact, urbanized area) - primarily the gulf coastal area along the U.S. 19 corridor and adjacent land outside, but contiguous to the urbanized area boundary that was expected to develop an urban character over the next ten-year time frame. In 1983, the MPO adopted its first Long-Range Transportation Plan (LRTP) for the MPO's Study Area that carried a horizon year of 1995. By 1988, the Pasco County Comprehensive Plan included a Year 2010 LRTP that was based on the MPO's 1995 LRTP. In 1993, the MPO was expanded to a countywide organization, and the MPO Board added representation from two of the additional cities located in eastern Pasco County - Dade City and Zephyrhills. A reapportionment plan that was developed in 2004 as a result of the 2000 Census retained the MPO's Countywide Study Area and reconfirmed the existing member representation and voting structure. As a result of the 2010 Census, the Pasco County MPO developed a new reapportionment plan based on the 2010 population. The reapportionment plan that maintained current membership and voting structure (weights) based on population percentage represented compared to countywide population as a whole (incorporated versus unincorporated) was approved by the MPO in 2014.

UPWP PLANNING PROGRAM LEVEL OF EFFORT AND FOCUS

The level of planning effort called for in this UPWP is tied to changing needs in Pasco County as well as the Tampa Bay region as a whole, based on development trends and institutional relationships among the various planning agencies. The MPO plays a vital role by providing a forum for discussing transportation issues, vetting the potential impact of policy decisions on various implementation agencies and is actively involved in project and program implementation activities of the FDOT, County and City capital planning implementation. MPO staff will focus on a wide range of transportation planning issues. Planned studies that are in support of the overall process are highlighted in Table 6 Planning Studies (pages 78-79) and are included in the individual UPWP tasks as presented below:

1.0 General Administration and Program Development

This task will ensure the MPO's continuance and a coordinated transportation planning process for Pasco County and participating cities, and helps to fulfill the MPO's responsibility in addressing regional transportation issues and initiatives impacting the County. Task 1.0 focuses on required MPO administrative tasks, including completion and maintenance of the UPWP, completion of both State and Federal Certification Statements, fiscal management of all grants, preparation/distribution of MPO committee agenda packets, management of the MPO's General Planning Consultant (GPC) and various task assignments, transit/transit disadvantaged planning programs, Title VI program update, etc.

2.0 Public Participation

With the adoption of the updated PPP in February 2014 and amended on December 11, 2014, MPO staff will continue with planned implementation compliance, including monitoring and evaluation of the effectiveness of the various public involvement strategies that are currently being utilized. Emphasis will continue to be placed on engaging the traditionally underserved and underrepresented population in the County. The MPO will conduct an evaluation of its Public Participation Plan and performance measures in

FY 2017/18. The MPO will continue to support the 15-member CAC and 9-member BPAC. For the CAC, meetings locations will continue to be rotated across the county to maximize public participation and access. In addition, a meeting call in capability (conference call line) has been an added feature for CAC members who cannot attend a meeting but still could participate via conference line. The MPO will continue its partnership with individual Pasco County departmental public involvement initiatives (Pasco County Office of Public Information – PIO), including the implementation of the U.S. 19 Redevelopment Plan, (THE HARBORS) West Market Area Strategy and coordination with the County's Office of Performance Management regarding conduct of the County's annual American Community Survey (ACS) focusing on questions/results dealing with transportation funding and improvement options. The MPO's focus continues to be on keeping the web-based information current and user-friendly. MPO newsletters will continue to be used as an effective informational resource to reach out to the general public and receive feedback on current issues. MPO staff will coordinate local (county) public involvement activities with activities that will take place in support of the Tampa Bay Regional Premium Transit Study to be undertaken in FY 2016/17 – 2017/18.

3.0 Surveillance Activities (Tasks 3.1, 3.2)

Both land use and socioeconomic (SE) data and transportation system data provides critical support for numerous studies, and provide rationale for project selection and prioritization. Base year (2010) and projected year (2040) land-use data, including population and employment data as well as other transportation data (traffic counts, transit patronage by route, crash statistics, etc.) will be updated as needed and will be tabulated and analyzed under surveillance activities. This information is critical in the support of the regional traffic demand model that will be used for the 2045 update of the LRTP, the annual CMP State of the System (SOS) Report, and safety-related planning programs such as the MPO's implementation of the Pedestrian Safety Action Plan (PSAP). The MPO will continue to utilize both County and general planning consultant resources to collect and analyze social economic and transportation data and will focus on database management, including website data accessibility and dissemination. The MPO will continue to support Pasco County Traffic Operations Department in the collection of traffic count data and will secure video counting equipment to facilitate the collection of real time traffic data and pedestrian/bicycle counts.

4.0 Transportation Improvement Program

This task focuses on the maintenance, monitoring, and annual development and production of the MPO's Transportation Improvement Program (TIP). The intent of this task is to maintain the TIP's currency and ensure maximum coordination between the MPO's LRTP, the FDOT Work Program, and the various County and Cities Capital Improvement Programs (CIPs). Project selection and prioritization lists for various CMP projects will also be identified for inclusion. Transportation revenue streams based on the County's mobility fee (e.g.: Transportation Impact Fee) will be obtained to ensure transportation revenue is consistent and supportive to the MPO's LRTP. The MPO's objective will be to continue leveraging County/city funding (local funds) with FDOT funding for transportation improvement projects that are located on and off the State Highway System (SHS), including the Transportation Regional Incentive program or TRIP, and the County Incentive Grant Program (CIGP). The MPO's LRTP will form the foundation for the County's required 2017 update to the mobility fee program. MPO staff will assist in the update to ensure the linkage of costs, impacts, needs, and programming of projects is consistent and supports the TIP. This effort will also seek to identify additional revenues that could be available to implement multimodal transportation projects identified in the MPO's List of Priority Projects, including the use of Tax Increment Funds (TIF) program that can support transit capital, operation, and maintenance. Development of the TIP will include extensive public involvement and will follow the guidelines as identified in the MPO's updated PPP.

5.0 Systems Planning (Tasks 5.1, 5.2, 5.3, 5.4, 5.5)

5.1 Congestion Management Process

Task 5.1 focuses on addressing mobility needs through the implementation of a continuing CMP that defines strategies to reduce congestion and enhance safety. Products include the annual update of the CMP consistent with MAP-21/FAST Act. Specific products include the State of the System (SOS) Report, inclusion of CMP-type projects in the MPO's annual update of the TIP's List of Priority Projects, defining strategies to address corridor safety and congestion issues, and evaluation of the CMP based on performance measures. MPO staff will continue their participation in the FDOT's Community Traffic Safety Team (CTST) and has a standing item on each CTST agenda to better facilitate coordination of MPO plans, programs and initiatives. Members of the MPO's TAC will continue to function in the role of the CMP Task Force Committee. Other activities include supporting the update of the Tampa Bay Regional ITS Architecture and the prioritization of ITS-type projects for potential inclusion to the TIP and support for implementation of the Vision Zero planning concepts.

5.2 Long-Range Transportation Plan (LRTP) Coordination and Update

The MPOs work activities in this task are focused on data collection and travel survey data that is required to support the Tampa Bay Regional Planning Model (TBRPM) needed. MPO staff will continue to participate in the regional transportation modeling framework (Tampa Bay Regional Planning Model [TBRPM]), including the Technical Review Team (TRT) and the Tampa Bay Applications Group in support of LRTP development. Work will be focused on maintaining the 2040 LRTP, processing necessary amendments to the LRTP as needed, preparation/participation in initial household travel survey information in preparation for the LRTP scheduled update in 2019 and updating LRTP related performance measures including applicable data collection to ensure consistency with Federal and State guidance. As identified in the 2040 LRTP, MPO staff will focus on Phase 2 of the Vision 54-56 Corridor Study and participate in defining transportation options for the U. S. 19 corridor consistent with "The Harbors" redevelopment plan.

5.3 Bicycle and Pedestrian (Sidewalk/Trail) Planning

The MPO's BPAC continues to meet regularly and is responsible for reviewing plans and programs involving bicycle and pedestrian accommodations and if appropriate provide recommendations on matters concerning any issues involving the development and implementation of comprehensive bikeway and pedestrian system/plan, focused on the safety, security, and education pertaining to bicyclists and pedestrians. The committee fulfills a long-standing need that was identified in the previous UPWPs and also addresses past FDOT and Federal Highway Administration (FHWA) certification comments. The BPAC Committee assists the MPO in focusing on sidewalk needs, safety accommodations, expansion of the bicycle and pedestrian networks associated with new roadway construction, planned expansion of existing roadways including both sidewalk and trail components, and multiuse trail development including regional connections. MPO staff will continue their focus on coordination with the FDOT on major resurfacing projects to ensure local input on addressing bicycle and pedestrian accommodations. The MPO's will utilize consultant services to complete initial planning route alignment studies to determine feasibility, alignment, costs, and funding availability towards implementation multiuse trails that are part of the County's Penny for Pasco sales tax program, including the Hardy Trail Extension north and the Orange Belt (formerly Bi-County) Trail initiative. Other MPO staff focused activities include; review of various site plans and developments and provide recommendations on bicycle/pedestrian accommodations, updating the Land Development Code (LDC) – Bicycle/Pedestrian design standards, coordination of the C2C/SunTrail program related to current or future Pasco County eligible projects, monitoring the design and construction of the Starkey Gap Connector trail, supporting the Tri-County Trail Committee in regional bicycle/pedestrian coordination efforts, and updating the MPO's adopted Pedestrian Safety Action Plan (PSAP), and implementation/update of Pasco County's Greenways, Trails and Blueways Map.

5.4 Local Government Comprehensive Planning Support

The MPO will assist in various transportation planning activities undertaken by the County's Planning and Development Department and local municipalities that are related to the implementation of the Comprehensive Plan, rezoning actions, and/or Land Development Code (LDC) updates related to transportation, including, access management, Level of Service or LOS, development standards, phasing and timing analysis, etc. Planning activities are supported including the continued development and implementation of Transit-Oriented Design policies, transit-friendly design principles, and support of the Market Area Strategies that focus on and encourage growth in the West and South Market Areas, or Urban Service Area. In addition, MPO staff will assist the county in the update and maintenance of the Pasco County Highway Vision Map and the ROW (Right-of-Way) Corridor Preservation Tables currently underway by the Pasco County's Long-Range Division - Planning and Development Department. These Comprehensive Plan resource documents identify potential new roadway alignments that require further evaluation in conjunction with the various Comprehensive Plan amendments and/or large-scale rezoning actions. The Roadway ROW Map utilizes corridor study information to determine the required right-of-way of existing and future roadways. Both the Vision Map and the ROW Preservation work are linked to the MPO's TIP and LRTP. This task is also linked to coordinating future connections of the transportation system network, including both internal road networks to promote connectivity and transit corridor delineation that may be necessary to service large mixed-use developments located primarily in the designated Urban Service Area. The MPO will continue to advise county planners in the technical review of various timing and phasing studies for rezoning and Comprehensive Plan amendment actions. Assistance to the partnering cities will be initiated based on request over the course of the UPWP timeframe. Pasco County's PDD Department will coordinate activities with MPO staff and provide peer review for quality assurance/quality control of products.

5.5 Special Studies

The MPO will continue to focus on responding to transportation needs and issues that are identified in Table 6, which presents a listing of Planning Studies that support of the numerous UPWP tasks in the overall MPO planning program. Planning studies associated with Task 5.5 are identified by staff and the various MPO committees. This task allows the MPO to be responsive to the need to conduct planning studies as a result of unique circumstances that might be identified by MPO committee members or participating transportation planning partners involved in the MPO process; i.e., the FDOT, County, cities, etc. This task will also allow MPO staff to provide technical assistance to all MPO member governments (county/cities) to further the implementation of transportation plans, and projects. Additional end products may be identified under this task over the course of the two year UPWP and if necessary, a UPWP Amendment to include specific end tasks will be completed if necessary. Generally study tasks could involve sub-area analysis and/or corridor studies (alignment/mode) consistent with the LRTP Cost Affordable and/or Needs Plan.

6.0 Transit Planning Program (Tasks 6.1, 6.2)

6.1 Public Transportation Planning

The MPO's Transit Planning Program will continue to focus on supporting Pasco County Public Transportation (PCPT) and various regional transit initiatives (Regional Premium Transit Study) tied to transit planning activities in accordance with the transit element of the LRTP, Access Pasco - Ten-Year Transit Development Plan (TDP), and the TBARTA Master Plan. MPO staff will also coordinate with the County's PCPT/Facilities Management in the implementation of ADA improvements as identified in the Transit Infrastructure Assessment Study (Access Pasco) that was updated in 2013/14. MPO staff will continue coordination activities with the TBARTA/FDOT multimodal corridor studies that focus on evaluating transit alternatives to implement future, regional transit service. This includes the alternatives analysis conducted in the S.R. /C.R. 581 (Bruce B. Downs Boulevard) corridor in Wesley Chapel, express bus service in the I-75 and Suncoast Parkway corridors, and an evaluation of transit alternatives in the S.R. 54/56 corridor in conjunction with the VISION 54-56 Study (Phase 1 & 2). The MPO will monitor and update where necessary the Park and Ride location study completed several years ago that defines

optional locations for such facilities to facilitate regional travel. The MPO will continue to support PCPT through the allocation of Federal Transit Administration (FTA) Section 5305(d) Transit Planning grant funds for various updates and studies of transit infrastructure needs and planned service enhancements.

6.2 Transportation Disadvantaged Planning

MPO staff will continue to support the planned delivery of transportation services to the disadvantaged community in Pasco County in meeting its obligations under FS 427. Focused work products will include completion of the Annual Community Transportation Coordinator (CTC) Evaluation, participation/coordination of the Local Coordinating Board (LCB) and their quarterly meetings, coordination with FDOT regarding project selection for the Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities grants, , and service delivery monitoring. Staff will continue participation as a member of the Tri-county LCB subcommittee meetings, grant cycles and announcements for funding under the 5310 program. This task will be coordinated with the county's designated provider for transportation disadvantaged services (PCPT).

7.0 Regional and State Planning Coordination

Regional transportation planning coordination is conducted under the auspices of the Tampa Bay TMA Leadership Group and the TBARTA Chairman's Coordinating Committee or CCC (formerly MPO CCC).

The TMA membership includes the Hillsborough, Pasco, and Pinellas MPOs and is comprised of three voting members from each of the TMA MPOs and includes advisory representatives of FDOT and TBARTA. MPO staff will continue to support the Leadership Group in the conduct of its quarterly meetings. The Leadership Group serves in an advisory role to the three MPOs in forging a consensus on regional transportation issues and priorities affecting the region, and assist in defining priorities for the allocation of the Federal and State funds earmarked to the TMA through the FDOT, District Seven. Other roles and responsibilities for the TMA group continue to evolve. The three MPOs in the TMA will be providing support to the TMA group for Fiscal Years 2016-17 and 2017-18 and will provide financial support to TBARTA, via agreement, who will provide staff support services to the TMA.

This task also supports participation of the ongoing regional transportation planning process under the auspices of the MPO's Chairman's Coordinating Committee (CCC), the Joint Citizens Advisory Committee (JCAC), and the MPO Director's coordination meetings. Through the CCC planning process, the MPO's coordinate plans and programs, complete Transportation Management Area (TMA) Certification, perform maintenance and updates of the Regional LRTP, and the Regional Multiuse Trails Program (MUT Committee), complete regional TRIP funding priorities, and address current initiatives including the development of a Regional CMP. Continuing in FY 2016-17 and 2017-18 will be further integration with TBARTA and additional options will be evaluated to consider consolidating the functions of the two entities. The CCC will continue to hold an annual meeting with the Central Florida MPO Alliance to coordinate transportation projects and programs that impact the two regions. MPO staff participation in other Statewide and regional activities include coordination with the Statewide MPO Advisory Council (MPOAC). Additional specific tasks include; updating as necessary the regional highway and multi-use trails priorities, monitoring/updating UPWP task sheets annually to ensure identification of regional tasks, website updates regarding regional transportation TMA/CCC activities/agenda packets, etc.,

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PLANNING FACTORS

Planning factors have been identified by the Federal government for MPOs to consider and incorporate into their plans and programs. Two sources of planning factors now exist, MAP-21 factors which were previously identified and FAST ACT factors which are new and have been added to the MAP-21 Factors. The MPO is anticipating further guidance on the two new FAST Act factors.

MAP-21/FAST ACT FACTORS

The MPO performs its planning activities in accordance with Federal and State laws and rules. MAP-21/FAST ACT requires MPOs to consider ten planning factors in the development of its transportation plans and programs. The following table shows how each factor is integrated into each task in the UPWP:

**TABLE FOR FISCAL YEARS 2016/17- 2017/18
MAP-21/FAST ACT PLANNING FACTORS - UPWP TASK MATRIX**

UPWP TASKS	FACTORS									
	1	2	3	4	5	6	7	8	9	10
Administration:										
1.0 General Administration and Program Development		X			X		X			
Public Participation:										
2.0 Public Participation		X		X	X					
Surveillance Activities										
3.1 Transportation System Surveillance and Database Management	X	X	X	X	X	X	X	X		
3.2 Socioeconomic and Land Use Data	X	X	X	X	X	X	X	X		X
Transportation Planning:										
4.0 Transportation Improvement Program		X	X	X	X	X	X	X		
Systems Planning:										
5.1 Congestion Management Process	X	X		X	X	X	X	X		X
5.2 Long Range Transportation Plan Coordination and Update	X	X	X	X	X	X	X	X	X	X
5.3 Bicycle and Pedestrian (Sidewalk/Trail) Planning	X	X	X	X	X	X	X	X		X
5.4 Local Government Comprehensive Planning Support and Land Development Code Implementation	X			X	X	X	X			X
5.5 Special Studies	X			X	X	X	X			X
Transit Planning Program:										
6.1 Public Transportation Planning	X	X	X	X	X	X	X			
6.2 Transportation Disadvantaged Planning	X			X	X			X		
Regional Planning Coordination:										
7.0 Participation in Regional and Statewide Activities	X	X	X	X	X	X	X	X		X

PLANNING FACTORS (KEY)

1. Support the economic vitality of the metropolitan area.
2. Increase the safety of the transportation system for motorized and nonmotorized users.
3. Increase the security of the transportation system for motorized and nonmotorized users.
4. Increase accessibility and mobility of people and freight.
5. Protect and enhance the environment, promote energy conservation, improve quality of life and promote consistency between transportation improvements and State and local planned growth and economic development patterns.
6. Enhance the integration and connectivity of transportation systems, across and between modes, for people and freight.
7. Promote efficient management and operation.
8. Emphasize the preservation of the existing transportation system.
9. Improve the resiliency and reliability of the transportation system and reduce or mitigate storm water impacts of surface transportation (FAST Act).
10. Enhance travel and Tourism (FAST ACT).

FHWA AND FTA PLANNING EMPHASIS AREAS (PEAs) FOR FY 2016/17 and FY 2017/18

In April 2014, the FHWA and FTA jointly issued Planning Emphasis Areas, or PEAs, and encouraged MPOs and the states to develop and identify work tasks associated with the PEAs in the UPWP. These PEAs include the following:

- **MAP-21 Implementation**

Transition to Performance-Based Planning and Programming: The development and implementation of a performance management approach to transportation planning and programming that supports the achievement of transportation system performance outcomes (see UPWP Tasks 1.0, 2.0, 3.0, 4.0, 5.0, 6.0, and 7.0).

- **Regional Models of Cooperation**

Promote cooperation and coordination across MPO boundaries and across State boundaries, where appropriate, to ensure a regional approach to transportation planning (see UPWP Task 7.0).

- **Ladders of Opportunity**

Access to Essential Services - As part of the transportation planning process, identify transportation connectivity gaps in access to essential services (see UPWP Task 5.0).

The MPO staff will further define specific work tasks in the UPWP to address the Federal PEAs as additional implementation guidance becomes available.

FLORIDA PLANNING EMPHASIS AREA - 2016

Florida has been ranked in the top five states in regards to pedestrian and bicyclist deaths over the past decade. A concerted effort from all partners involved is needed to reduce both pedestrian and bicycle crashes. The Florida Highway Safety Plan contains a vulnerable road users emphasis area. A major strategy within this area is to develop and use a systematic approach to identify locations and behaviors prone to pedestrian and bicycle crashes and implement multidisciplinary countermeasures. The FDOT Safety Office now has the ability to identify clusters of bicycle and pedestrian safety crashes on a statewide basis. The system they have developed can also access accident reports associated with the crashes to provide specific information in addition to the locational data. Initial "hot spot" maps have been distributed to the Districts during the first quarter of 2014.

A PSAP is intended to provide a guide to help State and local officials know where to begin to address pedestrian safety issues. It is intended to assist agencies in further enhancing their existing pedestrian safety program and activities, including identifying safety problems and selecting optimal solutions. Several Florida MPOs including MetroPlan Orlando and the Pinellas MPO already have developed and adopted, along with their partners, pedestrian safety action plans. FHWA provides extensive resources and guidance regarding the development of PSAPs. Training will be available within the State in the upcoming year.

In January 2012, the Pasco County MPO adopted a PSAP that supports the Florida Strategic Highway Plan; a major planning emphasis area for this year to further implementation of this Plan. The objective is to identify locations and behaviors prone to historical pedestrian bicycle crashes and develop with local partners countermeasures designed to eliminate them.

FHWA Resources

http://safety.fhwa.dot.gov/ped_bike/ped_focus/docs_fhwasa0512.pdf
http://safety.fhwa.dot.gov/ped_bike/ped_focus/

Pedestrian Safety Action Plan Examples

<http://fl-pascocounty.civicplus.com/DocumentCenter/home/View/574>

SECTION 2: ORGANIZATION AND MANAGEMENT

AGREEMENTS

The MPO maintains agreements with various member governments and agencies in the Tampa Bay region. These agreements carry various dates of execution. Four agreements provide the statutory framework for the MPO program. These include the following:

- Interlocal Agreement for the Re-designation of the Metropolitan Planning Organization (December 2, 2014) - includes function, composition, membership, and responsibilities in accordance with Federal and State law.
- Intergovernmental Coordination Review and Public Transportation Coordination Joint Participation Agreement (JPA) (Signed on December 2, 2014) - includes coordination and review of MPO planning documents and local comprehensive plans. Agreement renews automatically every five years.
- Planning Grant (Planning funds [PL]) JPA (September 11, 2014) currently due to expire June 2016, with the signing of a new agreement to be executed by the MPO Board by June 2016 with a two year expiration date of June 2018 - provides Federal funds channeled through the State of Florida for transportation planning activities.
- Third amended and Re-instated Chairs Coordinating Committee (CCC) Interlocal Agreement (January 8, 2015 Updated) - In compliance with Florida State Statute, this agreement among all MPOs/Transportation Planning Organizations (TPOs) in the Tampa Bay region establishes a coordinated process to ensure regional coordination of transportation plans and programs.

The most recent MPO Staff Services Agreement with Pasco County was approved on December 21, 2010. This UPWP will undertake the review of all outstanding agreements and update them accordingly.

The list of MPO agreements, products, and/or plans executed or approved in FYs 2014-15 and 2015-16 include the following:

- September 11, 2014
 - FDOT Joint Participating Agreement (JP) for PL Funds
 - Intergovernmental Coordination and Review (ICAR) and Public Transportation Joint Participation Agreement
 - Fiscal Year 2014-15 Transit Planning Grant Agreement - Section 5305(d)
 - 2015 Schedule of Monthly Meetings
 - Public Hearing: TIP amendment - Fiscal Year 2013-14 - 2018-19 (FTA Section 5339)
 - Public Hearing: 2014 List of Priority Projects - Transportation Improvement Program (TIP)
- October 9, 2014
 - Public Hearing: FY 2014-15 - FY 2018-19 Transportation Improvement Program (TIP) Amendment - Add PE/Design for Tri-County Trail (aka Starkey Gap)
 - Tampa Bay TMA Leadership Group - TMA/TA Priority List
- December 11, 2014
 - Public Hearing: Mobility 2040 Long Range Transportation Plan (LRTP) MPO Adoption Report
 - Public Hearing: Public Participation Plan (PPP) Requested Modification - FTA Program of Projects requirements
 - Community Transportation Coordinator (CTC) - Annual Evaluation Fiscal Year 2013-14
 - Public Hearing: Fiscal Year 2014-15 through Fiscal Year 2018-19 Transportation Improvement Program (TIP) Amendment - To advance construction of Moog Road sidewalk
 - MPO's General Planning Consultant (GPC) Contract Extension - Tindale Oliver and Associates, Inc.
- January 8, 2015
 - General Planning Consultant (GPC) Contract Extension - URS Corporation Southern
 - Interlocal Agreement for Regional Transportation Planning and Coordination in West Central Florida
- March 12, 2015
 - MPO Bylaws - Approval of Updated Bylaws
 - CAC Bylaws - MPO Endorsement
 - CAC List of Appointees (Updated)

- June 11, 2015
 - Public Hearing: Fiscal Year 2015-16 through Fiscal Year 2019-20 Transportation Improvement Program (TIP) - Annual Update
 - Public Hearing: Fiscal Year 2014-15 and Fiscal Year 2015-16 Unified Planning Work Program (UPWP) Amendments - Amendment includes adjusting funding levels, work task products and certification statement
 - 2015 MPO Annual Certification
 - TMA Leadership Group 2015 Financial Support Letter of Agreement (LOA)
 - TAC Membership Appointment Change - PEDC Representative
- July 9, 2015
 - Public Hearing: 2015 List of Priority Projects (LOPP)
 - Technical Advisory Committee (TAC) Bylaws Endorsement
- October 8, 2015
 - 2016 Schedule of Monthly Meetings
 - MPO's General Planning Consultant (GPC) - Contract Extension Tindale Oliver and Associates, Inc.
 - Anclote Coastal Trail Alternative Alignments Study
- November 12, 2015
 - Joint Participation Agreement (JPA) Federal Transit Administration (FTA) FY 2015/16 Section 5305(d) Grant
 - MPO General Planning Consultant (GPC) - Company Name Change and Contract Extension - URS Southern to AECOM Technical Services, Inc. and Contract Extension
 - TAC Membership Appointment Change - TBARTA Representative
- December 10, 2015
 - Public Hearing: TIP Amendment - State Management Oversight Funding for Overpass Road
 - Community Transportation Coordinator (CTC) Annual Evaluation for FY 2014-15

MANAGEMENT OF THE MPO

MPO Planning Partners

By Federal and State law, urbanized areas with a population of at least 50,000 must designate a single agency, an MPO to conduct long-range multimodal transportation planning and receive Federal planning funds. Federal agencies such as the FTA, FHWA, as well as the FDOT review the plans and programs of the MPO. The MPO staff is the primary agency responsible for transportation planning for the urbanized area in Pasco County. The MPO staff is embedded within the County's Planning and Development Department.

The MPO voting members are established through interagency coordination agreements and are comprised of elected officials from Pasco County and the four largest cities by population, including Zephyrhills, New Port Richey, Dade City, and Port Richey. The FDOT is represented in the MPO as a technical advisor member. A reapportionment plan for the Pasco County MPO that maintained the current membership and weighted vote based on population was approved by Florida Governor Scott on April 3, 2014. In addition, the MPO has interagency agreements with the TBRPC, the TBARTA, the FDOT, and the West Central Florida CCC.

Operational Procedures and Bylaws

The MPO's role and responsibilities are established by Title 23, United States Code (USC) and by Chapter 339, Florida Statutes. The MPO Board schedules meetings on the second Thursday of each month. Meeting locations rotate between the West Pasco Government Center located in New Port Richey and the Pasco County Historic County Courthouse located in Dade City. The MPO follows these requirements and its adopted bylaws, which can be reviewed at its office located at the West Pasco Government Center, 8731 Citizens Drive, Suite 320, New Port Richey, Florida 34654. A quorum consists of five voting members.

Local Committees

The MPO utilizes various advisory committees which review transportation plans and programs and forward recommendations to the MPO Board for action based on discussion and actions taken. Advisory committees involved in the transportation planning process for the Pasco County MPO include the following:

- **Technical Advisory Committee and Congestion Management Process Task Force Committee**

The TAC/CMP Task Force serves a dual function: (1) provide technical review on transportation issues for MPO staff and the MPO Board and (2) as a technical team utilized to plan and implement the MPO's CMP. The TAC/CMP Task Force Committee includes professional and technical representatives, including transportation and land use planners, transit planners/operators, traffic and public works engineers, economic development interests, law enforcement, and a County School Board representative. The TAC/CMP Task Force Committee meets several days prior to the MPO Board meetings. All member governments/agencies involved in the MPO process, including the FDOT, TBARTA, and the TBRPC, participate on the TAC/CMP Task Force Committee, governed by TAC operating bylaws.

- **Citizens Advisory Committee**

The CAC provides a citizen's perspective on transportation plans and programs by relating overall community needs and values to the transportation planning process. The CAC meets the week prior to the scheduled MPO Board meeting. The CAC Chair reports the committee's discussions, findings, and recommendations directly to the MPO Board. The CAC Chair's report is a standing item on every MPO Board agenda. Currently, there are nine members on the committee, each appointed by an MPO Board voting member, and five at-large members, governed by CAC bylaws.

- **Local Coordinating Board**

The LCB serves as an advisory group for the Transportation Disadvantaged (TD) Program in Pasco County. Membership includes PCPT, FDOT, social agency and transportation provider representatives and others representing interests served by the TD Program. The LCB identifies local service needs and provides information, advice, and direction to the PCPT and the Pasco County MPO Board in fulfillment of requirements under Chapter 427, Florida Statutes, and Rule 41-2, Florida Administrative Code (F.A.C.). The LCB is comprised of 17 members and includes one Pasco County Commissioner who also serves as an MPO Board member, governed by LCB bylaws.

- **Bicycle/Pedestrian Advisory Committee**

The BPAC assists the MPO in the development of comprehensive bikeways and pedestrian plans and projects for Pasco County; proposes policies for the development of bikeway and pedestrian system considerations; reviews the proposed and submitted bicycle and pedestrian plans and proposed amendments; reviews the Countywide TIP for inclusion of bikeway and pedestrian-related projects; recommends bicycle and pedestrian priorities to the MPO in support of the plan for inclusion in State, County, or capital improvement programs; recommends projects for inclusion in the MPO's annual list of priority projects and Transportation Alternatives (TA); coordinates bicycle and pedestrian concerns and present them to the MPO; assists in the promotion of bicycling and pedestrian enforcement of rules, regulations, and safety programs, and to assist in dissemination of general bicycle information to bicycle organizations and citizens throughout the County. Monthly meetings are attended by BPAC members, citizens, and MPO staff to discuss and review current and long-range issues, including inventory of existing facilities, new or potential roadway and trail projects, safety programs for bicyclists and pedestrians, current and future facility and amenity needs, accessibility issues, and various other topics.

Regional Committees

- **TMA - Transportation Management**

The TMA Leadership Group acts in an advisory role to each of the three MPOs Pasco, Hillsborough, and Pinellas County with non-voting advisors from FDOT and TBARTA. The staff support group will comprise staff of these agencies and the Tampa Bay Regional Planning Council, as needed. Leadership members will be responsible for conveying concerns of their respective MPOs to the TMA group, and for conveying TMA group discussion and recommendations back to the MPOs. The role includes developing regional

consensus priorities for the TMA, especially in the allocation of federal and state funds. The group will focus on major cross-county transportation markets and traffic movements, and on helping the Tampa Bay metropolitan area speak with one voice in discussions of regional transportation prioritization issues and financial resources. First-year tasks will include developing TMA priorities and at least one project that demonstrates that the Leadership Group can effect change. Potential candidates for an initial project include managed lanes with Bus Rapid Transit (BRT) along a major tri-county spine. Leadership members will be responsible for conveying concerns of their respective MPOs to the TMA group, and for conveying TMA group discussion and recommendations back to the MPOs. Meeting locations and conference calls will be arranged by the Hillsborough MPO, and agenda packets will be distributed by the Pinellas MPO. Public notice for meetings will be provided by all three MPOs according to their typical procedures.

- **West Central Florida MPO Chairs Coordinating Committee**

The intergovernmental coordination of transportation planning programs and planning in the region and Statewide arena has become an important aspect of the MPO's planning program. This task is supported through the MPO's role in the participation of the ongoing regional transportation planning process under the auspices of the MPO's Chairman's Coordinating Committee (CCC), the Joint Citizens Advisory Committee (JCAC), and the MPO Director's coordination meetings. Through the CCC planning process, the MPO's coordinate plans and programs, complete Transportation Management Area (TMA) Certification, perform maintenance and updates of the Regional LRTP, and the Regional Multiuse Trails Program, complete regional TRIP funding priorities, and address current initiatives including the development of a Regional CMP. In FY 2014-15, the role of the West Central Florida MPO Chairs' Coordinating Committee (CCC), which covers a much larger eight-county region, in relation to the responsibilities of TBARTA, will be evaluated to consider options for consolidating the functions of the two entities. The CCC will continue to hold an annual meeting with the Central Florida MPO Alliance to coordinate transportation projects and programs that impact the two regions. MPO staff participation in other Statewide and regional activities, including coordination with the Statewide MPO Advisory Council (MPOAC).

- **Tri-County Local Coordinating Board**

To meet the mobility needs of the transportation disadvantaged in the Tri-County area (Pasco, Pinellas, and Hillsborough) and to ensure transportation services are provided to the disadvantaged population in the most cost effective manner possible, the three MPOs of the Tri-County formed a subcommittee to meet quarterly. There are three LCB members each representing each MPO. This subcommittee was formed in 2014. The objectives as defined by the committee include but not limited to, To provide solutions for regional transportation needs, as identified in the Tri-County Area Regional Needs Assessment, Evaluate and address the regional priorities of the transportation disadvantaged in Hillsborough, Pasco and Pinellas counties, Continually assess and update tri-county regional needs, and to promote regional transportation initiatives serving the transportation disadvantaged.

- **Tri County Bicycle/Pedestrian Advisory Committee**

In September 2015, the MPO BPACs from the TMA area (Hillsborough, Pasco and Pinellas Counties) began to meet to determine issues concerning comprehensive bicycle and pedestrian plans and projects of a regional nature; to recommend bicycle and pedestrian priorities to the CCC and TBARTA in support of the plan for inclusion in State, Regional, County, or capital improvement programs; to recommend projects for inclusion in the MPOs' annual list of priority projects and Transportation Alternatives (TA); to coordinate bicycle and pedestrian concerns and present them to the CCC. Triannual meetings are attended by members of the three BPACs, citizens, and MPO staffs to discuss and review current and long-range issues, including inventory of existing facilities, new or potential roadway and trail projects, current and future facility and amenity needs, accessibility issues, and various other topics.

SECTION 3: BUDGET ALLOCATION METHODOLOGY

The process of allocating funds in the UPWP is based on an estimate (percentage) of effort (staff time) that is expected to be spent on completion of identified end projects. This assessment involves determining the extent of the work completed, unfinished projects, and activities that need to take place in the upcoming fiscal year. Together, the work left to be done from the current fiscal year and planned activity for the next fiscal year comprise the basis from which available funds are allocated to each work task.

Determining the amount of funds to allocate the different tasks is based on the priority of the activities involved and the percentage of MPO staff member time and/or consultant work necessary to complete the tasks. Assigning percentages of individual staff member time needed to complete a task activity is based on their job responsibilities. These responsibilities are fairly constant so it is standard practice to assume percentages of staff member time that will be spent on a given task. In reviewing the tasks, activities are sometimes identified that require consultant services. Staff derives an estimate of what the consultant activity will cost and reflects those costs in the UPWP. Once scopes are costed, budget adjustments (administrative modifications) may have to be made to reallocate the approved budget to actual costs.

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1.0 GENERAL ADMINISTRATION AND PROGRAM DEVELOPMENT

Task 1.0 General Administration and Program Development
Purpose:
Ensure the effective and efficient management and monitoring of the entire transportation planning program including all administrative, financial and legal requirements that support the MPO's Work Tasks as reflected in the approved UPWP and in compliance with all applicable State and Federal requirements of the 3C Transportation Planning Process.
Planning Factors: 2, 5, 7
Previous Work Completed:
<ul style="list-style-type: none"> • Produced various scopes of work for consultant services and managed GPC task assignments including product delivery and fiscal services. • Updated committee membership and processed new appointments. • Developed, scheduled work and monitored progress of all work identified in each Work Task including those identified as "End Products" (TIP, UPWP, LRTP, TDP, LEP, etc.). • Developed MPO budget and coordinated the integration of the MPO/County operating budget for FY 2015 and FY 2016. • Monitored MPO budget, work progress and less charge drawdown from supporting county departments/divisions. • Completion of annual MPO certification statements (2015/16). • Coordinated with County auditor regarding completion and submittal of MPO program annual audit. • Attended County Management Team meetings and Development Services Division Program updates (quarterly). • Coordinated with FDOT, Hillsborough and Pinellas County MPO staffs regarding work efforts tied to the Section 5310 program including project identification and ranking (2016). • Participated in the regional transportation coordination process (TMA/CCC). • Reviewed/commented on proposed amendments to the countywide future road network (Vision Map) and ROW Preservation Ordinance (2015/16). • Facilitated dissemination of updated information on FDOT's current U.S. 19 project including construction status. • Completed BCC agenda items as needed for execution of County/FDOT TRIP and CIGP projects. Managed invoice payments on all approved projects. • Participated in MPO Advisory Council (MPOAC) meetings 2015/16). • Attended various FHWA and FDOT training sessions; (i.e., Pedestrian/Bicycle Safety). • Monitored Alternative Analysis (AA) studies, coordinated and reviewed - Group I TBARTA Master Plan Corridor Studies. • Attended/participated and chaired as needed – Community Traffic Safety Team (CTST). • Attended/participated School Traffic Safety Team (SRTS) committee meetings (monthly). • Attended/participated - County Development Review Committee (DRC) to provide input on various projects and their transportation impacts. • Participated in various County sponsored mandatory training including CPR, first aid, and defensive driving. • Disseminated public notices of upcoming MPO committee meetings, public meetings and hearings and completed web site updates monthly (ongoing).
Required Activities:
<ul style="list-style-type: none"> • Coordination/production of the CAC, TAC/CMP, BPAC, MPO Board, and CCC agendas, meetings, and minutes (monthly). • Completion/management of Transportation Alternative (TA) grant applications, agreements, and project coordination between the FDOT and the Local Agency Program (LAP) local governments (ongoing). • Review and coordination with County Clerk regarding attendance and production of MPO Board meeting minutes (monthly). • Coordination with County Financial Services and Budget office's regarding grant expenditures; time sheets; audit requirements in accordance with 49 CFR 18.26, Office of Management and Budget Circular A133, and Section 215.97, Florida Statutes; in-kind match; and various other budgetary items (ongoing).

Task 1.0 General Administration and Program Development (continued)

Required Activities:

- Employee supervision, performance evaluations, and attendance at staff/Management Committee meetings (ongoing).
- Scheduling of work tasks and task completion dates (ongoing).
- Monitoring the UPWP expenditures and processing amendments (ongoing).
- Attendance at the MPO Staff Directors', the CMP Discussion Group, Tri-County LCB subcommittee, Freight - Technical Review Team, and Advisory Committee meetings (ongoing).
- Completion of Federal and State grant invoicing and progress reports for PL and 5305 programs (quarterly).
- Process task orders and BCC agenda items for GPC tasks (ongoing).
- Coordination of services provided by Geographic Information System (GIS), Planning and Development Department, and Engineering Services Department, and County Attorney' Office, on efforts related to transportation and community planning projects (technical analysis, mapping, and funding).
- Maintain currency of planning documents, notices of upcoming public involvement opportunities easy access on the MPO website.
- Monitor proposed state and federal transportation related legislation that could impact the MPO planning program (ongoing).
- Annually monitor, update the list of eligible TRIP/CIGP projects, and complete review of project applications (ongoing).
- Ensure supporting resources (i.e. secretarial services) are sufficient to support the overall transportation planning program (ongoing).
- Completion of procurement requirements and RSQ for new MPO General Planning Consultants.
- Prepare applications for various State and Federal grants (ongoing).
- Perform the annual certification with the FDOT (2017) and the four-year TMA certification cycle with the FDOT, FHWA, FTA, and the other TMA MPOs (2017)
- Development of contracts, agreements, and study designs/scope of work for various projects (ongoing).
- Prepare agenda items for the Pasco County BOCC as needed for fiscal management purposes (ongoing).
- Review and update, if applicable, MPO agreements.
- Writing, publication and distribution of committee agendas, news releases on transportation issues, plans and meeting/public hearing notifications (ongoing).
- Provide up-to-date information on the County and MPO websites (ongoing).
- Provide MPO, TAC, BPAC, CAC, and regional entities (TMA/CCC) agendas on the website and distribute via e-mail (monthly).
- Purchase office supplies, maintenance of equipment, postage, travel, copier usage, telephone service, advertising, books, licenses, and other office materials and supplies in support of the overall MPO work program.
- Purchase computers, related software, printers, laptop/projector, and other office equipment (desk, bookcase, chairs, etc.) as needed.
- Record keeping and storage of all grant records.
- Process purchase orders for capital outlay requests and for various GPC tasks (ongoing).
- Coordination of annual Pasco County audit report relating to the MPO grant program
- Attend appropriate training seminars, meetings, conferences that support the 3C process and the successful completion of all UPWP tasks (ongoing).
- Coordination of live and delayed broadcasts of MPO Board meetings on the Pasco County government access channel (ongoing).
- Continued monitoring and Implementation of the Public Participation Plan (PPP) (ongoing).
- Purchase of various equipment as necessary in support of data collection and surveillance activities (incl. video cameras, etc., (ongoing)
- Efficient and proper management of the transportation planning work effort in compliance with the UPWP and the 3C Planning Process. Ongoing
- FDOT and MPO Joint Certification (annually); FHWA, State, and MPO Joint Certification. Annually, Quadrennial
- Grant Funds (PL/5305) progress reports, invoices, and time keeping records. (Quarterly)
- Continuing updates of the MPO website, including implementation of translational technology.
- FY 2016-17 and FY 2017-18 Section 5305(d) applications.

Task 1.0	General Administration and Program Development	(continued)
Required Activities:		
<ul style="list-style-type: none"> • Completion of PL Fund FY deobligation (if necessary) • Develop/secure MPO approval of required annual planning documents and products such as UPWP, TIP, ETC. (Annually) • Continuity of Operations Plan Planning coordination, update, and attendance at county disaster plan meetings. • Coordination of MPO required legal services via the Pasco County Attorney as needed. • MPO certification statement for FY 2017 and 2018. • Completion of FY 2016-17 through FY 2017-18 UPWP (2016). (Annually) • Production of MPO Board, TAC, CAC and BPAC agenda packets, follow up action items and supporting materials. (Monthly) • Published meeting notices and legal advertisements. • Well maintained MPO website with latest planning documents/products/plans and related information • Coordination/submittal of County annual audit report. (Annually) • Completion of procurement of MPO general planning consultants for a 3-year contract. • Develop various scopes of work for consultant services and manage task assignments. See Table 6 for upcoming planning studies. 		
End Product:		
<ul style="list-style-type: none"> • Efficient and proper management of the transportation planning work effort in compliance with the UPWP and the 3C Planning Process. • The FDOT and MPO Joint Certification (annually); FHWA, State, and MPO Joint Certification. (Quadrennial) • Planning Funds (PL) progress reports, invoices, and time keeping records. (Quarterly) • Continuing updates of the MPO website, including implementation of translational technology. • FY 2016-17 and FY 2017-18 Section 5305(d) applications. • Completion of PL Fund FY deobligation. (If necessary) • Continuity of Operations Plan Planning coordination, update, and disaster plan meetings. • Coordination of MPO related legal services via the Pasco County Attorney as needed • MPO certification statement for FY 2016 and 2017. (Annual) • Completion of FY 2016-17 through FY 2017-18 UPWP (2016). (Annual) • Production of MPO Board, TAC, and CAC agenda packets, follow up action items and supporting materials. (Monthly) • Published meeting notices and legal advertisements. • Coordination/submittal of County annual audit report. (Annual) <p>Selected preferred alternatives for Vision 54/56 Phase 2 study. Other planning studies end products are listed in Table 6 – MPOs Planning Studies (Proposed) Fiscal Year 2016/17 through 2017/18.</p>		
Responsible Agency: MPO		

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ESTIMATED BUDGET TABLE YEAR 1

Year 1 - Estimated Budget Detail for Fiscal Year 2016/17								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303(d)	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services								
	MPO staff salaries, fringe benefits and other deductions	\$98,275						\$98,275
	Subtotal:	\$98,275						\$98,275
B. Consultant Services								
	Contract/Consultant Services							
	Subtotal:							
C. Staff Services								
	Staff Services	\$62,000						\$62,000
	Subtotal:	\$62,000						\$62,000
D. Other Direct Expenses								
	Travel Expenses	\$1,000						\$1,000
	Rental and Leases	400						400
	Printing and Binding	1,500						1,500
	Office Supplies	3,000						3,000
	Postage and Freight	500						500
	Vehicle Allowance	1,000						1,000
	Public Involvement (Notices, Cable TV, etc.)	7,500						7,500
	Office Equipment	10,200						10,200
	Traffic Counters (cameras, equipment, processing services)	8,500						8,500
	Subtotal:	\$33,600						\$33,600
	Total:	\$193,875						\$193,875

ESTIMATED BUDGET TABLE YEAR 2

Year 2 - Estimated Budget Detail for Fiscal Year 2017/18								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303(d)	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services								
	MPO staff salaries, fringe benefits and other deductions	\$156,943						\$156,943
	Subtotal:	\$156,943						\$156,943
B. Consultant Services								
	Contract/Consultant Services							
	Subtotal:							
C. Staffing Services								
	Staff Services	\$65,000						\$65,000
	Subtotal:	\$65,000						\$65,000
D. Other Direct Expenses								
	Travel Expenses	\$2,000						\$2,000
	Rental and Leases	500						500
	Printing and Binding	1,000						1,000
	Office Supplies	7,000						7,000
	Postage and Freight	1,000						1,000
	Vehicle Allowance	1,000						1,000
	Public Involvement (Notices, Cable, etc.)	7,000						7,000
	Office Equipment	5,500						5,500
	Traffic Counters (Equipment, cameras, etc.)	5,000						5,000
	Subtotal:	\$30,000						\$30,000
	Total:	\$251,943						\$251,943

2.0 PUBLIC PARTICIPATION

Task 2.0 Public Participation
Purpose:
To facilitate early and continuing involvement of the public in the development of various MPO plans and programs in accordance with the adopted PPP. Conduct public information meetings/hearings as needed to seek input into all plans/programs and document results. Monitor public feedback mediums including web-based input via mpocomments@pascocountyfl.net , and ensure timely responses to questions or issues. Document all outreach efforts and determine measures of effectiveness (MOEs) in which to assess the effectiveness of involvement techniques. Ensure full and complete access and input into the transportation planning process.
Planning Factors: 2, 4, 5
Previous Work Completed:
<ul style="list-style-type: none"> • Conducted public hearings as required for MPO major products including the TIP and UPWP. • Coordinated monthly CAC meetings at different locations throughout the County (rotational schedule) to facilitate meeting access. • Produced CAC agenda packets for monthly meetings, including agenda backup materials. • Utilized MPO's web page to post plans, programs, meeting dates, and agendas for upcoming MPO and committee meetings. • Updated the Title VI Nondiscrimination Policy Statement. • Produced and distributed quarterly newsletters highlighting current issues, projects/programs, and upcoming meetings. • Participated as guest speaker at various meetings, groups, and organizations (Rotary Clubs, Chambers of Commerce), including Leadership Pasco participants - MPO Speakers Bureau. • Completed CAC meeting minutes summary documenting discussions and actions taken at each CAC meeting. • Held regular internal staff meetings with various County divisions/departments and updated project specific information for CMP spreadsheet items presented at each CAC meeting • Organized citizen lead task forces to assist in defining potential highway and transit alternatives applicable to the S.R. 54/56 corridor (U.S. 19 to Bruce B. Downs Boulevard) as part of the MPOs Vision 54-56 study initiative.
Required Activities: Activities listed below are ongoing unless otherwise noted.
<ul style="list-style-type: none"> • Coordinate e-mail blasts to all media outlets of MPO committee agenda packets and upcoming issues. • Continue updates/enhancements to the MPO website (www.pascompo.net). • Continue the production of CAC, TAC, and MPO Board agenda packets. • Continue to respond to public inquiries, office visits, e-mails, website (mpocomments@pascocountyfl.net), telephone, cable television, etc. • Continue to make presentations to various groups as needed. • Ensure updating the MPO website information and design/structure. • Keep current the identified language assistance in-house resources to assist persons with limited English language skills. • Continue to maintain a database inventory of public participation activities to assess the effectiveness and potential changes/additions to public participation activities. • Continue to produce quarterly newsletters highlighting ongoing transportation issues. • Attend FDOT-sponsored public involvement workshops. • Update all mailing lists. • Consultants may assist with this task evaluation of the Public Participation Plan (December 2016). • Continue assisting the County in public engagement activities in regard to the S.R. 54/56 proposed elevated toll express lanes. • Provide website hyperlinks for larger documents for easy access and downloading. • Provide opportunities for interested citizens or agencies to request presentations regarding ongoing transportation planning activities and programs. • Continuously explore new ideas and public input strategies and tools to improve the public participation process. • Public involvement in delineation of planned roadway and transit corridors studies based on the LRTP Cost Affordable plan, needs plan, or the County's vision map. • Continue to be a liaison between County, local municipalities and the FDOT.

Task 2.0	Public Participation	(continued)
<ul style="list-style-type: none"> • Evaluate the PPP based on the evaluation of performance measures (Consultants may assist with this task) • Update the LEP Plan. • Engage the public in update of Pedestrian Safety Action Plan (PSAP). • Public Participation in Wesley Chapel/New Tampa future road connections/needs/impacts study. 		
<p>End Product: The end products are ongoing unless noted.</p>		
<ul style="list-style-type: none"> • An updated and enhanced MPO website with easy-to-access information and layout. • BPAC, CAC, TAC/CMP and MPO meeting agendas • Public access to MPO Board and committee meeting information/agendas. • Updated MPO website, including enhanced MPO website design and structure, and listing of web links. • Updated LEP and Title VI Discrimination Plan. (Winter 2016) • Newsletters produced at least two times yearly including CAC member participation (i.e. CAC Point of View). (Quarterly) • Distribution of newsletters on various social mediums. (Quarterly) • Update LEP Policy and the Title VI Nondiscrimination Policy Statement. (June 2017) • Perform quality control and assurance on web-based documents utilizing translational programs; updated inventory of multilingual County employees. • Continue to monitor and support web-based e-mail interactive communication tool (mpocomments@pascocountyfl.net). • Ensure the availability of discrimination complaint forms at all meetings and on the MPO's website. • Presentations regarding ongoing transportation planning activities to citizens, HOA,s and other groups/organizations • Maintain a database inventory of public involvement activities as identified in the PPP to assess the effectiveness and potential changes/additions to the adopted PPP. Complete evaluation of techniques used and recommend improvements. (Winter 2016) • Define a transportation solution to address congestion, safety, and mobility within S.R. 54/56 corridor. (Fall 2016) • Recruitment of CAC new members to fulfill membership objectives. • Update the LEP and Title VI Discrimination Plan. (Winter 2016) • Facilitate live TV broadcast of the MPO Board meetings. • Develop questions regarding transportation plans, policies and programs to include in the county's ACS Survey. • Future corridor studies (alignment/route) as identified in the LRTP cost affordable, needs or county vision map. These include U.S. 301/U.S. 98 realignment study, C.R. 581 Loop Extension North (S.R. 54 to S.R. 52. For more planning studies see Table 6. • Updated PSAP. • Wesley Chapel/New Tampa Future road connections corridors. 		
<p>Responsible Agency: MPO</p>		

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ESTIMATED BUDGET TABLE YEAR 1

Year 1 - Estimated Budget Detail for Fiscal Year 2016/17								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5305(d)	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services								
	MPO staff salaries, fringe benefits and other deductions	\$63,000						\$63,000
	Subtotal:	\$63,000						\$63,000
B. Consultant Services								
	Contract/Consultant Services	46,553						46,553
	Subtotal:	46,553						46,553
C. Staff Services								
	Staff Services							
	Subtotal:							
D. Other Direct Expenses								
	Subtotal:							
	Total:	\$109,553						\$109,553

ESTIMATED BUDGET TABLE YEAR 2

Year 1 - Estimated Budget Detail for Fiscal Year 2017/18								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5305(d)	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services								
	MPO staff salaries, fringe benefits and other deductions	\$27,067						\$27,067
	Subtotal:	\$27,067						\$27,067
B. Consultant Services								
	Contract/Consultant Services							
	Subtotal:							
C. Staff Services								
	Staff Services							
	Subtotal:							
D. Other Direct Expenses								
	Subtotal:							
	Total:	\$27,067						\$27,067

3.0 SURVEILLANCE ACTIVITIES

Task 3.1 Transportation System Surveillance and Database Management
Purpose:
To monitor traffic data collection and database storage/retrieval for both the State and locally maintained transportation system to assist in assessing/evaluating the operating efficiency, safety, and condition of the transportation network.
Planning Factors: 1, 2, 3, 4, 5, 6, 7, 8
Previous Work Completed:
<ul style="list-style-type: none"> • The MPO staff coordinated with the County Traffic Operations Division and FDOT, regarding the collection of traffic volumes on all links of the County and State road network based on count station locations. • Initiated conversion of consultant GIS road layers to be consistent with County System for efficient maintenance of relevant transportation data by County staff. • Investigated the use of ITS or Video Camera Technology to collect transportation data (ongoing). • Using the traffic-count information, conducted Level of Service (LOS) analysis for existing and future conditions in conjunction with the CMP's – State of the System (SOS) Report (annually). • Developed annual historical and future traffic growth rates for roadway segments. • Collected sidewalk, bicycle, and multiuse path data on major County and State highways as part of CMP performance monitoring (Spring 2016). • Reviewed the County's new cloud based traffic count system (Summer 2015). • Updated traffic data information on the MPO's website and provided links to FDOT count data.
Required Activities: Activities listed are ongoing unless otherwise noted.
<ul style="list-style-type: none"> • Task may require assistance from the MPO's GPC to accomplish objectives. • Provide the public or consultants traffic counts or future traffic forecasts. • Assist the County in maintaining and updating Vision Road Network and ROW preservation maps and tables. • Produce an existing traffic count map (ongoing). • Support various ITS deployment/expansion projects on arterial roads and initiated discussion with FDOT to fund ATMS on S.R. 54/56. • Continue the collection of data on various new roadway projects, such as sidewalks, signal locations, and paved shoulders to maintain updated inventory. • Continue the collection of data on various new roadway projects, such as sidewalks, signal locations, and paved shoulders. • Complete periodic reviews of traffic count data to locate operational deficiencies and confirm the results of various traffic impact studies. • Obtain volume counts for special traffic studies to supplement database. • Utilize traffic count and crash data information for the operational CMP and the development of the County's CIP. • The latest and historic traffic count data; i.e., date of count, daily count, and hourly count of each link, are available to the public via website, printouts, and CDs. • Continue to coordinate with Pasco County Traffic Operations regarding collection and database managed of count information. Monitor less charges and review progress reports. • Assist the FDOT in review and calibration of regional transportation demand model for year 2015 as relates to highway functional class, area type, number of lanes and screen lines (Spring 2018). • Continue to coordinate with County GIS division to convert GIS road layers to County system for efficient maintenance of relevant transportation data by internal staff. • Provide traffic counts to the FDOT on local roads to assist in the validation of the regional transportation demand model (Winter 2016). • Continue to review the traffic counts and crash data to identify operational deficiencies. Discuss potential improvements to mitigate crashes with the CTST and STST committees. • Promote and support expansion of ITS on additional roads including surveillance cameras and variable message signs. • Continue to investigate ITS Technology to collect traffic data. • Obtain specific, traffic-related data on local and State roadways and input into the County's CMP database.

Task 3.1 Transportation System Surveillance and Database Management	(continued)
Required Activities: Activities listed are ongoing unless otherwise noted.	
<ul style="list-style-type: none"> • Develop annual historical/future traffic growth rates. • Provide funding assistance to the County Traffic Operations Division to collect Transportation data and purchase count equipment including purchase of video camera (ongoing). • Monitor collection of traffic data activities with Traffic Operations, review less charges and status of count activities. • Assess the use of video camera counting capabilities. • Review, and when necessary, refine the traffic count station locations and produce traffic count maps on an annual basis. • Maintain roadway database to perform LOS analysis. • Utilize collected data to update the regional CMP. This data will be an integral part of an operational CMP and the future LRTP. • Respond to public queries in locating traffic counts on the County's website. • Collect and evaluate safety/crash reports on selected corridors as part of safety action plans. • Continue to assist the County in maintaining and updating Vision Road Network and ROW preservation map and table. • Continue to provide the public and other local entities with traffic counts and maps as requested. • Complete a traffic count map for public distribution highlighting counts, flow volumes by segment (bandwidth) and link LOS (annually). 	
End Product: Activities listed are ongoing unless otherwise noted.	
<ul style="list-style-type: none"> • Validated Regional Travel Demand Forecasting Model. (Winter 2018) • Most up-to-date GIS road layers and associated transportation data including maintenance of collected data. • Traffic count map. (Spring 2016) • Annual Average Daily Traffic (AADT) map. (Fall 2017) • An established and continuing program for monitoring and collecting traffic data including truck volumes. • LOS reports and associated maps. (Fall 2017) • Inventory of sidewalks, bicycle, and multiuse paths. • Updated crash management data. • Continuous collection/analysis of pertinent data for the MPO's CMP and regional CMP process. • Updated database including State and local data counts. • Purchase of new traffic counters including video cameras. (Spring 2017) • Updated roadway inventory database. • Updated ROW Preservation map and table. • Updated Vision Road Network. • Growth rate table. (Spring 2017) • Conduct LOS analysis for existing and future conditions to help with CIP and TIP development as part of CMP process. (Fall 2017) • Produce existing traffic count (Average Annual Daily Traffic [AADT]) map. (Fall 2017) • State of the System Report. 	

ESTIMATED BUDGET TABLE YEAR 1

Year 1 - Estimated Budget Detail for Fiscal Year 2016/17								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5305(d)	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services								
	MPO staff salaries, fringe benefits and other deductions	\$22,130						\$22,130
	Subtotal:	\$22,130						\$22,130
B. Consultant Services								
	Contract/Consultant Services							
	Subtotal:							
C. Staff Services								
	Staff Services	\$40,000						\$40,000
	Subtotal:	\$40,000						\$40,000
D. Other Direct Expenses								
	Subtotal:							
	Total:	\$62,130						\$62,130

ESTIMATED BUDGET TABLE YEAR 2

Year 2 - Estimated Budget Detail for Fiscal Year 2017/18								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5305(d)	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services								
	MPO staff salaries, fringe benefits and other deductions	\$6,693						\$6,693
	Subtotal:	\$6,693						\$6,693
B. Consultant Services								
	Contract/Consultant Services							
	Subtotal:							
C. Staff Services								
	Staff Services	\$10,000						\$10,000
	Subtotal:	\$10,000						\$10,000
D. Other Direct Expenses								
	Subtotal:							
	Total:	\$16,693						\$16,693

Task 3.2 Socioeconomic and Land Use Data
Purpose:
To monitor and update, on a continuing basis, transportation-related socioeconomic (SE) and land use data.
Planning Factors: 1, 2, 3, 4, 5, 6, 7, 8, 10
Previous Work Completed:
<ul style="list-style-type: none"> Assisted the County's Planning and Development Department in the review of major proposed developments and documenting impacts to MPO future population and employment projections. Worked closely with the County in coordination between land use and transportation needs for various development proposals and subarea studies. Provided the LRTP and subsequent update of SE data to consultants and other agencies for various studies. Continued assisting the FDOT in validating the regional model to Year 2015 by reviewing and providing SE data such as employment, population and dwelling units, school enrollment, hotels, and appropriate special generators. Continued assisting FDOT in providing SE data in calibration of activity based regional transportation model (ongoing). Continued to review current TAZ structure and recommend zone splits if appropriate. Monitored future land use amendments and their potential impacts to the latest SE data Reviewed Connected City land use data developed by consultant and used for connected city transportation analysis. Monitored the release of SE data and subsequent demographic surveys by the U.S.Census Bureau for use in updating the LEP (Spring 2015).
Required Activities: Activities are ongoing unless otherwise noted.
<ul style="list-style-type: none"> GPC may assist with the task. Participate in the development of the Tampa Bay Regional Land Use Allocation Model to be used as a tool to better determine the relationship of land use and transportation scenarios. Continue to provide the SE data support to other agencies, including FDOT for the corridor studies and PCPT for transit and TD data. Monitor Future Land Use amendments and their potential impacts to the latest SE data. Assist the County in developing land use plans at key locations along S.R. 54/56 corridor. Develop build-out SE data for subareas of the County as necessary for the entire County as part of ROW preservation study update. Monitored the release of SE data and subsequent demographic surveys by the U.S. Census Bureau for use in updating the LEP (winter 2016).
End Product: Activities are ongoing unless otherwise noted.
<ul style="list-style-type: none"> Update TAZ structure based on build out SE data. (Winter 2016) Updated data in support of the Tampa Bay land use allocation model. (Winter 2017) Inventory of future land use amendments. Countywide build out SE data. (Winter 2016) 2015 and future SE data. (Fall 2018) Updated LEP based on the U.S. Census/American Community Surveys. (Winter 2016) Land use plan along S.R. 54/56 corridor. (Winter 2018) Updated LEP based on the U.S. Census/American Community Surveys. (Winter 2016) Continue to review current TAZ structure and recommend zone splits if appropriate for development of future SE data for LRTP and build out data. (Winter 2017). Assist the County in producing future traffic estimates using Tampa Bay Regional Transportation Model and build out SE data. (Winter 2017)
Responsible Agency: MPO

ESTIMATED BUDGET TABLE YEAR 1

Year 1 - Estimated Budget Detail for Fiscal Year 2016/17								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5305(d)	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services								
	MPO staff salaries, fringe benefits and other deductions	\$27,000						\$27,000
	Subtotal:	\$27,000						\$27,000
B. Consultant Services								
	Contract/Consultant Services							
	Subtotal:							
C. Staff Services								
	Staff Services							
	Subtotal:							
D. Other Direct Expenses								
	Subtotal:							
	Total:	\$27,000						\$27,000

ESTIMATED BUDGET TABLE YEAR 2

Year 2 - Estimated Budget Detail for Fiscal Year 2017/18								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5305(d)	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services								
	MPO staff salaries, fringe benefits and other deductions	\$18,045						\$18,045
	Subtotal:	\$18,045						\$18,045
B. Consultant Services								
	Contract/Consultant Services							
	Subtotal:							
C. Staff Services								
	Staff Services							
	Subtotal:							
D. Other Direct Expenses								
	Subtotal:							
	Total:	\$18,045						\$18,045

4.0 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

Task 4.0 Transportation Improvement Program (TIP)
Purpose:
Develop and maintain the TIP pursuant to Federal and State requirements while ensuring its consistency with the LRTP, County/City Capital Improvement Plans (CIP) and local comprehensive policies and plans.
Planning Factors: 1, 2, 3, 4, 5, 6, 7, 8,9,10
Previous Work Completed:
<ul style="list-style-type: none"> • Developed a multimodal priority list (List of Priority Projects) to be used by the FDOT to develop the Tentative Work Program (fall 2014 and summer 2015). • Coordinated with the FDOT staff in the development of the FDOT Tentative Work Program (fall/ winter 2014 and 2015). • Reviewed, evaluated and provided comments on the FDOT Tentative Work Program (Winter 2014 and 2015). • Prepared, reviewed, and adopted the TIP (Spring/Summer 2015 and 2016). • Coordinated the County's CIP with the TIP on project grants, including TRIP, CIGP (ongoing). • Reviewed, coordinated, and processed TIP amendments (September, October, and December 2015). • Posted existing 2015-16 TIP and previous TIPs on the website (from 2012 through current year). • Published listing of previously funded Federal aid projects. • Processed TIP amendments and ensured notification in accordance with the PPP. Posted notifications on the MPO website.
Required Activities: The activities listed are ongoing unless otherwise noted.
<ul style="list-style-type: none"> • Consultants may assist with this task. • Identify transportation improvement projects and project phases based on implementation of the 2040 LRTP. • Continue to coordinate with the FDOT District Seven in the development of the Five-Year Work Program. • Participate in workshops and working groups associated with development of the County's CIP. • Coordinate county/city CIP consistency with the MPOs TIP and the FDOT Work Program. • Develop, update and adopt an annual List of Priority Projects. (Summer 2016/2017) • Development of the Tentative Work Program with the FDOT's assistance (Fall/Winter of 2016 and 2017). • Develop and adopt a Transportation Improvement Program (TIP) (Spring 2017, 2018) • Publish updated listing of previously funded Federal aid projects in the TIP. • Coordinate TRIP/CIGP projects with the tentative work program and TIP. • Process TIP amendments. • Review and update, if necessary the criteria to prioritize all transportation modes, including Transportation alternatives (TA) projects (Summer 2016 and 2017). • Coordinate county/city LAP Program projects with FDOTs Work Program.
End Product: The activities listed are ongoing unless otherwise noted.
<ul style="list-style-type: none"> • Adopted annual List of Priority Projects consistent with the MPO's 2040 LRTP. (Summer 2016/2017) • Coordination with FDOT in the development of the Tentative Work Program. (Fall/Winter 2016/2017) • Completion, public involvement and adoption of the TIP. (Spring 2017/2018) • Annual EDTM planning and programming screening. • Process amendments to the adopted TIP as necessary. (As needed)
Responsible Agency: MPO

ESTIMATED BUDGET TABLE YEAR 1

Year 1 - Estimated Budget Detail for Fiscal Year 2016/17								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5305(d)	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services								
	MPO staff salaries, fringe benefits and other deductions	\$33,750						\$33,750
	Subtotal:	\$33,750						\$33,750
B. Consultant Services								
	Contract/Consultant Services							
	Subtotal:							
C. Staff Services								
	Staff Services							
	Subtotal:							
D. Other Direct Expenses								
	Subtotal:							
	Total:	\$33,750						\$33,750

ESTIMATED BUDGET TABLE YEAR 2

Year 2 - Estimated Budget Detail for Fiscal Year 2017/18								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5305(d)	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services								
	MPO staff salaries, fringe benefits and other deductions	\$20,945						\$20,945
	Subtotal:	\$20,945						\$20,945
B. Consultant Services								
	Contract/Consultant Services							
	Subtotal:							
C. Staff Services								
	Staff Services							
	Subtotal:							
D. Other Direct Expenses								
	Subtotal:							
	Total:	\$20,945						\$20,945

5.0 SYSTEMS PLANNING

Task 5.1 Congestion Management Process
Purpose:
Coordinate with and assist the FDOT as appropriate and practical in the development and implementation of management systems, including pavement, bridge, highway safety, public transportation facilities and equipment, intermodal facilities, and traffic monitoring. Implement and maintain a fully operational CMP for Pasco County to be coordinated with the rest of the region and the other management systems, consistent with the requirements of MAP-21.
Planning Factors: 1, 2, 4, 5, 6, 7, 8,10
Previous Work Completed: Activities are ongoing unless otherwise noted.
<ul style="list-style-type: none"> • Provided information and support to the County in seeking funding for the implementation of CMP improvements (ongoing). • Held monthly CMP task force meetings (ongoing). Maintained/updated list of CMP projects as recommended by the CAC and TAC members and submitted to the appropriate County and FDOT departments on a regular basis for further evaluation. • Considered appropriate ITS applications and other nontraditional improvements for inclusion into the CMP Project Priority List and the County's CIP (ongoing). • Managed and supervised consultant work related to the CMP (ongoing). • Continued updating the CMP most congested/unsafe list table (ongoing). • Ensured ITS applications are considered with other transportation projects (ongoing). • Coordinated with the County in the development of a list of the CMP projects by reviewing the results of various traffic studies relating to access management, concurrency, MPUD rezoning, and DRIs (ongoing). • Developed a multimodal list of CMP priority projects (Fall 2014, 2015). • Continued support and coordination with TBARTA in support of the regional commuter assistance program (ongoing). • Reviewed annual crash reports produced by the Database Management System maintained by the County's Traffic Operations Division (ongoing). • Utilized the crash reports to help identify unsafe locations for future analysis and/or inclusion into the CMP priority list (ongoing). • Continued coordination with the FDOT Goods Movement Study as a GMAC member to identify related needs (ongoing). • Updated the CMP Policy and Procedure Handbook and produced 2014 State of the System Report (Spring 2016). • Completed LOS reports (Spring 2015). • Continued participation in the FDOT's Community Traffic Study Team (CTST) monthly meetings (ongoing). • Investigated the use of video camera technology to collect traffic data (ongoing). • Initiated dialogue with the FDOT for deployment of ATMS on S.R. 54/56. • Attended a presentation meeting by the FDOT in regard to new design guidelines to accommodate freight traffic.
Required Activities: Activities are ongoing unless otherwise noted.
<ul style="list-style-type: none"> • GPC may assist with this task. • Through the CMP, apply the prioritization criteria to the multimodal project listing for development of the CMP multimodal priority list (Fall 2016, 2017). • Undertake appropriate and necessary regional coordination in the development and implementation of the CMP (ongoing). • Utilize LOS and crash reports in the identification of congested and unsafe corridors and alternative solutions (ongoing). • Provide LOS reports (Fall 2017). • Coordinate CMP task force meetings on a monthly basis (ongoing). • Produce the State of the System Report (Fall 2017). • Continue to explore and investigate new technologies and Federal programs/guidelines as relate to the implementation of ITS projects and collection of traffic data (ongoing). • Encourage freight stakeholder's participation and input as part of the update to the MPO's CMP (ongoing). • Continue dialogue with the FDOT to fund and deploy ATMS on S.R. 54/56. • As part of the CMP process, identify the appropriate ITS applications as projects for inclusion into the CMP priority list and possible implementation through the TIP (ongoing).

Task 5.1	Congestion Management Process	(continued)
Required Activities:		
<ul style="list-style-type: none"> • Ensure that ITS projects are integrated with other transportation projects where applicable and appropriate (ongoing). • Manage and supervise consultant work related to all CMP tasks (ongoing). • Continue to review study and research literature regarding transportation management and operations moving beyond traditional capital programs for improving the movement of people and goods, incorporating appropriate concepts into the CMP process (ongoing). • Coordinate with regional goods movement stakeholders to identify needs as part of the CMP (ongoing). • Utilize the CMP's congestion and safety strategy toolbox to identify possible strategies or improvements along priority corridors (Fall 2017). • Continue to participate in CTST meetings (ongoing). • Continue update of the CMP Policy and Procedure manual, if necessary, to incorporate new performance measures and thresholds based on federal guidelines or other changes (Winter 2018). • Develop traffic growth rate table (Spring 2017). • Complete detailed safety and LOS analysis on pre-selected corridors to identify specific improvements (Fall 2017). • Continue maintenance and update CMP spreadsheet listing potential CMP projects. • S.R.54/56 analysis and identification of short or mid-term operational improvements as a follow up to phase2 Vision 54-56(ongoing) • Continue to provide support to the TBARTA Regional Commuter Assistance Program (ongoing). • Research Vision Zero applicability , procedures and funding requirements 		
End Product: Activities are ongoing unless otherwise noted.		
<ul style="list-style-type: none"> • A continuing, operational, multimodal CMP. • A fully functional Advanced Signal Management System on S.R. 54/56 or other roads. • An updated multimodal CMP priority list based on prioritizing criteria through the CMP and inclusion of projects in the TIP as appropriate. (Fall 2016/2017) • Produce State of the System Report. (Fall 2017) • Update the LOS tables. (Fall 2017) • Updated CMP Policy and Procedures Manual. (Winter 2018) • Completion of traffic growth rate table. (Spring 2017) • CMP spreadsheet listing potential CMP projects. • S.R.54/56 short or mid-term. • Operational improvements. 		
Responsible Agency: MPO		

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ESTIMATED BUDGET TABLE YEAR 1

Year 1 - Estimated Budget Detail for Fiscal Year 2016/17								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5305(d)	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services								
	MPO staff salaries, fringe benefits and other deductions	\$32,500						\$32,500
	Subtotal:	\$32,500						\$32,500
B. Consultant Services								
	Contract/Consultant Services	\$30,000						\$30,000
	Subtotal:	\$30,000						\$30,000
C. Staff Services								
	Staff Services							
	Subtotal:							
D. Other Direct Expenses								
	Subtotal:							
	Total:	\$62,500						\$62,500

ESTIMATED BUDGET TABLE YEAR 2

Year 2 - Estimated Budget Detail for Fiscal Year 2017/18								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5305(d)	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services								
	MPO staff salaries, fringe benefits and other deductions	\$25,056						\$25,056
	Subtotal:	\$25,056						\$25,056
B. Consultant Services								
	Contract/Consultant Services	\$7,500						\$7,500
	Subtotal:	\$7,500						\$7,500
C. Staff Services								
	Staff Services							
	Subtotal:							
D. Other Direct Expenses								
	Subtotal:							
	Total:	\$32,556						\$32,556

Task 5.2 Long-Range Transportation Plan (LRTP) Coordination and Update
Purpose:
To update and maintain a multimodal Long-Range Transportation Cost-Affordable and Needs Plan consistent with the planning requirements identified in the MAP-21/FAST Act and Clean-Air Act Amendments and to establish the basis for the update of the Traffic Circulation Element of the local governments' comprehensive plans.
Planning Factors: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10
Previous Work Completed:
<ul style="list-style-type: none"> • Continued the coordination of Local, Regional, and State capital projects to ensure consistency with the adopted LRTP/TIP. • Assisted the County in ensuring consistency of the Comprehensive Plan Transportation Element with the currently adopted 2040 MPO Transportation Plan. • Assisted the FDOT in reviewing, commenting, and developing travel characteristics surveys; regional transportation demand model calibration; and model enhancements. • Participated in the FDOT Regional Goods Movement Study as a member of the Goods Movement Advisory Committee (GMAC). The information base is available for future updates of the LRTP and/or integrated into the County's comprehensive planning process. • Conducted Task Force Committee meetings (VISION 54/56) and evaluated alternatives towards the identification of ultimate, midterm, and short term improvement alternatives for the corridor. • Organized formation of West and East Task Forces made up of representatives from Civic Organizations, Chamber of Commerce, PEDC, Developers, MPO CAC, and Citizens at large to help with the SR 54/56 task assignment (Vision 54-56 Corridor Study). • Integrated the ETDM process into the planning process and development of the LRTP. • Completed all end projects and documentation for Mobility 2040 Plan Development (adopted December 2014) including: <ul style="list-style-type: none"> ➤ Updated policies, goals, objectives, and performance measures. ➤ Updated the PPP and performance measures. ➤ Developed PIP specifically for LRTP. ➤ Performed public engagement activities as reflected in the PIP. ➤ Developed the needs plan. ➤ Collected revenue estimates and developed cost calculation methodology. ➤ Developed cost affordable plan. ➤ Conducted public engagement activities for LRTP, per PIP (Fall 2014). ➤ Adopted 2040 LRTP (Fall 2014). ➤ Prepared LRTP documentation and adoption package (Winter 2014). ➤ Processed LRTP amendments (ongoing).
Required Activities: Activities are ongoing unless otherwise noted.
<ul style="list-style-type: none"> • GPC may assist with the task. • Address any requirements and impacts to the Local plans and the Regional LRTP (TBARTA Master Plan) due to the nonattainment air-quality designation by the EPA (if required). • Continue the coordination of Local, Regional, and State transportation plans to ensure the MPO's LRTP is consistent and supportive of transportation policies. • Preparation and adoption of LRTP amendments as needed. • Continue to support and participate in the development and application of the regional transportation demand forecasting model (TBRPM). • Continue to participate in follow-up phases of the Regional Goods Movement Study and coordinate development of the LRTP with the freight stakeholders and the FDOT. • Integrate the ETDM process into the planning process and development of the LRTP. • Attend the ETDM training workshops. • Identify specific projects to perform ETDM consistent with the LRTP (Winter 2014 and 2015). • Manage and supervise consultant work. • Continue work on VISION 54/56 phase 2 to determine ultimate, transportation needs on the roadway corridor. • Identify ultimate transportation vision for US 19, develop work plan to identify implementation steps consistent with The Harbors Plan.

Task 5.2	Long-Range Transportation Plan (LRTP) Coordination and Update	(continued)
Required Activities:		
<ul style="list-style-type: none"> • Continue assisting the FDOT in enhancing and validating the regional transportation demand model and provide the FDOT with 2015 residential data for development of 2015 base SE data. • Continue coordination with Pasco County GIS regarding LRTP data files, storage and retrieval. • Evaluate applicability of identified planning emphasis areas in continued refinement and development of the LRTP (ongoing). • Identify preferred alternatives for vision 54/56 Phase 2 study and modify existing LRTP accordingly. • Delineation of planned roadway and transit corridors based on the LRTP cost affordable, needs, or the County's Vision Plan. • Assist TMA/CCC updating the regional LRTP. • Evaluate Congestion Management (CMP) set-asides in the LRTP and determine applicable projects that could be defined and included in the MPO's List of Priority Projects. • Continue public outreach of the adopted LRTP through various public forums and presentations. • Develop initial work plan for the 2045 LRTP update. • Update PPP and develop a PIP (Fall 2018). • Prepare 2035 and 2045 SE data for development of 2045 LRTP. (Winter 2018) • Prepare estimates for revenues and methodology for cost estimates. (Winter 2018) • Develop goals/objectives and performance measures. The performance measures to be consistent with Federal Rules and Regulations. (Winter 2018) • Develop needs plan. (Spring 2019) • Develop and adopt cost affordable plan including documentation. (Fall 2019-Winter 2020) • Participation in regional efforts in addressing air quality and conformity requirements if needed. 		
End Product: Activities are ongoing unless otherwise noted.		
<ul style="list-style-type: none"> • Updated PPP and evaluation of LRTP Public Information Plan (PIP) used through the Mobility 2040 update process. (Fall 2018) • Updated performance measures consistent with Federal rules. (Winter 2018) • An updated MPO 2045 LRTP including supporting documents that is consistent with Federal and State rules and regulations including address air-quality requirements, if applicable. (Fall 2019) • An enhanced and validated TBRPM model. • A functional ETDM process. • Completion of Phase 2 (Vision 54-56) defining a preferred corridor improvement alternative on S.R. 54/56 Corridor for inclusion into the 2040 LRTP and 2045 LRTP update. (Spring 2017). • U.S. 19 improvement strategy and implementation plan consistent with THE HARBORS Redevelopment Strategy (FY 2016/17 & 2017/18). Project may be divided into Phase 1 (concept) and Phase 2 (Improvement Plan and Implementation Schedule). • LRTP amendments, as necessary. • Modify LRTP based on delineation of planned roadway and transit corridor studies. 		
Responsible Agency: MPO		

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ESTIMATED BUDGET TABLE YEAR 1

Year 1 - Estimated Budget Detail for Fiscal Year 2016/17								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5305(d)	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services								
	MPO staff salaries, fringe benefits and other deductions	\$26,750						\$26,750
	Subtotal:	\$26,750						\$26,750
B. Consultant Services								
	Contract/Consultant Services							
	Subtotal:							
C. Staff Services								
	Staff Services							
	Subtotal:							
D. Other Direct Expenses								
	Subtotal:							
	Total:	\$26,750						\$26,750

ESTIMATED BUDGET TABLE YEAR 2

Year 2 - Estimated Budget Detail for Fiscal Year 2017/18								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5305(d)	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services								
	MPO staff salaries, fringe benefits and other deductions	\$31,493						\$31,493
	Subtotal:	\$31,493						\$31,493
B. Consultant Services								
	Contract/Consultant Services							
	Subtotal:							
C. Staff Services								
	Staff Services							
	Subtotal:							
D. Other Direct Expenses								
	Subtotal:							
	Total:	\$31,493						\$31,493

Task 5.3 Bicycle and Pedestrian (Sidewalk/Trail) Planning
Purpose:
To develop and maintain the MPO's Bicycle and Pedestrian Plan as a component of the LRTP, multiuse trails, pedestrian and bicycle facilities, and implement bicycle and pedestrian planning strategies and policies in order to reduce the amount of vehicular trips and provide safe alternative modes of transportation. To prepare and manage safety programs and to ensure that the county/city LDC reflects the best practices of planning, design, maintenance, and operation of bicycle and pedestrian facilities. To ensure that all modes of transportation are integrated into the County's development and growth.
Planning Factors: 1, 2, 3, 4, 5, 6, 7, 8, 10
Previous Work Completed:
<ul style="list-style-type: none"> • Staff continued to review development proposals and suggested the appropriate inclusion of bicycle/pedestrian facilities within the proposed developments (ongoing). • Continued to collect an inventory of bicycle/pedestrian facilities through review of development proposals and/or construction plans (ongoing). • Updated the "Priority List of TA Projects," including multiuse trails and SRTS projects (Summer 2015). • Staff continued, with cooperation from other local and FDOT staff, to finalize applications for TA projects (ongoing). • Assisted the CCC in updating the region's Multiuse Trail Element (Spring 2015). • Updated the Countywide GTB master plan and ensured coordination/consistency with the MPO's Bicycle and Pedestrian Plans in the LRTP (ongoing). • Prioritized regional trails (Fall 2015). • Coordinated with the FDOT regarding sidewalk/bicycle accommodations on all major resurfacing projects scheduled in the work program. • Prepared BPAC agendas. • Managed/prepared Anclote/Coastal Trail Study to connect Pinellas County's Pinellas Trail extension from Tarpon Springs to three Pasco County parks, Anclote River Park, Gulf Anclote Park, and Key Vista Nature Park (Fall 2015).
Required Activities:
<p>The MPO staff will continue efforts in bicycle/pedestrian planning by:</p> <ul style="list-style-type: none"> • Incorporate the Countywide Greenways, Trails & Blueways Map into the Pasco County Comprehensive Plan in coordination with the Bicycle/Pedestrian Advisory Committee (BPAC) (Spring 2016). • Participate in the Regional Multiuse Trail Committee through the CCC (ongoing). • Assist Pasco County Development Services Branch to ensure bicycle/pedestrian facilities are incorporated in all proposed development plans where feasible and warranted (ongoing). • Attend monthly Pasco County CTST meetings (ongoing). • Coordinate with the County's BPAC committee to assist in updating and further development of bicycle/pedestrian and trail plans and to ensure that pedestrian/bicycle needs are addressed. • Perform route studies on various trail corridors to establish ROW width and alignments (ongoing). • Utilize available bicycle/pedestrian crash data to focus work efforts related to safety and the overall transportation planning process. • Coordinate with other MPOs and Counties to develop regional trail system prioritized for the SUN Trail selection criteria. • Continue to incorporate the Regional Multiuse Trail Map in developing candidate bicycle/pedestrian projects. • Update and implement recommendations identified in the PSAP (ongoing). • Maintain/update an inventory of sidewalks and trails. • Continue to work with the Pasco County Engineering Services Department to construct trails that are identified in the WPTFS, LRTP, or by the Regional Multiuse Trail Committee. Coordinate LAP agreements and CIP programming to ensure sidewalk/trail projects are staged for implementation. • Utilize MPO consultants to evaluate alignment and alternative corridor feasibility and costing for local and regional trail connections (ongoing). • Pedestrian Safety Action Plan (PSAP) Update.

Task 5.3	Bicycle and Pedestrian (Sidewalk/Trail) Planning	(continued)
Required Activities:		
<ul style="list-style-type: none"> • Staff will continue to identify and program candidate bicycle/pedestrian projects to be funded through TA, funds and/or other available grants and seek input from the TAC, CAC, BPAC, and citizen inquiries. Investigate the eligibility requirements and feasibility of identified candidate projects for inclusion into the List of Priority Projects - TA Program (ongoing). • Identification of products for BPAC programs; i.e. northeast bicycle routing/mapping, etc. 		
End Product: Activities are ongoing unless otherwise noted.		
<ul style="list-style-type: none"> • An updated Countywide GTB Map for Pasco County incorporated into Comprehensive Plan. (Spring 2016) • An updated inventory of bicycle and pedestrian facilities. • An updated list of eligible/feasible bicycle/pedestrian projects to be funded through available grant programs or via CIP capital plan. • TA/SRTS applications as needed based on project feasibility/selection. • An updated multiuse regional trails map (ongoing). • Review/comment on development plans to ensure bicycle/pedestrian facility needs are met. • Identification of candidate projects using the Regional Multiuse Trail Map. • Incorporate trail projects identified through various studies, LRTP, etc., into TIP projects. • Update and implementation of projects identified in PSAP. • Maintain a coordinated strategy supporting a standing committee to ensure bicycle/pedestrian needs are addressed, ensuring representation from bicycle/pedestrian stakeholders. • Perform trail connection studies. • Prioritizing bicycle/pedestrian projects utilizing crash data to strengthen efforts related to safety. • Updated PSAP. • Identified BPAC programs/products such as bicycle routing/mapping. 		
Responsible Agency: MPO		

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ESTIMATED BUDGET TABLE YEAR 1

Year 1 - Estimated Budget Detail for Fiscal Year 2016/17								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5305(d)	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services								
	MPO staff salaries, fringe benefits and other deductions	\$53,000						\$53,000
	Subtotal:	\$53,000						\$53,000
B. Consultant Services								
	Contract/Consultant Services	\$100,000						\$100,000
	Subtotal:	\$100,000						\$100,000
C. Staff Services								
	Staff Services							
	Subtotal:							
D. Other Direct Expenses								
	Subtotal:							
	Total:	\$153,000						\$153,000

ESTIMATED BUDGET TABLE YEAR 2

Year 2 - Estimated Budget Detail for Fiscal Year 2017/18								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5305(d)	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services								
	MPO staff salaries, fringe benefits and other deductions	\$35,030						\$35,030
	Subtotal:	\$35,030						\$35,030
B. Consultant Services								
	Contract/Consultant Services	\$15,000						\$15,000
	Subtotal:	\$15,000						\$15,000
C. Staff Services								
	Staff Services							
	Subtotal:							
D. Other Direct Expenses								
	Subtotal:							
	Total:	\$50,030						\$50,030

Task 5.4 Local Government Comprehensive Planning Support (LGCPs) and LDC Implementation
Purpose:
To coordinate MPO transportation planning activities as specified in the County's Comprehensive Plan and to assist in implementation of the local government LDC in support of MPO plans and programs.
Planning Factors: 1, 4, 5, 6, 7, 10
Previous Work Completed:
<ul style="list-style-type: none"> • Coordinated with the County in ensuring consistency of the Comprehensive Plan Transportation Element and LRTP (ongoing). • Assisted the County in producing roadway LOS tables and maps to support and provide information for development of the County's Capital Improvement Element (CIE), CIP, and implementation of timing and phasing analysis (Spring 2015). • Provided input to County staff to modify the Vision Road Plan in accordance with development proposals (ongoing). • Continued to assist in the implementation of, and modifications to, the County Right of Way (ROW) Preservation Ordinance. • Update of the ROW preservation study, maintenance of ROW preservation map/tables, and development of new typical cross sections for roadways (ongoing). • Assisted County staff in regard to review of timing and phasing analysis for rezoning and needs assessments for Comprehensive plan amendments (ongoing). • Assisted the County in review of Access Management issues/studies and substandard road requirements (ongoing) • Assisted the County in rewrite of the LDC as related to transportation (ongoing). • Attended public meetings regarding various County road and intersection projects (ongoing). • Assisted the County in ongoing revisions to, and documentation of, the CIP (ongoing). • Assisted the County in the review of proposed development and revisions to the Roadway Master Plan for the Village of Pasadena Hills (ongoing). • Assisted the County in review of mobility fee/impact fee independent studies and in calculation of mobility fees with unique trip generation characteristics (ongoing). • Assisted the County in update of ROW preservation study including development of build out SE data and modeling efforts to determine ultimate roadway needs and corresponding number of lanes (ongoing). • Assisted the County in conducting Route Studies by providing Transportation related data (ongoing). • Assisted the County in reviewing functional classification of roads (ongoing). • Assisted the County in performing alignment studies for major transit corridors (i.e., S.R. 581 realignment) to preserve the ROW (Spring 2016). • Assisted the County in review of transportation and funding requirements for Connected City including development of Comprehensive plan policies, and related LDC (ongoing).
Required Activities:
<ul style="list-style-type: none"> • GPC may assist with this task. • Assist the County in development and implementation of a TOD ordinance and urban design standards (ongoing). • Continue to assist the County in producing LOS tables to support and provide information for timing and phasing analysis and development of CIP and CIE (Fall 2017). • Continue assisting the County in review and development of Connected City Comprehensive plan policies and related Land Development Code (LDC), review of master plan transportation requirements and review of individual MPUD's within the Master development Plan (ongoing). • Assist the County in performing alignment studies for major transit corridors to preserve the ROW (ongoing). • Upon request, review functional classification of roadways for inclusion in or exclusion from the Vision map contained in the Comprehensive Plan (ongoing). • Assist the County in updating/maintaining the Vision Road Plan, ROW preservation study, ROW Preservation Tables/map, and roadway typical cross sections for the entire County (ongoing). • Assist the County in update of ROW preservation study including development of buildout SE data and modeling efforts to determine ultimate roadway needs and corresponding number of lanes (Fall 2019). • Assist the County in conducting route studies by providing transportation related data (ongoing). • Assist the County with refinements to the ROW Preservation Ordinance and further implementation (ongoing).

Task 5.4 Local Government Comprehensive Planning Support (LGPCS) and LDC Implementation (continued)

Required Activities:

- Continue assisting the County in regard to the LDC rewrite related to transportation on an as needed basis (ongoing).
- Assist the County in review of Access Management issues/studies and substandard road requirements (ongoing).
- Supervise and manage consultant work (ongoing).
- Continue assisting the County in the review of a development plan for the area in East Pasco (Pasadena Hills) as it relates to the financial plan, rezoning applications, and the Master Roadway Phasing Plan (ongoing).
- Assist the County in implementation and ongoing refinements/updates to technical backup of the Mobility Fee Ordinance including updates to the mobility fee schedule (Fall 2017).
- Assist the County in calculation of the mobility fee for special land uses and help review independent studies (ongoing).
- Coordinate with agency and government stakeholders in the region on growth management issues (ongoing).
- Assist the County in ongoing revisions to and documentation for the CIP (ongoing).
- Attend public meetings regarding various County road and intersection projects (ongoing).
- Assist the County in Comprehensive Plan policy and LDC changes consistent with U.S. 301 Land Use and Transportation Study (ongoing).
- Assist the County in development of a Frontage road ordinance (Fall 2018)
- Park and Ride Study – Park and Ride Lots (update).

End Product: Activities are ongoing unless otherwise noted.

- TOD Ordinance, urban design standards, and implementation. (Summer 2019)
- CIP/CIE in the County's Comprehensive Plan. (Winter 2016)
- An updated Vision Plan and ROW preservation map/tables, and typical cross sections that include both existing and future roads and transit corridors.
- Development related comments and analysis.
- Updated road LOS tables/maps. (Fall 2017)
- East Pasco (Pasadena Hills) Revised Area Plan, including the financial plan, rezoning plans, and the Master Roadway Plan.
- Connected City financial plan, Comprehensive plan policies, and related LDC. (Fall 2019)
- ROW preservation study update. (Fall 2019)
- Implementation and monitoring of the transportation aspects of the County's LDC.
- Updated mobility fee schedule. (Fall 2017)
- Road and Transit alignment studies.
- Updated Vision Plan.
- Comprehensive Plan and LDC changes consistent with U.S. 301 study.
- Timing and phasing, needs assessment, access management, and substandard road studies.
- Frontage Road Ordinance. (Fall 2018)
- Update to previous Park and Ride Study.

Responsible Agency: MPO

Task 5.4 Local Government Comprehensive Planning Support (LGCPs) and LDC Implementation (continued)

ESTIMATED BUDGET TABLE YEAR 1

Year 1 - Estimated Budget Detail for Fiscal Year 2016/17

Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5305(d)	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services								
	MPO staff salaries, fringe benefits and other deductions	\$37,500						\$37,500
	Subtotal:	\$37,500						\$37,500
B. Consultant Services								
	Contract/Consultant Services							
	Subtotal:							
C. Staff Services								
	Staff Services	45,000						45,000
	Subtotal:	45,000						45,000
D. Other Direct Expenses								
	Subtotal:							
	Total:	\$82,500						\$82,500

Task 5.4 Local Gov't Comprehensive Planning Support (LGPCS) and LDC Implementation (continued)

ESTIMATED BUDGET TABLE YEAR 2

Year 2 - Estimated Budget Detail for Fiscal Year 2017/18								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5305(d)	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services								
	MPO staff salaries, fringe benefits and other deductions	\$33,445						\$33,445
	Subtotal:	\$33,445						\$33,445
B. Consultant Services								
	Contract/Consultant Services							
	Subtotal:							
C. Staff Services								
	Staff Services	\$2,000						\$2,000
	Subtotal:	\$2,000						\$2,000
D. Other Direct Expenses								
	Subtotal							
	Total:	\$35,445						\$35,445

Task 5.5	Special Studies
Purpose:	
To review and respond to current/non routine transportation-related issues for conformity with long and short-range planning goals.	
Planning Factors: 1, 4, 5, 6, 7, 10	
Previous Work Completed:	
<ul style="list-style-type: none"> • Reviewing construction drawings for State and Local transportation improvements (ongoing). • Managed and supervised consultant work (ongoing). • Assisted in review of PD&E Study for Overpass Road (ongoing). • Provided information and completed applications to obtain additional funding for various transportation projects, such as TRIP, the CIGP, and American Recovery and Reinvestment Act funding (ongoing), or any subsequent appropriation bill. • Reviewed roadway construction plans for consistency with transportation plans as it pertains to sidewalks, trails, and roadway number of lanes, etc. (ongoing). • Assisted the County with U.S. 19 Urban Infill and Redevelopment and West Market implementation Plan (ongoing). • Assisted in finalization of Interchange Justification Report (IJR) for I-75/Overpass Road (Spring 2014). • Assisted in review of PD&E Study for Overpass Road (ongoing). • Assisted the County in efforts to obtain Army Corps of Engineers permit for Ridge Road Extension (ongoing). • Reviewed TBARTA master plan update and provided comments (Winter 2015). • Assisted municipalities (i.e., Dade City) in reviewing traffic studies for land use plan amendments (ongoing). • Assisted the County in reviewing special access studies for new traffic signal (i.e., signal at Oakley/C.R.54) (Spring 2016). • Continued meeting with City of Tampa staff in regard to Mansfield Connection into the city (ongoing). • Reviewed research on autonomous vehicles and its impacts to transportation planning (ongoing). • Researched golf cart usage and safety issues associated with them as proposed in the Connected Study. • Managed U.S. 301 Land use and Transportation vision plan to lay foundation for subsequent Comprehensive plan amendments, and LDC changes by the County, Dade City, and City of Zephyrhills (Winter 2016). 	
Required Activities:	
<ul style="list-style-type: none"> • GPC may assist with this task. • Provide funding applications to FDOT for TRIP, CIGP, and any subsequent appropriate bill (ongoing). • The MPO staff will provide the County with technical review of road construction drawings, including resurfacing, and various PD&E studies (ongoing). • Provision of assistance with GIS, Planning and Development Department, and Engineering Services Department on efforts related to transportation and community planning projects (technical analysis, mapping, and funding) (ongoing). • Assisting the Lacochee industrial site access study (Summer 2018). • Assist in review and finalization of PD&E study for Overpass Road (Summer 2017). • Provide information on U.S. 301 Study to help implement strategies as needed (ongoing). • Assist the County in the development of rural design standards for roads and new development in rural areas of East Pasco County (ongoing). • Assist the County in the development and implementation of a redevelopment plan for the Lacochee area of Pasco County that includes transportation infrastructure needs in the area (ongoing). • Manage and supervise consultant work as necessary (ongoing). • Assist the County in implementation of agreements for maintenance of street lighting and construction of landscaping along state highways (ongoing). • Participate in Livable Communities Initiatives sponsored by the FHWA/FTA and assist in grant participation as needed. Develop Monitoring plan for Connected City (Summer 2018). • Conceptual alignment study for S.R. 581 Extension north of S.R. 54 to S.R. 52 including a transit element (Fall 2018). • Assist FDOT in performing PD&E for U.S. 98 realignment (ongoing). • Assist the County with U.S. 19 Urban Infill and Redevelopment and West Market Implementation Plan (ongoing). • Continue research on autonomous vehicles and impacts to transportation planning. • Assist in the draft agreements between local governments and the FDOT on intermodal projects and safety funding (ongoing). 	

Task 5.5	Special Studies	(continued)
Required Activities:		
<ul style="list-style-type: none"> • Assist the County in conducting a special transportation study to address safety and congestion issues as a result of connections of Mansfield and other north/south roads into City of Tampa in the Wesley chapel Area. (Fall 2018) • Delineation of planned roadway and transit corridors based on the LRTP Cost Affordable, Needs Plan, or Vision Plan. Includes alignment and route studies for both highway and transit modes such as: but not limited to, U.S. 301/U.S. 98 realignment study, C.R. 581 loop extension to the S.R. 52, S.R. 56 Extension and Chancy realignment (due to runway expansion of Zephyrhills Airport. (ongoing) • PCPT Transit Intermodal Center site selection evaluation along U.S. 19. • Update PPP based on the evaluation for Performance Measures (Consultant assistance Task) • Develop preferred alternatives for Vision 54/56 study (Consultant assistance Task) • Perform Trail Connections studies. • Assist in regional Goods/Freight movement study by FDOT. • Update PSAP. 		
End Product: Activities are ongoing unless otherwise noted.		
<ul style="list-style-type: none"> • U.S. 19 Urban Infill and Redevelopment and West Market Implementation Plan (implementation phases). • Roadway/intersection design plans review. • Streetlights and landscape agreements. • East Pasco Lacochee Redevelopment and TA Plan. • Rural design standards for roads and new development. • TRIP, CIGP, and other applications for funding. • Grant applications as appropriate for various Federal Livable Communities Initiatives and/or sustainability grants. • Various PD&E studies, route studies or alignment studies including but not limited to Overpass Road corridor or US98 realignment. • Wesley Chapel/New Tampa future regional road connections needs/impact study MPO. (Fall 2018) • Lacochee industrial site access study. (Summer 2018) • Selected preferred alternatives for Vision 54/56 Phase 2 study. • Implement U.S. 301 Land Use and Transportation study recommendations for subsequent Comprehensive Plan amendments, and LDC changes by the County, Dade City, and the City of Zephyrhills. • Trail Connector Studies. • Regional Goods/Freight Movement Study list of hotspots and identification of improvements/implementation plan. • Updated PSAP. • Evaluation of the PPP. • Suitable site for development of an Intermodal Transit Center on the U.S. 19 Corridor. 		
Responsible Agency: MPO		

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ESTIMATED BUDGET TABLE YEAR 1

Year 1 - Estimated Budget Detail for Fiscal Year 2016/17								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5305(d)	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services								
	MPO staff salaries, fringe benefits and other deductions	\$65,524						\$65,524
	Subtotal:	\$65,524						\$65,524
B. Consultant Services								
	Contract/Consultant Services	\$264,613						\$264,613
	Subtotal:	\$264,613						\$264,613
C. Staff Services								
	Staff Services							
	Subtotal:							
D. Other Direct Expenses								
	Subtotal:							
	Total:	\$330,137						\$330,137

ESTIMATED BUDGET TABLE YEAR 2

Year 2 - Estimated Budget Detail for Fiscal Year 2017/18								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5305(d)	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services								
	MPO staff salaries, fringe benefits and other deductions	\$45,967						\$45,967
	Subtotal:	\$45,967						\$45,967
B. Consultant Services								
	Contract/Consultant Services	\$27,000						\$27,000
	Subtotal:	\$27,000						\$27,000
C. Staff Services								
	Staff Services							
	Subtotal:							
D. Other Direct Expenses								
	Subtotal:							
	Total:	\$72,967						\$72,967

6.0 TRANSIT PLANNING PROGRAM

Task 6.1 Public Transportation Planning
Purpose:
Evaluate transit needs and assist PCPT in the development of plans and programs in providing for transit services and facilities. Promote local and regional transit usage and support PCPT's implementation of the TDP with a focus implementation of a Park and Ride component based on previous study. Conduct various transit planning studies as needed in support of overall transit service enhancements. Ensure coordination of transit-planning efforts and studies with the update of the TIP and the transit element of the adopted LRTP.
Planning Factors: 1, 2, 3, 4, 5, 6, 7
Previous Work Completed:
<ul style="list-style-type: none"> • Continued participation in the FDOT/TBARTA study Veteran's/Suncoast Parkway, I-75, etc., transit corridor evaluations - TBARTA Group One priorities. • Coordinated with the PCPT staff and Florida Commission for the Transportation Disadvantaged (CTD) designation of the Pasco BCC to continue to serve as the CTC provider. (Annually). • Participated in the completion of the PCPT COA to ensure cost effective transit services (annually). • Assisted the PCPT with developing the annual TD service plan and the annual operations report for the CTC (2017/2018). • Continued to assist the County's PGM Department to evaluate transit-station typologies and supporting land uses along the S.R. 54/56 corridor. • Participated in various TBARTA Board meetings including established subcommittees based on agenda reviews (Transit Managers Committee (TMC)/CAC). • Participated in the design of the planned Wiregrass Park and Ride site and provided comments on easement language to facilitate construction. • Supported the LCB meetings and preparation of agenda action items. • Continued to monitor results from the TBARTA/FDOT transit corridor study in regards to alternative analysis for premium transit along Bruce B. Downs Boulevard (ongoing). • Participated in regional transit discussions and follow up issues with the TBARTA, PCPT, and TBARTA commuter- services • Updated Transit links on the MPO's website • Participated in the site design and easement agreement for the Florida Hospital Park and Ride facility in Wesley Chapel/Wiregrass. • Assisted PCPT with technical studies (ongoing). • Assisted in development of various Scopes of Work for consultants that support the overall transit planning program (ongoing).
Required Activities:
<ul style="list-style-type: none"> • GPC may assist in fulfilling the objectives of this task. • Participate in the continuance of the corridor management studies to recommend transit options to meet mobility needs (ongoing). • Facilitate implementation of park-and-ride sites and review design standards consistent with the MPO's consultant study on Park and Ride locations • Review and comment on various transit projects as part of the TIP and ensure consistency with the adopted TDP. • Staff will continue review of the contracts and agreements, invoice processing for transit-related programs and record keeping. Manage and supervise consultant work as needed (5305 Grant Program). • Support annual TCAP updates. • Continue to support the LCB quarterly meetings. • Attend appropriate transit-related seminars and workshops (ongoing). • Coordinate regional transit planning issues with the TBARTA and TBARTA Commuter Assistance Program (ongoing). • Assist the PCPT with supporting technical studies that implement appropriate recommendations of the 2013 TDP Update (ongoing). • Assist the PCPT with developing the TDP Annual Update (2016/17 -2017/18). • Maintain/update transit information and links on the MPO's web site including LRTP/TDP documents for easy accessibility. • Monitoring construction for the Florida Hospital/Wiregrass park and ride regional facility. • Managed and supervised consultant work (ongoing). • Participate in various transits related webinars (ongoing).

Task 6.1	Public Transportation Planning	(continued)
Required Activities		
<ul style="list-style-type: none"> • Upload transit projects into ETDM consistent with transit studies and LRTP projects (ongoing). • Investigate transit alternatives as part of the CMP strategies (ongoing). • Support multiuse trail alignment studies shown in Table 6, to provide connectivity to multimodal network. • Participate in Pasco County's allocations of Tax Increment Finance (TIF) funds in support of transit system enhancements as identified in the TDP. • Participate in regional transit discussions through TBARTA and attend TBARTA Board Meetings as needed based on agenda items. • Assist the County in review of new development proposals and Development Agreement (DA) conditions to ensure inclusion of appropriate transit infrastructure will be in place including park and ride sites (ongoing). • Continue processing purchase orders for capital outlay requests and the GPC tasks in support of the transit planning program (ongoing). • Continue to identify sidewalk gaps and ADA compliant issues along all PCPT routes for better accessibility to transit stops. • Review and update park and ride site design standards • Assist the county and PCPT in the implementation of the updated transit infrastructure manual • Assist the county in determining transit related questions to include in the American Community Survey (ACS) (annually). • Document regional commuter movement and regional attractions that could benefit from the introduction of express bus service (i.e. Veterans/Suncoast transit service). • Provide support to PCPT to ensure ADA compliance on new and existing bus shelters (ongoing). • Expand study of accessibility issues to the existing bus shelters/stops along all transit PCPT routes (6/13). • Continue to participate in the TBARTA, TMC subcommittee meetings (ongoing). • Assist FDOT in development of survey instruments in preparation of household surveys required for the 2045 LRTP update. • PCPT Transit Intermodal Center site selection evaluation along U.S. 19 		
End Product: Activities are ongoing unless otherwise noted.		
<ul style="list-style-type: none"> • Prioritization listing of recommended improvements along major roadways within the U.S. 19 corridor for access to transit and ADA compliance. (Fall 2013) • Amendments to the 2040 LRTP for transit projects as necessary. • Assist PCPT in preparing various technical studies which assist the implementation of the TDP recommended projects. • Completion and implementation of an updated Transit Infrastructure Manual. (Spring 2016) • Evaluation/update to TBARTA/FDOT premium transit route studies (S.R. 54/56 - Wesley Chapel/USF - Suncoast corridor). • Operational CMP including monitoring data related to transit. • Participation in the completion of ongoing Corridor Management Studies - transit alternatives. • Participation in the PCPT TDP Annual update study. (Fall 2016/2017) • Support and maintain a coordinated partnership with the FDOT/TBARTA regarding transit initiatives in Pasco County. • Updated TCAP. • Updated TIP that implements the TDP. (Fall 2016/2017) • Support roadway database for existing and future LOS analysis. • Assist in the development of a marketing program for PCPT transit service routes Countywide. • In support of the transit planning program, purchase office supplies, maintenance of equipment, postage, travel, copier usage, telephone service, advertising, books, and other office operations materials and supplies. (Summer 2013/2014) • Fully operational park and ride facility in Wiregrass/Wesley Chapel. (Winter 2012) • Conduct follow-up route studies on future premium transit corridors to preserve needed ROW. (Summer 2014) • Suitable site for development of an Intermodal Transit Center on the U.S. 19 Corridor. • Completion of trail alignment alternatives studies in coordination with transit routes/facilities to facilitate cross modal transfers. 		
Responsible Agency: MPO		

ESTIMATED BUDGET TABLE YEAR 1

Year 1 - Estimated Budget Detail for Fiscal Year 2016/17								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5305(d)	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services								
	MPO staff salaries, fringe benefits and other deductions	\$18,400						\$18,400
	Subtotal:	\$18,400						\$18,400
B. Consultant Services								
	Contract/Consultant Services			\$139,650	\$17,456	\$17,456		\$174,562
	Subtotal:			\$139,650	\$17,456	\$17,456		\$174,562
C. Staff Services								
	Staff Services							
	Subtotal:							
D. Other Direct Expenses								
	Subtotal:							
	Total:	\$18,400		\$139,650	\$17,456	\$17,456		\$192,962

ESTIMATED BUDGET TABLE YEAR 2

Year 2 - Estimated Budget Detail for Fiscal Year 2017/18								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5305(d)	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services								
	MPO staff salaries, fringe benefits and other deductions	\$13,609						\$13,609
	Subtotal:	\$13,609						\$13,609
B. Consultant Services								
	Contract/Consultant Services			\$139,650	\$17,456	\$17,456		\$174,562
	Subtotal:			\$139,650	\$17,456	\$17,456		\$174,562
C. Staff Services								
	Staff Services							
	Subtotal:							
D. Other Direct Expenses								
	Subtotal:							
	Total:	\$13,609		\$139,650	\$17,456	\$17,456		\$188,171

Task 6.2 Transportation Disadvantaged Planning
Purpose:
To assist the TD providers by optimizing services to persons eligible and qualified as the TD and fulfill the MPO's requirements under FS 427.
Planning Factors: 1, 4, 5, 8
Previous Work Completed:
<ul style="list-style-type: none"> • The MPO staff coordinated with the PCPT in preparing and presenting the quarterly LCB agendas (ongoing). • Completion of the annual evaluation of the CTC (12/15). • Assisted the PCPT with developing the annual TD service plan and the annual operations report for the CTC. • Participated in review and ranking of Section 5310 program of projects. • Continued to monitor the Florida TD Commission meetings concerning the TD Program and Medicaid transportation. • Continued appropriate coordination as the Designated Official Planning Agency for the TD services in Pasco County. • Coordinated and alternatively hosted a joint meeting of the regional local coordinating boards (LCBs) of Pasco, Pinellas, and Hillsborough Counties.
Required Activities:
<ul style="list-style-type: none"> • Coordinate the TD projects and programs in the TIP (Fall 2016/2017). • Provide staff support to the Tri-County LCB Sub-committee. • Continue to evaluate services to the TD population to ensure adequacy of service and compliance with applicable Federal and State policies (ongoing). • Coordinate with PCPT to evaluate and implement, where feasible, strategies to provide more cost-effective transportation to TD Program consumers (ongoing). • Participate in activities associated with the annual Statewide TD conference or other CTD-sponsored training. • Promote regional transportation initiatives serving the TD. • Continue to monitor unmet needs of the TD community. • Monitor TD services provided by agencies outside the Pasco County Coordinated System. Facilitate participation of such agencies in the Coordinated System as deemed appropriate. • Participate in required activities associated with the completion of the evaluation of the CTC and TD Program services (Winter 2016/2017). • Assist PCPT in the annual updates to the TD Service Plan (Summer 2017/2018). • Coordinate with the PCPT in the completion of contracts with operators (annual operations report) providing transportation services to the TD (Fall 2016/2017). • Participate in review and ranking of Section 5310 program of projects administered by FDOT District VII (Spring 2017/2018). • Assist the Tri-County Sub-Committee in developing TD priorities. • Provide summary of actions taken in Tri-County TD Sub-Committee to Pasco LCB.
End Product: Products are ongoing unless otherwise noted.
<ul style="list-style-type: none"> • Coordinated annual TD Program of the TIP. (Summer 2016/2017) • Support in providing efficient and cost effective TD services. • Annual CTC Evaluation. (Winter 2016/2017) • Updated TD Service Plan. (Summer 2017/2018) • Annual Operation Report. (Fall 2016/2017) • Annual ranking of Section 5310 program of projects. (Spring 2017/2018) • Tri-County LCB Sub-committee meetings. (Quarterly) • Annual priority list of TD needs. (Annually)
Responsible Agency: MPO, PCPT

ESTIMATED BUDGET TABLE YEAR 1

Year 1 - Estimated Budget Detail for Fiscal Year 2016/17								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5305(d)	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services								
	MPO staff salaries, fringe benefits and other deductions	\$6,300						\$6,300
	Subtotal:	\$6,300						\$6,300
B. Consultant Services								
	Contract/Consultant Services							
	Subtotal:							
C. Staff Services								
	Staff Services (PCPT)						25,858	25,858
	Subtotal:						25,858	25,858
D. Other Direct Expenses								
	Subtotal:							
	Total:	\$6,300					25,858	\$32,158

ESTIMATED BUDGET TABLE YEAR 2

Year 2 - Estimated Budget Detail for Fiscal Year 2017/18								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5305(d)	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services								
	MPO staff salaries, fringe benefits and other deductions	\$2,707						\$2,707
	Subtotal:	\$2,707						\$2,707
B. Consultant Services								
	Contract/Consultant Services							
	Subtotal:							
C. Staff Services								
	Staff Services (PCPT)						25,858	25,858
	Subtotal:						25,858	25,858
D. Other Direct Expenses								
	Subtotal:							
	Total:	\$2,707					25,858	\$28,565

7.0 REGIONAL AND STATE PLANNING COORDINATION

Task 7.0 Regional and Statewide Coordination and Planning
Purpose:
Maintain and enhance the ongoing multi-county collaborative transportation planning process and participate in other regional and statewide planning activities and organizations that have an impact on the regional multimodal transportation system. Ensure coordination and consistency of regional plans and programs with the MPO's LRTP/TIP and TDP.
Planning Factors: 1, 2, 3, 4, 5, 6, 7, 8,10
Previous Work Completed:
<ul style="list-style-type: none"> • Participated in regular and special meetings of the Tampa Bay Regional Planning Council (TBRPC); Florida MPO Advisory Council; Tampa Bay Area Regional Transportation Authority (TBARTA); Corridor Management entities for Courtney-Campbell Causeway and Suncoast Parkway; Florida Aviation System Planning Process; Tampa Bay Partnership; and Florida Transportation Disadvantaged Commission (ongoing). • Participated in public meetings of the CCC, Joint CAC, Regional Multi-Use Trails Committee, and MPO Staff Directors (ongoing). • Held a joint coordination meeting with the Central Florida MPO Alliance. (Annually) • Participated in the Regional Transportation Interagency Exchange facilitated by FDOT (ongoing). • Participated in the continued refinement and implementation of the Tampa Bay Regional Strategic Freight Plan with the FDOT Regional Goods Movement Advisory Committee (ongoing). • Maintained the Regional GIS transportation database (ongoing). • Reviewed the existing UPWP tasks structure and developed regional UPWP tasks (Biennially). • Compared projects in the FDOT Tentative Work Program with the list of cost-affordable transportation improvements and priorities in the LRTP (Annually). • Reviewed and updated the technical prioritization of candidate projects for both the Transportation Regional Incentive Program (TRIP) and Transportation Alternatives (TA) funding (Annually). • Refined the CCC High Priority Major Transportation Initiatives (2014/2015). • Updated the CMP - State of the System Report for inclusion into the regional CMP document (2014). • Reviewed the draft regional Public Participation Plan (PPP) in coordination with TBARTA to assist in the development of a joint public engagement process (2014). • Continued to participate and support the Tampa Bay Transportation Management Area (TMA) Leadership Group, updated TMA Profile document and maps. • Refined and applied a prioritization process and ranked regional priorities as part of the TIP document (2014/15). • Assisted in the update of the Regional LRTP including highway, transit, and multi-use trail elements. • Provided input into the development of the Florida Transportation Plan (2060) and SIS Plan (ongoing). • Updated the CCC Interlocal Agreement, Bylaws and Procedures (2013-14). • Hosted the Florida Greenways and Trails Foundation statewide meeting (2015). • Consolidated the Regional LRTP with the TBARTA Master Plan (2015). • Consolidated planning activities of the CCC and TBARTA including the public meeting schedules to reduce the required number of meetings (2015). • Supported the activities of TBARTA, provided input and review for developing the TBARTA Master Plan (2015) and various multimodal regional corridor studies (ongoing). • Updated the Tri-County Access Plan (a Locally Coordinated Human Services Transportation Plan). Reviewed and ranked applications for Section 5310 funding (Annually). • Participated in the federal certification of the Tampa Bay Transportation Management Area (2015). • Participated in the Technical Review Team Meetings (TRT) for the Tampa Bay Regional Planning Model & other tools (ongoing - monthly).

Task 7.0 Regional and State Planning Coordination (continued)

Required Activities: The activities listed below are ongoing unless noted otherwise. General planning consultant services may be utilized to assist with this accomplishing various work tasks.

- Participate in the Florida MPO Advisory Council activities and meetings to share best practices, conduct statewide research tasks, and stay abreast of statewide policy changes
- Provide input to the Florida Transportation Commission on issues affecting the West Central Florida area.
- Annually review Transportation Regional Incentive Program (TRIP) and regional multiuse trails priorities, prioritize candidate projects, and make a recommendation to the TBARTA CCC board.
- Support regional transit planning in coordination with TBARTA, FDOT, and local transit agencies.
- Participate in the Tampa Bay Premium Transit Study to be undertaken by HART and funded by FDOT. Focus on supporting outreach efforts and public engagement in Pasco County in support of the regional study.
- Coordinate tasks in support of regional congestion management processes and/or regional performance measures.
- Coordinate project implementation phasing during development of the FDOT's Tentative Work Program and the individual MPO TIPs to ensure progress toward implementation of the Regional LRTP (annually). Develop/ refine regional priority lists as needed and required.
- Continue to coordinate with the FDOT Regional Goods Movement Advisory Committee on the implementation of the Tampa Bay Regional Strategic Freight Plan.
- Provide input on the development of the FDOT SIS Needs and Cost Feasible Plan and the Florida Transportation Plan.
- Participate as needed in various Scenic Highway Corridor Management entities in the TMA including Courtney-Campbell Causeway and the Suncoast Parkway.
- Develop an interagency coordination agreement for air quality planning as/if required by nonattainment air shed designation(s) or other federal regulatory action. As needed, support the air quality planning process and monitor mobile source emissions.
- Support regional coordination and intra-regional access to pedestrian and cycle facilities and initiatives.
- Coordinate regional rideshare and vanpool program planning with TBARTA and Transportation Management Organizations.
- Participate in the Technical Review Team (TRT) for the Tampa Bay Regional Planning Model and other tools to ensure seamless travel demand analyses across county borders
- Participate in the Florida Model Task Force for consistent travel demand analysis methods and technical advances statewide.
- Refine and update regional GIS layers and databases for the eight counties. Consider/research an online GIS tool for public use.
- Update and maintain the congestion management process (CMP) and database including support multi-county CMP initiatives and corridor studies. Implement strategies based on the CMP tool box and implement into the LRTP as appropriate. Consider forming a CMP subcommittee.
- Regional Multi-Use Trail mapping and priorities including Coast to Coast, SUNTrail Program coordination and support.
- Provide a forum to ensure products, processes, and activities are consistent with and among coordinating MPOs.
- Integrate regional perspectives within MPO presentations to the local community.
- Review the existing UPWP tasks structure and develop regional UPWP tasks.
- Provide administrative and staff support to the following groups and their subcommittees: Tampa Bay TMA Leadership Group, an advisory committee to the Hillsborough, Pasco, and Pinellas MPOs; TBARTA CCC; and TBARTA MPO Staff Directors meetings: Support at a minimum includes: arranging for venues and conference calls, prepare and distribute agendas and meeting packets, follow up on agenda items as needed/directed including coordination with partner agencies, monitor update schedule for regional documents and coordinate the drafting, review, and final distribution of updated documents. Other tasks include maintaining up-to-date distribution list, posting materials online and other administrative tasks as needed.

Task 7.0	Regional and State Planning Coordination	(continued)
Required Activities:		
<ul style="list-style-type: none"> • Update the TMA Profile as needed including a review of cross-county trip making including an annual review of Transportation Alternatives • Attendance at and associated costs to attend workshops, meetings and conferences. • Continue to implement strategies for engaging the public in accordance with the Regional PPP Tools include a website, printed materials, and other strategies in the PPP. In addition, provide allowances for public participation activities. • TMA Leadership Group – coordination of identifying/evaluating major project priorities and Transportation Alternative priorities. • TMA Leadership Group - Tri-County LCB (TCLCB) – Identification/selection of regional priorities. • Conduct a review of the effectiveness of the regional public-involvement process and the LEP and Title VI policies in coordination with TBARTA CCC. • Participate in Tri-County Meetings of the Bicycle Pedestrian Advisory Committees. • Participate in Tri-County Meetings of the Transportation Disadvantaged Local Coordinating Boards. 		
End Product: Products are ongoing unless otherwise noted.		
<ul style="list-style-type: none"> • Participation in other regional and statewide organizations' planning activities to provide the West Central Florida regional needs and perspective. • Integrate ongoing MPO public engagement activities in support of the TB Regional Transit Study. • Reports regarding regional and statewide planning activities that may impact the West Central Florida area. • Local plan consistency with regional and state plans. • Cross-county continuity in transportation facilities. • District-wide travel demand models update. • Comments on proposed regional and state plans and DRIs. • Implementation of the Tampa Bay Regional Strategic Freight Plan. • A comprehensive, up-to-date, and easily accessible regional transportation website. • An update to the FDOT District 1 elements of the Regional LRTP in collaboration with the TBARTA Master Plan update (schedule to be coordinated with TBARTA). • Public meetings of the TBARTA CCC, and MPO Staff Directors, including an annual meeting of the CCC and Central Florida Alliance. • Updated list of regional highway and multi-use trails priorities. (Annually) • Regional task sheets in UPWPs. (Annually) • Transportation Regional Incentive Program priorities - TRIP. (Annually) • Public meetings of the Tampa Bay TMA Leadership Group, and planning products as directed by the members including: <ul style="list-style-type: none"> ➤ Contract for administrative services. ➤ Tri-County future land use map. ➤ Public engagement in support of regional transit corridors and studies utilizing informational materials and/or multi-media tools. ➤ Updated TMA Profile. ➤ Priorities for major projects and Transportation Alternatives (annually) and the Tri-County LCB (including FTA Section 5310 funding). (Annually) • Contract for administrative services for TBARTA. • Congestion Management Process (CMP) priorities and products. • Tri-County Transportation Disadvantaged Local Coordinating Board meetings. 		
Responsible Agency: MPOs - Pasco, Hillsborough, Pinellas		

ESTIMATED BUDGET TABLE YEAR 1

Year 1 - Estimated Budget Detail for Fiscal Year 2016/17								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5305(d)	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services								
	MPO staff salaries, fringe benefits and other deductions	\$48,850						\$48,850
	Subtotal:	\$48,850						\$48,850
B. Consultant Services								
	Contract/Consultant Services							
	Subtotal:							
C. Staff Services								
	Staff Services							
	Subtotal:							
D. Other Direct Expenses								
	CCC/TMA coordination as identified in task.	\$10,000						\$10,000
	Subtotal:	\$10,000						\$10,000
	Total:	\$58,850						\$58,850

ESTIMATED BUDGET TABLE YEAR 2

Year 2 - Estimated Budget Detail for Fiscal Year 2017/18								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5305(d)	FTA State Match	FTA Local Match	Trans. Disad.	Total
A. Personnel Services								
	MPO staff salaries, fringe benefits and other deductions	\$6,692						\$6,692
	Subtotal:	\$6,692						\$6,692
B. Consultant Services								
	Contract/Consultant Services							
	Subtotal:							
C. Staff Services								
	Staff Services							
	Subtotal:							
D. Other Direct Expenses								
	CCC/TMA coordination as identified in task.	\$10,000						\$10,000
	Subtotal:	\$10,000						\$10,000
	Total:	\$16,692						\$16,692

SUMMARY BUDGET TABLES

TAB1&2_upwp.xls		Pasco County MPO			PROPOSED FUNDING SOURCES AND ANTICIPATED ELEMENT COSTS										ADOPTED ON: May 12, 2016						
TABLE 1		UPWP FISCAL YEAR 2016-17																			
	81.93 FED		0.0993																		
	9.035 LOCAL		0.9007	FHWA/112/PL	FTA (Section 5305)			S.T.P.	F.D.O.T.	F.A.A.	C.T.D	LOCAL									
	9.035 STATE																				
TASK		FEDERAL	STATE	LOCAL	FEDERAL	STATE	LOCAL								TOTAL FEDERAL	TOTAL STATE	TOTAL LOCAL	TOTAL ELEMENT COST	Soft Match		
1.0 General Administration & Program Development		193,875													193,875	0	0	193,875	35,033		
SUBTOTAL		193,875													193,875	0	0	193,875			
2.0 Public Participation		109,553													109,553	0	0	109,553	19,796		
SUBTOTAL		109,553													109,553	0	0	109,553			
3.0 SURVEILLANCE ACTIVITIES																					
3.1 Transportation System Surveillance & Database Management		62,130													62,130	0	0	62,130	11,227		
3.2 Socio-Economic & Land Use Data		27,000													27,000	0	0	27,000	4,879		
SUBTOTAL		89,130													89,130	0	0	89,130			
4.0 Transportation Improvement Program (TIP)		33,750													33,750	0	0	33,750	6,099		
SUBTOTAL		33,750													33,750	0	0	33,750			
5.0 Systems Planning																					
5.1 Congestion Management Process		62,500													62,500	0	0	62,500	11,294		
5.2 Long Range Plan Coordination & Update (LRTP)		26,750													26,750	0	0	26,750	4,834		
5.3 Bicycle & Pedestrian (Sidewalks/Trail) Planning		153,000													153,000	0	0	153,000	27,647		
5.4 Local Government Comprehensive Planning Support (LGCPs) & LDC Implementation		82,500													82,500	0	0	82,500	14,908		
5.5 Special Studies		330,137													330,137	0	0	330,137	59,656		
SUBTOTAL		654,887													654,887	0	0	654,887			
6.0 Transit Planning Program																					
6.1 Public Transportation Planning		18,400			139,650	17,456	17,456								158,050	17,456	17,456	192,962	3,325		
6.2 Transportation Disadvantaged Planning		6,300											25,858	A	6,300	25,858	0	32,158	1,138		
SUBTOTAL		24,700													164,350	43,314	17,456	225,120			
7.0 Statewide and Regional Planning and Coordination Activities		58,850													58,850	0	0	58,850	10,634		
SUBTOTAL		58,850													58,850	0	0	58,850			
TOTAL		1,164,745			139,650	17,456	17,456	0	0	0			0	25,858	0	0	1,304,395	43,314	17,456	1,365,165	210,469

A- TRANSPORTATION DISADVANTAGED PLANNING FUNDS. THE PL FUNDS ARE THE 2016-2017 ALLOCATION OF \$ 656,745 plus \$ 508,000 (De-obligated money from prior UPWP) FOR A TOTAL OF \$ 1,164,745. FOR FY 2016-2017 FDOT WILL "SOFT MATCH" THE PL 112 FUNDS USING TOLL REVENUE EXPENDITURES AS A CREDIT TOWARD THE NON-FEDERAL SHARE. THE AMOUNT OF SOFT-MATCH IS TO MULTIPLY THE PL TOTAL AMOUNT * 18.07% OR \$ 1,164,745 * 0.1807= \$ 210,469.

Pasco County MPO

PROPOSED PARTICIPATION AGENCIES AND ANTICIPATED ELEMENT COSTS

TABLE 2 UPWP FISCAL YEAR 2016-17

	MPO STAFF SERVIC	Direct Expenses	TMA Support	CCC/ TBARTA	COUNTY PUBLIC TRANSPORTATION	GM/GIS/ Eng. Staff Services	TRAFFIC OPERATIONS	CONSULTANT	TOTAL LOCAL	TOTAL ELEMENT COSTS
1.0 General Administration & Program Development	98,275	33,600				62,000			193,875	193,875
							\$ 8,000 GIS \$ 10,000 Engineering Services Administration \$ 8,000 Survey \$ 6,000 County Attorney's \$ 22,500 Project Management/Design \$ 7,500 Real Estate			
SUBTOTAL	141,875	33,600				62,000			193,875	193,875
2.0 Public Participation	63,000	0						46,553	63,000	109,553
							\$ 33,600 Direct Expenses (Traffic counters, equipment, office supplies, Travel)	\$ 46,553 Consultant		
SUBTOTAL	63,000	0							63,000	109,553
3.0 SURVEILLANCE ACTIVITIES										
3.1 Transportation System Surveillance & Database Management	22,130	0							62,130	62,130
								\$ 40,000 Traffic Operation		
3.2 Socio-Economic & Land Use Data	27,000	0							27,000	27,000
SUBTOTAL	49,130	0							89,130	89,130
4.0 Transportation Improvement Program (TIP)	33,750	0							33,750	33,750
SUBTOTAL	33,750	0							33,750	33,750
5.0 Systems Planning										
5.1 Congestion Management Process	32,500	0							32,500	62,500
								\$ 30,000 Consultant		
5.2 Long Range Plan Coordination & Update (LRTP)	26,750	0							26,750	26,750
5.3 Bicycle & Pedestrian (Sidewalks/Trail) Planning	53,000	0							53,000	153,000
								\$ 100,000 Consultant		
5.4 Local Government Comprehensive Planning Support (LGCPA) & LDC Implementation	37,500	0				45,000			82,500	82,500
								\$ 45,000 PDD		
5.5 Special Studies	65,524	0							65,524	330,137
								\$ 264,613 Consultant		
SUBTOTAL	215,274	0							260,274	654,887
6.0 Transit Planning Program										
6.1 Public Transportation Planning	18,400	0							18,400	192,962
6.2 Transportation Disadvantaged Planning	6,300	0			25,858				6,300	32,158
SUBTOTAL	24,700	0							24,700	225,120
7.0 Statewide and Regional Planning and Coordination Activities	48,850	0	5,000	5,000					53,850	58,850
SUBTOTAL	48,850	0	5,000	5,000					53,850	58,850
TOTAL	576,579	33,600	5,000	5,000	25,858	107,000	40,000	615,728	718,579	1,365,165

TAB3&4_upwp.xls		Pasco County MPO			PROPOSED FUNDING SOURCES AND ANTICIPATED ELEMENT COSTS										ADOPTED ON: May 12, 2016					
TABLE 3		UPWP FISCAL YEAR 2017-18																		
	81.93 FED		0.0993																	
	9.035 LOCAL		0.9007	FHWA/112/PL	FTA (Section 5305)			S.T.P.	F.D.O.T.	F.A.A.	C.T.D	LOCAL								
	9.035 STATE																			
TASK		FEDERAL	STATE	LOCAL	FEDERAL	STATE	LOCAL								TOTAL FEDERAL	TOTAL STATE	TOTAL LOCAL	TOTAL ELEMENT COST	Soft Match	
1.0 General Administration & Program Development		251,943													251,943	0	0	251,943	45,526	
SUBTOTAL		251,943													251,943	0	0	251,943		
2.0 Public Participation		27,067													27,067	0	0	27,067	4,891	
SUBTOTAL		27,067													27,067	0	0	27,067		
3.0 SURVEILLANCE ACTIVITIES																				
3.1 Transportation System Surveillance & Database Management		16,693													16,693	0	0	16,693	3,016	
3.2 Socio-Economic & Land Use Data		18,045													18,045	0	0	18,045	3,261	
SUBTOTAL		34,738													34,738	0	0	34,738		
4.0 Transportation Improvement Program (TIP)		20,945													20,945	0	0	20,945	3,785	
SUBTOTAL		20,945													20,945	0	0	20,945		
5.0 Systems Planning																				
5.1 Congestion Management Process		32,556													32,556	0	0	32,556	5,883	
5.2 Long Range Plan Coordination & Update (LRTP)		31,493													31,493	0	0	31,493	5,691	
5.3 Bicycle & Pedestrian (Sidewalks/Trail) Planning		50,030													50,030	0	0	50,030	9,040	
5.4 Local Government Comprehensive Planning Support (LGCPs) & LDC Implementation		35,445													35,445	0	0	35,445	6,405	
5.5 Special Studies		72,967													72,967	0	0	72,967	13,185	
SUBTOTAL		222,491													222,491	0	0	222,491		
6.0 Transit Planning Program																				
6.1 Public Transportation Planning		13609			139,650	17,456	17,456								153,259	17,456	17,456	188,171	2,459	
6.2 Transportation Disadvantaged Planning		2,707											25,858	A	2,707	25,858	0	28,565	489	
SUBTOTAL		16,316													155,966	43,314	17,456	216,736		
7.0 Statewide and Regional Planning and Coordination Activities		16,692													16,692	0	0	16,692	3,016	
SUBTOTAL		16,692													16,692	0	0	16,692		
TOTAL		590,192			139,650	17,456	17,456	0	0	0			0		729,842	43,314	17,456	790,612	106,648	

A- TRANSPORTATION DISADVANTAGED PLANNING FUNDS. THE PL FUNDS ARE THE 2016-2017 ALLOCATION OF \$ 590,192. For FY 2017-2018 FDOT WILL "SOFT MATCH" THE PL 112 FUNDS USING TOLL REVENUE EXPENDITURES AS A CREDIT TOWARD THE NON-FEDERAL SHARE. THE AMOUNT OF SOFT-MATCH IS TO MULTIPLY THE PL TOTAL AMOUNT * 18.07% OR \$ 590,192 * 0.1807= \$ 106,648.

Pasco County MPO		PROPOSED PARTICIPATION AGENCIES AND ANTICIPATED ELEMENT COSTS									
TABLE 4		UPWP FISCAL YEAR 2017-18									
	MPO STAFF SERVIC	Direct Expenses	TMA Support	CCC/TBARTA	COUNTY PUBLIC TRANSPORTATION	GM/GIS/ Eng. Staff Services	TRAFFIC OPERATIONS	CONSULTANT	TOTAL LOCAL	TOTAL ELEMENT COSTS	
1.0 General Administration & Program Development	156,943	30,000				65,000			251,943	251,943	
SUBTOTAL	156,943	30,000				65,000			251,943	251,943	
2.0 Public Participation	27,067	0							27,067	27,067	
SUBTOTAL	27,067	0							27,067	27,067	
3.0 SURVEILLANCE ACTIVITIES											
3.1 Transportation System Surveillance & Database Management	6,693	0					10,000		16,693	16,693	
3.2 Socio-Economic & Land Use Data	18,045	0							18,045	18,045	
SUBTOTAL	24,738	0							34,738	34,738	
4.0 Transportation Improvement Program (TIP)	20,945	0							20,945	20,945	
SUBTOTAL	20,945	0							20,945	20,945	
5.0 Systems Planning											
5.1 Congestion Management Process	25,056	0						7,500	25,056	32,556	
5.2 Long Range Plan Coordination & Update (LRTP)	31,493	0							31,493	31,493	
5.3 Bicycle & Pedestrian (Sidewalks/Trail) Planning	35,030	0						15,000	35,030	50,030	
5.4 Local Government Comprehensive Planning Support (LGCPA) & LDC Implementation	33,445	0				2,000			35,445	35,445	
5.5 Special Studies	45,967	0						27,000	45,967	72,967	
SUBTOTAL	170,991	0							172,991	222,491	
6.0 Transit Planning Program											
6.1 Public Transportation Planning	13,609	0						174,562	13,609	188,171	
6.2 Transportation Disadvantaged Planning	2,707	0			25,858				2,707	28,565	
SUBTOTAL	16,316	0							16,316	216,736	
7.0 Statewide and Regional Planning and Coordination Activities											
7.0 Statewide and Regional Planning and Coordination Activities	6,692	0	5,000	5,000					11,692	16,692	
SUBTOTAL	6,692	0	5,000	5,000					11,692	16,692	
TOTAL	423,692	30,000	5,000	5,000	25,858	67,000	10,000	224,062	535,692	790,612	

\$ 30,000 Direct Expenses (Traffic counters, equipment, office supplies, Travel)

\$ 8,500 GIS
 \$ 11,000 Engineering Services Administration
 \$ 8,500 Survey
 \$ 7,000 County Attorney's
 \$ 22,000 Project Management/Design
 \$ 8,000 Real Estate

\$ 10,000 Traffic Operation

\$ 7,500 Consultant

\$ 15,000 Consultant

\$ 2,000 PDD

\$ 27,000 Consultant

\$ 174,562 Consultant

**TABLE 5
BUSINESS PLAN
FISCAL YEAR 2016-17**

BUSINESS PLAN							
PLANNING FUNDING SALARY AND FRINGE BENEFITS							
Task No.	MPO Pasco County	FHWA PL	FTA 5305(d)	State Match	Local Match	TD Trust	TOTAL
1.0	General Administration and Program Development	\$198,875					\$ 198,875
2.0	Public Participation	\$ 109,553					\$ 109,553
3.1	Transportation System Surv and Data Mgmt.	\$ 62,130					\$ 62,130
3.2	Socioeconomic and Land Use Data	\$ 27,000					\$ 27,000
4.0	Transportation Improvement Program	\$ 33,750					\$ 33,750
5.1	Congestion Management Process	\$ 62,500					\$ 62,500
5.2	LRTP Coordination and Update	\$ 26,750					\$ 26,750
5.3	Bicycle and Pedestrian Planning	\$153,000					\$153,000
5.4	Local Gov't Comp Planning and LDC Implementation	\$ 82,500					\$ 82,500
5.5	Special Studies	\$330,137					\$330,137
6.1	Public Transportation Planning	\$ 18,400	\$139,650	\$ 17,456	\$ 17,456		\$192,962
6.2	Transportation Disadvantaged Planning	\$ 6,300				\$ 25,858	\$ 32,158
7.0	Participation in Regional and Statewide Activities	\$ 58,850					\$ 58,850
	Totals	\$1,164,745	\$139,650	\$ 17,456	\$ 17,456	\$ 25,858	\$1,164,745

- (1) Projected UPWP 2016-17 columns include salaries and fringe benefits to the MPO staff.
- (2) Fiscal Year 2016-17 allocation includes the deobligation of Fiscal Year 2015-16 (\$508,000 plus annual allocation of \$656,745 equals \$1,164,745).
- (3) TD Planning Funds.
- (4) Section 5305(d) funds are estimated at this time.

PCPT: Pasco County Public Transportation.

**TABLE 5
BUSINESS PLAN
FISCAL YEAR 2017-18**

BUSINESS PLAN							
PLANNING FUNDING SALARY AND FRINGE BENEFITS							
Task No.	MPO Pasco County	FHWA PL	FTA 5305(d)	State Match	Local Match	TD Trust	TOTAL
1.0	General Administration and Program Development	\$251,943					\$251,943
2.0	Public Participation	\$ 27,067					\$ 27,067
3.1	Transportation System Surv and Data Mgmt.	\$ 16,693					\$ 16,693
3.2	Socioeconomic and Land Use Data	\$ 18,045					\$ 18,045
4.0	Transportation Improvement Program	\$ 20,945					\$ 20,945
5.1	Congestion Management Process	\$ 32,556					\$ 32,556
5.2	LRTP Coordination and Update	\$ 31,493					\$ 31,493
5.3	Bicycle and Pedestrian Planning	\$ 50,030					\$ 50,030
5.4	Local Gov't Comp Planning and LDC Implementation	\$ 35,445					\$ 35,445
5.5	Special Studies	\$ 72,967					\$ 72,967
6.1	Public Transportation Planning	\$ 13,609	\$139,650	\$ 17,456	\$ 17,456		\$188,171
6.2	Transportation Disadvantaged Planning	\$ 2,707				\$ 25,858	\$ 28,565
7.0	Participation in Regional and Statewide Activities	\$ 16,692					\$ 16,692
	Totals	\$590,192	\$139,650	\$ 17,456	\$ 17,456	\$ 25,858	\$790,612

- (1) Projected UPWP 2017-18 columns include salaries and fringe benefits to the MPO staff.
- (2) Fiscal Year 2017-18 allocation includes the (\$590,192 annual allocation).
- (3) TD Planning Funds.
- (4) Section 5305(d) funds are estimated at this time.

PCPT: Pasco County Public Transportation.

TABLE 6

MPO PLANNING STUDIES (PROPOSED) FY 2016/17 & 2017/18

Study Name or Work Description	UPWP Task(s)	Fund Source	Fiscal Year(s)	Comments/End Product
Mobility 2040: VISION 54-56 - S.R. 54/56 Corridor - Phase 2 (U.S. 19 to S.R. 581/Bruce B. Downs Blvd.)	1.0, 2.0, 5.2, 5.5, 6.1	PL/5305	FY 2016/17 & 2017/18	VISION 54-56 Phase 2 Study; detailed evaluation of six (6) viable and practicable improvement alternatives (incl. No Build). Continued involvement of Citizen Task Force and implementation of enhanced public engagement program. Select "preferred" alternative(s), modify LRTP & recommend implementation plan.
Delineation of planned roadway and transit corridors based on the LRTP Cost Affordable Plan, Needs Plan or the County Vision Map. Includes alignment/route studies to accommodate both highway and transit modes.	1.0, 2.0, 5.2, 5.5, 6.1	PL/5305	Ongoing	Future corridor studies (alignment/route) as identified in the MPO's Cost Affordable Plan, Needs Plan or County Vision Map. Known candidates include, US.301/US 98 realignment study, 581 loop extension north (S,R, 54 to S.R.52), S.R.56 Extension east (U.S. 301 to SR 39), and Chancy Road realignment. Additional candidates are to be identified and prioritized.
Operational CMP (Pasco County). An Operational CMP for Pasco County - State of the System Report(including Countywide LOS analysis) and update to the Policy and Procedure Handbook	3.1, 5.1, 6.1	PL/5305	FY 2017/18 & 2018/19	State of System Report including Countywide LOS analysis (Fall 2017), Policy and Procedure Manual Update (Winter 2018), identification/preliminary analysis/funding options - CMP project candidates. Link to revenue set asides indicated in LRTP.
Trail alignment studies, drawings including trails shown on the Regional Multiuse Trail Plan, Greenways, Trails & Blueways Map and the Capital Improvements Plan - Alignment options implementing regional and local multiuse trail connections (priorities) and Pasco County Trail projects funded under Penny for Pasco (P4P) Sales Tax.	1.0, 5.3, 5.5, 6.1	PL/5305	Ongoing	Design coordination Starkey Gap Connector - right of way use easements & coordination with FDOT/County PM/Engineering regarding design phase; U.S. 301 Trail - Corridor alignment studies (Hardy Extension & Withlacoochee State Trail Connector Study; Kossik Road south to S.R. 56 via U.S. 301. Orange Belt (fka Bi-County) Trail Alignment Study (Trinity to Withlacoochee State Trail); Design coordination for the U.S. 41 Trail. Development of trail amenities package as needed
Monitoring and updating the LEP Plan	1.0, 2.0, 6.1	PL/5305	FY 2016-17	The LEP Plan Update (LEP characteristics, current LEP population, locations, etc., and review of complaints received). Compliance with FS 427 to ensure MPO responsibilities are met and goals of the LEP plan implemented.

TABLE 6

MPO PLANNING STUDIES (PROPOSED) FY 2016/17 & 2017/18

(continued)

Name and Study Description	UPWP Task(s)	Fund Source	Fiscal Year	Comments/End Product
Regional Goods/Freight Movement Study - Based on the findings of the FDOT Goods Movement Study, definition of a local component for follow-up studies at identified "hot spots" in Pasco County.	1.0, 5.5	PL	Ongoing	List of hotspots and identification of improvements for an implementation plan.
Pedestrian Safety Action Plan (PSAP) Update	1.0, 2.0, 5.3, 5.5, 6.1	PL/5305	FY 2016-17	Update to PSAP Plan that was completed in 2011. Emphasis on major pedestrian travel corridors (i.e. U.S. 19).
Update Public Participation Plan (PPP) based on the evaluation of performance measures.	1.0, 2.0, 5.5, 6.1	PL/5305	FY 2016-17	Evaluation on Performance measures and Plan update of the PPP.
BPAC Program (Identification of requested products).	1.0, 5.3, 5.5	PL	Ongoing	Products to be identified based on BPAC Committee input (i.e. NE Bicycle Routing/Mapping, etc.).
Park-and-Ride Study - Park and Ride Lots (Update)	1.0, 5.4, 6.1	PL/5305	FY 17-18	Update to previous studies (i.e. locations); documentation of various DA's regarding commitments, etc., and planning/design services for specific Park and Ride sites. TB Regional Premium Transit Study coordination.
U.S. 19 transportation concept study and implementation plan	1.0, 5.2, 5.5, 6.1	PL/5305	FY 2016-17 & FY 17-18	Transportation concept study in support of the 2040 LRTP, outline work plan to address implementation of various projects consistent with "The Harbors" West Pasco Market Area Plan. Coordinate with FDOT regarding PD&E reevaluation need and timing.
New Tampa/Wesley Chapel Roadway Connection Needs Study - future regional road connections needs/impact study & implementation plan.	1.0, 2.0, 5.5	PL	FY 2016-17	Jointly funded study with the Hillsborough MPO. Evaluation of need, operational elements, safety issues and implantation plan - evaluate Countyline N/S road connections, Identify needed improvements (i.e. vehicular/pedestrian safety improvements)
PCPT Transit Intermodal Center – Site Evaluation (Update)	1.0, 5.5, 6.1	PL/5305	FY 2016-17	Update to 2009 Study to evaluate suitable sites for development of an Intermodal Transit Center in the U.S. 19 corridor.
U.S. 301 Land Use & Transportation Vision Study (Elements)	1.0, 5.5, 6.1	PL/5305	Ongoing	Various studies tied to follow up implementation tasks identified in the U.S. 301 Study completed in 2015.
East Lacochee industrial park access study	1.0, 5.5	PL	FY 2018/19	To determine safe and efficient access to a potential industrial park site and identify necessary improvements and associated cost (Summer 2018)

DOCUMENTATION AND FORMS

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Florida Department of Transportation

**JOINT CERTIFICATION STATEMENT ON THE
METROPOLITAN TRANSPORTATION PLANNING PROCESS**

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

1. 23 U.S.C. 134 and 49 U.S.C. 5303;
2. Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 C.F.R. Part 21;
3. 49 U.S.C. 5332 prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
4. Section 1101(b) of MAP-21 (Public Law 109-59) and 49 C.F.R. Part 26 regarding the involvement of disadvantaged business enterprises in USDOT funded projects;
5. 23 C.F.R. Part 230 regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
6. The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and the regulations found in 49 C.F.R. Parts 27, 37, and 38;
7. The Older Americans Act, as amended (42 U.S.C. 6101) prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
8. Section 324 of 23 U.S.C. regarding the prohibition of discrimination on the basis of gender; and
9. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 C.F.R. Part 27 regarding discrimination against individuals with disabilities

TYPE OF CERTIFICATION REVIEW

FDOT Certification Standard/Modified Review

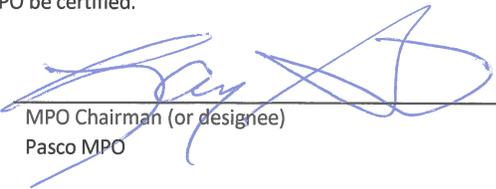
Included in this certification package are digital attachments of the noteworthy achievements or products resultant from those activities consistent with the federal transportation planning requirements. The contents of this Joint Certification Statement have been reviewed by the MPO and accurately reflect the results of the joint certification review meeting held on January 26, 2016.

Federal Certification Quadrennial Review/FDOT Review

Included in this certification package is a summary of noteworthy achievements by the MPO, attachments associated with these achievements, and a list of any recommendations and/or corrective actions. The contents of this Joint Certification Package has been reviewed by the MPO and accurately reflects the results of the joint certification review meeting held by FHWA, FTA, FDOT, and the MPO held on.

Based on a joint review and evaluation, the Florida Department of Transportation (FDOT) and the Pasco MPO recommend that the metropolitan transportation planning process for the Pasco MPO be certified.

Paul Steinman, PE
District Seven Secretary
Florida Department of Transportation


MPO Chairman (or designee)
Pasco MPO

5-12-16

Date

Date

Florida Department of Transportation, District 7 | 11201 N. McKinley Dr. | Tampa, FL 33612



Florida Department of Transportation

RICK SCOTT
GOVERNOR

11201 N. McKinley Drive
Tampa, FL 33612

JIM BOXOLD
SECRETARY

JOINT MPO/FDOT CERTIFICATION SUMMARY

Pasco Metropolitan Planning Organization

The annual Joint FDOT/MPO Certification review meeting was held on January 26, 2016, as required by federal guidelines to assess the MPO's compliance with the federal transportation planning process and applicable state laws. The Pasco County MPO is in compliance with federal and state guidelines for metropolitan transportation planning.

The following is a summary of the Department's findings.

Notable Achievements

- MPO staff worked with FDOT to incorporate mandatory statewide modifications in financial management of FHWA planning funds. Staff participated in several statewide forums and continues to respond professionally to changes in state contract management guidelines such as making the Unified Planning Work Program (UPWP) the work scope of the Transportation Planning Funds Agreement/Contract. The MPO staff worked closely with FDOT on Transportation Alternatives process enhancements with a cooperative spirit.
- The MPO initiated a phased approach to study the SR 54/56 corridor to determine what improvements the community will support. MPO staff organized the corridor into half and created two citizen's task forces. The MPO staff then led task force members through candid discussions that resulted in specific improvement recommendations.

Recommended Actions

- Continue to refine the MPO process for vetting Transportation Alternative project application to ensure only complete applications are prioritized and submitted to FDOT.
- Continue to work with the County Comptroller's Office and FDOT to find ways to shorten the production time to prepare MPO invoices to meet federal guidelines.
- Continue applying context sensitive solutions to ensure the early and continuous engagement of relevant stakeholders and minimize impacts to the environment and affected community.

Corrective Actions

- None

APPENDIX A

NOTICE TO METROPOLITAN PLANNING ORGANIZATION (MPO)

GRANT AND PROGRAM SUBRECIPIENTS

All programs and operations of entities that receive assistance from the Federal government, including MPO and its subrecipients, must comply with Title VI requirements and to take reasonable steps to ensure meaningful access to the information and services it provides for Limited English Proficiency (LEP) persons.

Subrecipients are encouraged to have in place written policies on the provision of interpreter and translation services.

I acknowledge that a copy of the MPO LEP Plan and Title VI Discrimination Complaint Procedure has been provided to our organization and I have read the contents and fully understand the LEP Plan and Title VI obligations and responsibilities.



Lance Smith, MPO Chairman

5-12-16

DATE

Pasco County Metropolitan Planning Organization

DEFINITIONS APPENDIX A

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 (FDOT), the Florida Highway Administration (FHWA), the Federal Transit Administration (FTA), the Federal Aviation Administration (FAA), and/or the Federal Motor Carrier Safety Administration (FMCSA) 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 FDOT, the FHWA, the FTA, the FAA, and/or the FMCSA 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 FDOT shall impose such contract sanctions as it or the FHWA, the FTA, the FAA, and/or the FMCSA may determine to be appropriate, including, but not limited to:
 - a. withholding of payments to the Contractor under the contract until the Contractor complies, and/or
 - b. cancellation, termination, or suspension of the contract, in whole or in part.
6. **Incorporation of Provisions:** The Contractor shall include the provisions of Paragraphs (1) through-(6) 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 FDOT, the FHWA, the FTA, the FAA, and/or the FMCSA may direct as a means of enforcing such provisions including sanctions for noncompliance. In the event a Contractor becomes involved in, or is threatened with, litigation with a sub-contractor or supplier as a result of such direction, the Contractor may request the FDOT to enter into such litigation to protect the interests of the FDOT, and, in addition, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

**PASCO COUNTY METROPOLITAN PLANNING ORGANIZATION (MPO)
FEDERAL FISCAL YEAR 2016-17 CERTIFICATION REGARDING LOBBYING**

Certification for Contracts, Grants, Loans, and Cooperative Agreements

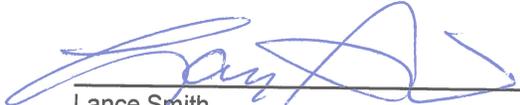
In accordance with Section 1352 of Title 31, United States Code, it is the policy of the Pasco County MPO that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the Pasco County MPO, to any person for influencing or attempting to influence an officer or employee of any Federal or state agency, or a member of Congress or the state legislature in connection with the awarding of any Federal or state contract, the making of any Federal or state grant, the making of any Federal or state loan, extension, continuation, renewal, amendment, or modification of any Federal or state contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The Pasco County MPO shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-grants and contracts and subcontracts under grants, loans, and cooperative agreement), which exceeds \$100,000, and that all such sub recipients 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 such failure.

Pasco County MPO _____

5-12-16

DATE _____

 _____

Lance Smith
MPO Chairman

Lance Smith

PRINT NAME _____

**PASCO COUNTY METROPOLITAN PLANNING ORGANIZATION (MPO)
FEDERAL FISCAL YEAR 2016-17
DEBARMENT AND SUSPENSION CERTIFICATION**

As required by the United States Department of Transportation (USDOT) regulation on Government wide Debarment and Suspension at 49 CFR 29.510.

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

2. The Pasco County MPO also hereby certifies that, if later, it becomes aware of any information contradicting the statements of paragraphs (a) through (d) above; it will promptly provide that information to the USDOT.

Pasco County MPO _____

5-12-16

DATE _____



Lance Smith
MPO Chairman

Lance Smith

PRINT NAME _____

**PASCO COUNTY METROPOLITAN PLANNING ORGANIZATION (MPO)
LIMITED ENGLISH PROFICIENCY (LEP) POLICY STATEMENT**

Executive Order (EO) 13166 and Title VI of the Civil Rights Act of 1964 prohibit recipients of Federal financial assistance from discriminating based on national origin by, among other things, failing to provide meaningful access to individuals who are LEP.

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

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

Vital documents must be translated when 1,000 people or five percent of the population eligible to be served or likely to be directly affected by the program/activity, needs services or information in a language other than English to communicate effectively. For many larger documents, translation of vital information contained within the document will suffice, and the documents need not be translated in their entirety.

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

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

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

The Pasco County MPO will comply with this Federal requirement by:

1. Complying with the Four Factors Test

- a. The number or proportion of LEP persons in the eligible service population.
- b. The frequency with which LEP individuals come into contact with the program or activity.
- c. The importance of the service provided by the program.
- d. The resources available to the recipient.

2. Public Meetings/Workshops

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

"Persons who require special accommodations under the Americans with Disabilities Act or persons who require translation services (free of charge) should contact Manny Lajmiri at (727) 847-8140 at least ten working days in advance of the public meeting."

Identify and locate the translation and interpreter resources that are needed to provide the language assistance. As covered under Title VI, Requirements for Nondiscrimination, at each meeting, it is necessary to provide the Title VI material and include this material in an alternate language, when applicable.

3. Maintaining Files

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

4. Review Process

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

5. Discrimination Complaint Procedures

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

6. Annual Update

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

The MPO's LEP Policy Statement will be updated annually to ensure compliance with Federal laws.

PASCO COUNTY METROPOLITAN PLANNING ORGANIZATION
DISADVANTAGED BUSINESS ENTERPRISE POLICY

PARTICIPATION BY DISADVANTAGED BUSINESS ENTERPRISE IN THE FLORIDA DEPARTMENT OF
TRANSPORTATION'S FINANCIAL ASSISTANCE PROGRAMS

It is the policy of the Pasco County Metropolitan Planning Organization (MPO) that disadvantaged businesses as defined by 49, Code of Federal Regulations, Part 26, shall have an opportunity to participate in the performance of MPO contracts in a nondiscriminatory environment. The objectives of the Disadvantaged Business Enterprise (DBE) Program are to ensure nondiscrimination 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 Pasco County MPO and its consultants shall take all necessary and reasonable steps to ensure that disadvantaged businesses have an opportunity to compete for and perform the contract work of the Pasco County MPO in a nondiscriminatory environment.

The Pasco County MPO shall require its consultants to not discriminate on the basis of race, color, national origin, sex, age, handicap/disability, or income status in the award and performance of its contracts. This policy covers in part the applicable Federal regulations and the applicable statutory references contained therein for the DBE Program Plan, Chapters 337 and 339, Florida Statutes, and Rule Chapter 14-78, Florida Administrative Code.

The Pasco County MPO agrees to adopt the Florida Department of Transportation (FDOT) DBE Program Plan and to use the following forms and reporting systems to ensure compliance with the FDOT Plan:

Use appropriate forms such as the Bid Opportunity List (Form No. 275-030-10) and DBE Participation Statement (Form No. 375-030-21).

Report DBE activities through the Equal Opportunity Reporting System (BizWeb).

Use the DBE directory developed under the Unified Certification Program.



PASCO COUNTY METROPOLITAN
PLANNING ORGANIZATION

Katie McConick DC

PAULA S. O'NEIL, Ph.D.,
CLERK & COMPTROLLER

Lance Smith

LANCE SMITH, CHAIRMAN

5-12-16

DATE

APPROVED AS TO LEGAL FORM AND SUFFICIENCY
Office of the Pasco County Attorney

[Signature]

ATTORNEY

**PASCO COUNTY METROPOLITAN PLANNING ORGANIZATION (MPO)
TITLE VI NONDISCRIMINATION POLICY STATEMENT**

The Pasco County Metropolitan Planning Organization (MPO) assures the Florida Department of Transportation (FDOT) that no person shall on the basis of race, color, national origin, sex, age, disability, family or religious status, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and the Florida Civil Rights Act of 1992, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any program or activity.

The Pasco County MPO further agrees to the following responsibilities with respect to its programs and activities:

1. Designate a Title VI Liaison that has a responsible position within the organization and access to the Pasco County MPO Chairman.
2. Issue a policy statement signed by the Pasco County MPO Chairman, 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 Appendix A of this agreement in every contract subject to the Acts and Regulations.
4. Develop a complaint process and attempt to resolve complaints of discrimination against sub-recipients. Complaints against the Recipient shall immediately be forwarded to the FDOT, District Seven, Title VI Coordinator.
5. Participate in training offered on Title VI and other nondiscrimination requirements.
6. If reviewed by the FDOT or the 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.

Pasco County MPO _____

5-12-16

DATE

 _____

Lance Smith
MPO Chairman

Lance Smith

PRINT NAME

**PASCO COUNTY METROPOLITAN PLANNING ORGANIZATION (MPO)
DISCRIMINATION COMPLAINT PROCEDURE**

Title VI of the Civil Rights Act of 1964 as amended prohibits discrimination on the basis of race, color, and national origin in programs and activities receiving Federal financial assistance. As a subrecipient of the Florida Department of Transportation (FDOT), the Pasco County MPO has in place the following discrimination complaint procedures:

1. Any person who believes that he or she or any specific class of persons has been subjected to discrimination or retaliation prohibited by Title VI of the Civil Rights Act of 1964, as amended, and related statutes, may file a written complaint. All written complaints received by the Pasco County MPO shall be referred immediately by the Pasco County MPO Title VI Specialist to the FDOT, District Seven, Title VI Coordinator for processing in accordance with approved State procedures.
2. Verbal or nonwritten complaints received by the Pasco County MPO shall be resolved informally by the Pasco County MPO Title VI Specialist. If the issue has not been satisfactorily resolved through informal means, or if at any time the person(s) request(s) to file a formal written complaint, the Pasco County MPO Title VI Specialist shall refer the Complainant to the FDOT, District Seven, Title VI Coordinator for processing in accordance with approved State procedures.
3. The Pasco County MPO Title VI Specialist will advise the FDOT, District Seven, Title VI Coordinator within five calendar days of receipt of the complaint. The following information will be included in every notification to the FDOT, District Seven, Title VI Coordinator:
 - a. Name, address, and phone number of the Complainant.
 - b. Name(s) and address (es) of alleged discriminating official.
 - c. Basis of complaint; i.e., race, color, national origin, sex, age, disability, religion, familial status, or retaliation.
 - d. Date of alleged discriminatory act(s).
 - e. Date of complaint received by the Pasco County MPO.
 - f. A statement of the complaint.
 - g. Other agencies (State, local, or Federal) where the complaint has been filed.
 - h. An explanation of the actions the Pasco County MPO has taken or proposed to resolve the allegation(s) raised in the complaint.
4. Within ten calendar days, the Pasco County MPO Title VI Specialist will acknowledge receipt of the complaint(s), inform the Complainant of action taken or proposed action to process the allegation(s), and advise the Complainant of other avenues of redress available, such as the FDOT Equal Opportunity Office (EEO).
5. Within 60 calendar days, the Pasco County MPO Title VI Specialist will conduct and complete a review of the verbal or nonwritten complaint(s) and based on the information obtained, will render a recommendation for action in a report of findings to the head of the Pasco County MPO.

6. Within 60 calendar days, the Pasco County MPO Title VI Specialist will conduct and complete a review of the verbal or nonwritten complaint(s) and based on the information obtained, will render a recommendation for action in a report of findings to the head of the Pasco County MPO.
7. Within 90 calendar days of receiving the verbal or nonwritten complaint(s), the Pasco County MPO Title VI Specialist will notify the Complainant in writing of the final decision reached, including the proposed disposition of the matter. The notification will advise the Complainant of his/her right to file a formal complaint with the FDOT, EOO, if they are dissatisfied with the final decision rendered by the Pasco County MPO. The Pasco County MPO Title VI Specialist will also provide the FDOT, District Seven, Title VI Coordinator with a copy of this decision and summary of findings.
8. The Pasco County MPO Title VI Specialist will maintain a log of all verbal or nonwritten complaints received. The log will include the following information:
 - a. Name of Complainant.
 - b. Name of alleged discriminating official.
 - c. Basis of Complaint; i.e., race, color, national origin, sex, age, disability, religion, familial status, or retaliation.
 - d. Date verbal or nonwritten complaint was received by the Pasco County MPO.
 - e. Date the Pasco County Title VI Specialist notified the FDOT, District Seven, Title VI Coordinator of the verbal or nonwritten complaint.
 - f. Explanation of the actions the Pasco County MPO has taken or proposed to take to resolve the allegation(s) raised in the complaint(s).

PASCO COUNTY
TRANSPORTATION DISADVANTAGED
LOCAL COORDINATING BOARD



**TRANSPORTATION DISADVANTAGED GRIEVANCE
POLICIES AND PROCEDURES**

Originally Adopted by the Local Coordinating Board
November 1992

Local Coordinating Board Review August 27, 2015

INTRODUCTION

I. GRIEVANCE PROCESS

The Community Transportation Coordinator (CTC) and the Local Coordinating Board (LCB) are responsible for developing and implementing the local grievance procedures. It is the intent of the Commission for the Transportation Disadvantaged (CTD) to encourage the resolution of grievances at the local level and to educate the passengers, funding agencies and any other interested parties about the grievance process.

There are two (2) distinct differences within the grievance process. One is the formal grievance, pursuant to Chapter 427, Florida Statutes (FS), and Rule 41-2, Florida Administrative Code (FAC), while the other is known as a daily service complaint. Daily service complaints are routine in nature, may occur once or several times in the course of a day's service, and are usually resolved immediately within the control center of the CTC.

The following illustrates the differences between a service complaint and a formal grievance:

A. SERVICE COMPLAINT

Service complaints are routine incidents that occur on a daily basis, are reported to the driver or dispatcher, or to other individuals involved with the daily operations, and are resolved within the course of a reasonable time period suitable to the complainant. Service Complaints may include, but are not limited to:

- Late trips (late pickup and/or late drop-off)
- No-show by transportation operator
- No-show by client
- Client behavior
- Driver behavior
- Passenger discomfort
- Service denial (refused service to client without an explanation as to why, i.e., may not qualify lack of Transportation Disadvantaged [TD] funds, etc.)

The CTD has a Quality Assurance Ombudsman Program to assist individuals with complaints. The toll-free Ombudsman Hotline is 1-800-983-2435.

B. FORMAL GRIEVANCE

A formal grievance is a written complaint to document any concerns or an unresolved service complaint regarding the operation or administration of TD services by the Transportation Operator, Designated Official Planning Agency (DOPA), CTC or LCB. The grievant, in their formal complaint, should demonstrate or establish their concerns as clearly as possible. Formal Grievances may include, but are not limited to:

- Chronic, reoccurring or unresolved Service Complaints (refer to description of service complaints)
- Violations of specific laws governing the provision of TD services, i.e., Chapter 427, FS, Rule 41-2, FAC, Sunshine Law, and Americans with Disabilities Act
- Violations of specific laws governing the provision of Title VI of the Civil Rights Act of 1964
- Violations of specific laws governing the Equal Employment Opportunity (EEO) provisions of Section 19 of the Urban Mass Transportation Act of 1964

- Contract disputes (Agencies/Operators)
- Coordination disputes
- Bidding disputes
- Agency compliance
- Conflicts of interest
- Supplanting of funds
- Billing and/or accounting procedures

II. CREATION OF A GRIEVANCE SUBCOMMITTEE

The bylaws of the TDLCB and the statutes pursuant to Rule 41-2, FAC, call for the establishment of a Grievance Subcommittee.

Article VIII of the bylaws call for subcommittees to be “designated by the Chairman as necessary to investigate and report on specific subject areas of interest to the LCB and to deal with administrative and legislative procedures.” The Grievance Subcommittee is among those listed.

Rule 41-2.012(5)(c), FAC, provides for the LCB to appoint a grievance committee to serve as a mediator to process and investigate complaints from agencies, users, potential users of the system and the CTC in the designated service area, and make recommendations to the LCB for improvement of service. Members appointed to the committee shall be voting members of the LCB.

III. DEFINITIONS

As used in these policies and procedures, the following words and terms shall have the meanings assigned herein:

- A. Formal Grievance: A formal grievance is a written complaint to document any concerns or any unresolved service complaints regarding the operation or administration of TD services by the Transportation Operator, CTC, DOPA or LCB. The grievant, in their formal complaint, should demonstrate or establish their concerns as clearly as possible. The Grievance Subcommittee will hear these complaints.
- B. Service Complaint: Service complaints are routine incidents that occur on a daily basis, are reported to the driver or dispatcher or to other individuals involved with the daily operations, and are resolved within the course of a reasonable time period suitable to the complainant.
- C. Community Transportation Coordinator (CTC): Transportation entity recommended by an official planning agency to ensure that coordinated transportation services are provided to the TD population in a designated service area. Pasco County Public Transportation was designated as the CTC by the local Metropolitan Planning Organization (MPO).
- D. Transportation Disadvantaged Local Coordinating Board (LCB): Appointed by the MPO and provides direction to the CTC.
- E. Funding Agency: Those agencies contracting with Pasco County to provide services to the transportation disadvantaged.
- F. Designated Official Planning Agency (DOPA): The Pasco County MPO's role to implement transportation disadvantaged planning and organization.

- G. Agency Program Director: The individual responsible for operating the transportation program at a given service agency.
- H. Transportation Provider (hereinafter referred to as Operator): The entity providing transportation services for the transportation disadvantaged.
- I. Transportation Disadvantaged Client (hereinafter referred to as User): Those individuals who, because of physical or mental disability, income status, age, or other reasons, are unable to purchase transportation and are, therefore, dependent upon others to obtain access to health care, employment, education, shopping, social activities, and other life sustaining activities.
- J. Commission for the Transportation Disadvantaged (CTD): State Commission responsible for overseeing statewide coordination of services provided to the transportation disadvantaged.
- K. Rule 41-2, FAC: The rule adopted by the CTD to implement provisions established in Chapter 427, FS.
- L. Title VI of the Civil Rights Act of 1964: - Prohibits discrimination on the basis of race, color, or national origin.
- M. Equal Employment Opportunity (EEO) of the Urban Mass Transportation Act of 1964: - Ensures that no person in the United States shall on the grounds of race, color, creed, national origin, sex or age be excluded from participation in, or denied the benefits of, or be subject to discrimination in employment under any project, program, or activity funded in whole or in part through financial assistance by the Federal Transit Administration.

IV. OBJECTIVES

The objective of the Grievance Subcommittee is to provide the Funding Agency(s), Operator, and/or User with an impartial body to receive and hear formal grievances and advise on disputes concerning services rendered under the agreed upon contract.

V. MEMBERSHIP

- A. Members of the Grievance Subcommittee shall be appointed by the Chairman of the LCB and voted upon by the LCB members.
- B. At a minimum, the Grievance Subcommittee should be composed of:
 - (a) One (1) representative of an Operator.
 - (b) One (1) representative of a User.
 - (c) One (1) representative of the LCB member-at-large.

VI. TERMS OF MEMBERS

Members of the Grievance Subcommittee shall serve a two (2) year term.

A member of the Subcommittee may be removed for cause by the Chairman of the LCB. Vacancies in the membership of the Subcommittee shall be filled in the same manner as the original appointments. An appointment to fill a vacancy shall only be for the remainder of the unexpired term being filled.

The Chairman of the LCB shall appoint a Chairman for the Grievance Subcommittee. The Chairman shall serve a two-year term.

A quorum shall constitute a two-thirds (2/3) majority and be present for any official action.

No voting member will have a vote on an issue that is identified as a conflict of interest by the Grievance Subcommittee.

VII. GRIEVANCE PROCESS PROCEDURES

The CTC's Transportation Disadvantaged Service Plan must be developed consistently with the Coordinated Transportation Contracting Instructions, incorporated by reference in Rule 41-2.002(16), FAC. Pursuant to these instructions, the Quality Assurance component must contain at a minimum, the step-by-step process that the CTC used to address "Service Complaints" and "Formal Grievances." The "Formal Grievance" is intended to be the step-by-step process which allows for "hearing and advisory" activities within the CTC's organization. Whereas the Grievance Committee makes recommendations to the LCB, and the LCB is also an advisory body, neither entity has the authority to determine a grievance. They only have the authority to "hear" and "advise." However, with the experience of the various members of the Grievance Committee and the LCB to solve problems, most issues may be resolved at this level. The CTC's grievance procedure should ultimately end at its governing board, except where otherwise noted in Section X.

Procedures

1. The formal grievance must be of the caliber as defined under Formal Grievances.
2. The grievor must present a written formal complaint. The formal complaint should be expressed as clearly as possible on the "Grievance Form."
3. The "Grievance Form" can be secured from the CTC.
4. Upon receipt of a properly completed "Grievance Form," the CTC will contact the Grievance Subcommittee members and set a meeting date, within two weeks of receiving the form.
5. The grievor(s) and all parties involved shall be contacted once the meeting time, date and location are set.
6. Notification of a Grievance Subcommittee meeting shall be sent to Pasco County Consumer Affairs to be posted in their meeting schedule.

VIII. POWERS AND DUTIES OF THE GRIEVANCE SUBCOMMITTEE

- A.** The Grievance Subcommittee shall have the opportunity to review filed "Grievance Form(s)" prior to a meeting date.
- B.** Grievance Subcommittee meetings shall be open to all parties involved in complaints and/or disputes concerning transportation disadvantaged services and/or agencies. These meetings shall be advertised, open to the public, and minutes shall be kept for the public record.
- C.** The Grievance Subcommittee reviews the material presented and recommends a resolution of the grievance to all parties involved before the meeting adjourns.

- D. It shall be the Grievance Subcommittee's responsibility to report back to the CTC by written response within two weeks as to steps taken and resolutions achieved.
- E. The grievant will have two weeks in which to accept the Grievance Subcommittee's decision or appeal it to the LCB.
- F. Immediately upon resolution, a Grievance Subcommittee representative will report to the LCB at the next scheduled meeting.
- G. Should the Grievance Subcommittee be unable to reach a resolution, the grievance will be forwarded to the LCB to hear and advise on.
- H. Should the LCB be unable to reach a resolution, the grievance will be forwarded to the Pasco County Board of County Commissioners for final disposition.
- I. Aggrieved parties with proper standing may also have recourse through the Chapter 120 FS, administrative hearings process or the judicial court system.

IX. NOTIFICATION PROCEDURES

A copy of this procedure will be made available on a general basis to those providers and agencies involved with meeting the needs of the transportation disadvantaged population in Pasco County.

X. FUNDING AGENCY APPEAL PROCESS

- A. For transportation service funded under the Older Americans Act, Title III-B, as specified in the contract between the Pasco County Board of County Commissioners and the Area Agency on Aging of Pasco- Pinellas, Inc. (AAAPP), the following requirements will be in conjunction with the established grievance procedures:
 - 1. Clients will be notified of their right to file a grievance and appeal the findings of the LCB to the AAAPP, which also serves as the Aging and Disability Resource Center.
 - 2. Clients will be notified in writing at least ten calendar days in advance of an adverse action consisting of a reduction or termination of service.
- B. For transportation service funded under the Federal Transit Administration and the Florida Department of Transportation, persons desiring to file a Title VI or EEO complaint may do so utilizing these established grievance procedures.

GRIEVANCE FORM

Return to:

Pasco County Public Transportation
8620 Galen Wilson Boulevard
Port Richey, FL 34668

Name: _____ Date: _____

Address: _____ Telephone: _____

Incident date and time: _____

Description of incident and steps taken to resolve complaint (may attach extra sheet if necessary):

Signature: _____

Agency Program Manager's comments (may attach extra sheets, if necessary):

THIS SECTION TO BE COMPLETED BY CTC ONLY:

Date report received by CTC: _____

Action requested of Grievance Subcommittee: _____

Time, date, and location of Grievance Subcommittee meeting: _____

Action taken by Grievance Subcommittee: _____

Complainant's report to CTC (within two weeks): _____

FORMULARIO DE RECLAMO

Retornar a:

Pasco County Transportation
8620 Galen Wilson Boulevard
Port Richey, FL 34668

Nombre: _____ Fecha: _____

Dirección: _____ Teléfono: _____

Fecha y Hora del Incidente: _____

Descripción del incidente y las medidas adoptadas para resolver el reclamo (puede adjuntar una hoja adicional, si es necesario):

Firma: _____

Comentarios Gerente del Programa (puede adjuntar hojas adicionales si es necesario):

ESTA SECCION ES PARA SER COMPLETADA SOLOPOR EL CTC:

Fecha en que el reclamo ha sido recibido por el CTC: _____

Medidas que se solicitan al Subcomité de Reclamo: _____

Hora, fecha y lugar de la reunión del Subcomité de Reclamo: _____

Medidas tomadas por el Sucomité de Reclamo: _____

Reporte del Reclamante al CTC (en las siguientes dos semanas): _____

**STATEMENTS AND ASSURANCES FOR
FEDERAL TRANSIT ADMINISTRATION (FTA), SECTIONS 5305(d) FUNDS**

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SECTION 5305(d)
GRANTS MANAGEMENT INFORMATION SYSTEM (GMIS)
PLANNING DEFINITIONS

1. Program Support and Administration (44.21.00). Includes basic overhead, program support, and general administrative costs directly chargeable to the Federal Transit Administration (FTA) project; i.e., direct program support, administration, interagency coordination, citizen participation, public information, local assistance, Unified Planning Work Program (UPWP) development, etc. (If direct program administrative and support costs are included in each work or activity, do not enter them a second time in this category.)
2. General Development and Comprehensive Planning (44.22.00). Includes only the costs of activities specifically emphasizing regional policy and system planning for non-transportation functional areas, including the development and maintenance of related data collection and analysis systems, demographic analysis, and non-transportation modeling and forecasting activity; i.e., land use, housing, human services, environmental and natural resources, recreation and open space, public facilities and utilities, etc.
3. Long-Range Transportation Plan (LRTP) Metropolitan and Statewide.
 - a. LRTP - System Level (44.23.01). Includes only the costs of activities *specifically emphasizing* long-range transportation system planning and analysis; i.e., long-range travel forecasting and modeling, including appropriate database development and maintenance for transportation in the entire metropolitan area or State, system analysis, sketch planning, system plan development, reappraisal or revision, and all long-range Transportation System Management (TSM) activities.
 - b. LRTP - Project Level (44.23.02). Includes only the costs of activities *specifically emphasizing* long-range project level planning and analysis; i.e., Major Investment Studies (corridor and subarea studies), cost effectiveness studies, feasibility and location studies, and the preparation of related draft environmental impact studies.
4. Short-Range Transportation Planning (44.24.00). Includes only the cost of activities specifically emphasizing short-range transportation system or project planning and analysis proposed in the next three to five years; i.e., management analyses of internal operations, such as management/administration, maintenance, personnel, and labor relations; service planning, including appropriate database development and maintenance; Transit Development Plan preparation; financial management planning, including alternative fare-box policies; all short-range TSM activities, including van pool/ride sharing, high occupancy vehicles, parking management, etc.
5. Transportation Improvement Program (TIP) (44.25.00). Includes only the costs of activities *specifically emphasizing* the TIP development and monitoring.
6. Special Projects.
 - a. Americans with Disabilities Act (44.26.01). Includes only the cost of planning and analysis activities *specifically emphasizing* the planning, development, and improvement of transportation services to the elderly and persons with disabilities, particularly the wheelchair-bound and semi ambulatory; i.e., 504 planning, special service planning and evaluation, paratransit policy, etc.
 - b. Clean-Air Planning (44.26.02). Includes only the cost of FTA-assisted activities *specifically emphasizing* air-quality planning and analysis; for example, development analysis, evaluation of transportation control strategies and measures, air-quality-related modeling and analysis of the Transportation Plan and programs; the Statewide Improvement Program development and revision activities, air-quality monitoring, etc. (Do not include the Environmental Protection Agency, Section 175, funds.)

- c. Financial Planning (44.26.06). Includes only the cost of activities specifically emphasizing the development of the financial plan required by 49 United States Code (U.S.C.) Sections 5303(f) and 5304(b) to support implementation of the TIP and the Metropolitan LRTP.
 - d. Management Systems (44.26.07). Includes only the costs of activities specifically emphasizing the development, establishment, and implementation of the management systems required by the joint Federal Highway Administration/FTA Management and Monitoring Systems regulation, 23 C.F.R. Parts 500 and 626 and 49 C.F.R. Part 614. In metropolitan areas, these systems are developed and implemented in cooperation with the Metropolitan Planning Organization. Three of the management systems: Traffic Congestion, Intermodal Facilities and Systems, and Public Transportation Facilities and Equipment must be part of the metropolitan planning process. The costs for management systems for highways, pavement, bridge, and safety should use BLI 41.18.00, *Highway Planning*.
 - e. Public Participation (44.26.08). Includes only the cost of activities specifically emphasizing development, establishment, and implementation of the Public Participation Plan as an integral part of the Statewide and metropolitan planning process.
 - f. Livable Communities (44.26.10). Includes only the cost of activities specifically emphasizing the planning for livable communities; e.g., consideration of those required factors that are specifically related to preserving or enhancing the quality of life. These factors include congestion relief and prevention, effect of transportation policy decisions on land use and development, and the overall social, economic, energy, and environmental effects of transportation decisions. Other planning activities emphasizing quality of life would include identification of the relevant issues that relate transportation goals to those of the community and analysis of methods to ensure consideration of quality of life factors in planning and programming.
7. Highway Planning (44.28.00). Specify and include only the cost of activities related exclusively to highway and highway-related planning; e.g., the development, establishment and implementation of the three highway management systems, pavement, bridge, and highway safety. Costs under this line item must be separable from non-highway costs to prevent double counting of proposed expenditures.
8. Other Activities (44.27.00). Includes only the cost of those activities whose primary emphasis is unrelated to the specific types of activities described above.

Application for Federal Assistance SF-424

Fiscal Year 2016-2017

<p>* 1. Type of Submission:</p> <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	<p>* 2. Type of Application:</p> <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	<p>* If Revision, select appropriate letter(s):</p> <input type="text"/> <p>* Other (Specify):</p> <input type="text"/>
--	--	--

<p>* 3. Date Received:</p> <input type="text" value=""/>	<p>4. Applicant Identifier:</p> <input type="text" value="Not Applicable"/>
--	---

<p>5a. Federal Entity Identifier:</p> <input type="text" value="Not Applicable"/>	<p>5b. Federal Award Identifier:</p> <input type="text" value="FL-80-0009"/>
---	--

State Use Only:

<p>6. Date Received by State:</p> <input type="text"/>	<p>7. State Application Identifier:</p> <input type="text" value="1001"/>
--	---

8. APPLICANT INFORMATION:

* a. Legal Name:

<p>* b. Employer/Taxpayer Identification Number (EIN/TIN):</p> <input type="text" value="59-6000793"/>	<p>* c. Organizational DUNS:</p> <input type="text" value="0696779530000"/>
--	---

d. Address:

* Street1:

Street2:

* City:

County/Parish:

* State:

Province:

* Country:

* Zip / Postal Code:

e. Organizational Unit:

<p>Department Name:</p> <input type="text"/>	<p>Division Name:</p> <input type="text"/>
--	--

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: * First Name:

Middle Name:

* Last Name:

Suffix:

Title:

Organizational Affiliation:

* Telephone Number: Fax Number:

* Email:

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

B: County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

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

Federal Transit Administration

11. Catalog of Federal Domestic Assistance Number:

20.505

CFDA Title:

Section 5305(d) Metropolitan Planning Organization

*** 12. Funding Opportunity Number:**

FL-80-0009

* Title:

MPO and State Funding

13. Competition Identification Number:

Not Applicable

Title:

Not Applicable

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

Add Attachment

Delete Attachment

View Attachment

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

Unified Planning Work Program for Fiscal Year 2016-2017

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

Fiscal Year 2016-2017

16. Congressional Districts Of:

* a. Applicant 12

* b. Program/Project

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

Buttons: Add Attachment, Delete Attachment, View Attachment

17. Proposed Project:

* a. Start Date: 07/01/2016

* b. End Date: 06/30/2017

18. Estimated Funding (\$):

* a. Federal	139,650.00
* b. Applicant	
* c. State	17,456.00
* d. Local	17,456.00
* e. Other	
* f. Program Income	
* g. TOTAL	174,562.00

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

- a. This application was made available to the State under the Executive Order 12372 Process for review on 05/12/2016
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

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

Yes No

If "Yes", provide explanation and attach

Buttons: Add Attachment, Delete Attachment, View Attachment

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

** I AGREE

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

Authorized Representative:

Prefix: Mr. * First Name: Lance
Middle Name:
* Last Name: Smith
Suffix:

* Title: Chairman, Pasco County MPO

* Telephone Number: 727-847-8140 Fax Number:

* Email: lsmith@ci.zephyrhills.fl.us

* Signature of Authorized Representative: [Handwritten Signature]

* Date Signed: 5/12/2016

Pasco County Metropolitan Planning Organization
GMIS Planning Line Item Codes - FY 2016-17
Approved Project Budget - Section 5305(d)

(FTA FUNDS ONLY)

TECHNICAL CLASSIFICATIONS		80%
44.21.00	Program Support and Administration	
44.22.00	General Development and Comprehensive Planning	
44.23.00	Long Range Transportation Planning: System Level	
44.23.02	Long Range Transportation Planning	
44.24.00	Short Range Transportation Planning	\$ 139,650
44.25.00	Transportation Improvement Program	
44.26.12	Coordination of Non-Emergency Human Services Transportation	
44.26.13	Participation of Transit Operators in Metropolitan Planning	
44.26.14	Planning for Transit Systems Management/Operations to Increase Ridership	
44.26.15	Support Transit Capital Investment Decisions through Effective Systems Planning	
44.26.16	Incorporating Safety & Security in Transportation Planning	
44.27.00	Other Activities	
TOTAL NET PROJECT COST		\$ 139,650

ACCOUNTING CLASSIFICATIONS		
44.30.01	Personnel	
44.30.02	Fringe Benefits (__ %)	
44.30.03	Travel	
44.30.04	Equipment	
44.30.05	Supplies	
44.30.06	Contractual	\$ 139,650
44.30.07	Other	
44.30.08	Indirect Charges (__ %)	
TOTAL NET PROJECT COST		\$ 139,650

FUND ALLOCATIONS		
44.40.01	MPO Activities	\$ 139,650
44.40.02	Transit Operator Activities	
44.40.03	State and/or Local Agency Activities	
TOTAL NET PROJECT COST		\$ 139,650

Pasco County Metropolitan Planning Organization
GMIS Planning Line Item Codes - FY 2016-17
Approved Project Budget Section 5305 (d)

(Total Dollars)

TECHNICAL CLASSIFICATIONS		100%
44.21.00	Program Support and Administration	
44.22.00	General Development and Comprehensive Planning	
44.23.00	Long Range Transportation Planning: System Level	
44.23.02	Long Range Transportation Planning	
44.24.00	Short Range Transportation Planning	\$ 174,562
44.25.00	Transportation Improvement Program	
44.26.12	Coordination of Non-Emergency Human Services Transportation	
44.26.13	Participation of Transit Operators in Metropolitan Planning	
44.26.14	Planning for Transit Systems Management/Operations to Increase Ridership	
44.26.15	Support Transit Capital Investment Decisions through Effective Systems Planning	
44.26.16	Incorporating Safety & Security in Transportation Planning	
44.27.00	Other Activities	
TOTAL NET PROJECT COST		\$ 174,562

ACCOUNTING CLASSIFICATIONS		
44.30.01	Personnel	
44.30.02	Fringe Benefits (__ %)	
44.30.03	Travel	
44.30.04	Equipment	
44.30.05	Supplies	
44.30.06	Contractual	\$ 174,562
44.30.07	Other	
44.30.08	Indirect Charges (__ %)	
TOTAL NET PROJECT COST		\$ 174,562

ACCOUNTING			
Classification	FPC	Description	Amount
91.37.08.8P-2	02	Technical Studies - Planning	\$ 174,562
TOTAL NET PROJECT COST			\$ 174,562

SECTION 5305(d)
FTA FISCAL YEAR 2016 CERTIFICATIONS AND ASSURANCES

FEDERAL FISCAL YEAR 2016-17 CERTIFICATIONS AND ASSURANCES FOR
 FEDERAL TRANSIT ADMINISTRATION ASSISTANCE PROGRAMS
 (Signature Page Alternative to Providing Certifications and Assurances in TEAM-WEB)

Name of Applicant: Pasco County Metropolitan Planning Organization

The Applicant agrees to comply with applicable provisions of Groups 01-23. X

OR

The Applicant agrees to comply with the applicable provisions of the following groups it has selected:

<u>Category</u>	<u>Description</u>	
1.	Required Certifications and Assurances for Each Applicant.	_____
2.	Lobbying.	_____
3.	Procurement and Procurement Systems.	_____
4.	Private Sector Protections.	_____
5.	Rolling Stock Reviews and Bus Testing.	_____
6.	Demand Responsive Service.	_____
7.	Intelligent Transportation Systems.	_____
8.	Interest and Finance Costs and Acquisition of Capital Assets by Lease.	_____
9.	Transit Asset Management Plan and Public Transportation Agency Safety Plan.	_____
10.	Alcohol and Controlled Substances Testing.	_____
11.	Fixed Guideway Capital Investment Grants Program (New Starts, Small Starts, and Core Capacity Improvement).	_____
12.	State of Good Repair Program.	_____
13.	Grants for Buses and Bus Facilities and Low or No Emission Vehicle Deployment Grant Programs.	_____
14.	Urbanized Area Formula Grants Programs and Passenger Ferry Grant Program.	_____
15.	Seniors and Individuals with Disabilities Programs.	_____
16.	Rural Areas and Appalachian Development Programs.	_____
17.	Tribal Transit Programs (Public Transportation on Indian Reservations Programs.	_____
18.	State Safety Oversight Grant Program.	_____
19.	Public Transportation Emergency Relief Program.	_____
20.	Expedited Project Delivery Pilot Program.	_____
21.	Infrastructure Finance Programs.	_____
22.	Paul S. Sarbanes Transit in Parks Program.	_____
23.	Hiring Preferences.	_____

SECTION 5305(d)

FEDERAL FISCAL YEAR 2016-17 FTA CERTIFICATIONS AND ASSURANCES SIGNATURE PAGE
(Required of All Applicants for FTA Assistance and All FTA Grantees with an Active Capital or Formula Project)
Affirmation of Applicant

Name of Applicant: PASCO COUNTY METROPOLITAN PLANNING ORGANIZATION (MPO)

Name and Relationship of Authorized Representative: Lance Smith, MPO Chairman

BY SIGNING BELOW, on behalf of the Applicant, I declare that it has duly authorized me to make these Certifications and Assurances and bind its compliance. Thus, it agrees to comply with all Federal statutes and regulations, and follow applicable Federal guidance and comply with the Certifications and Assurances as indicated on the foregoing pages applicable to each application its Authorized Representative makes to the FTA in Federal FY 2014-15, irrespective of whether the individual that acted on his or her Applicant's behalf continues to represent it..

The FTA intends that the Certifications and Assurances the Applicant selects on the other side of this document should apply to each project for which it seeks now, or may later seek, FTA funding during Federal FY 2016-17 and FY 2017-18.

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

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

Signature: _____



Date: _____

5-12-16

Name: _____

Lance Smith

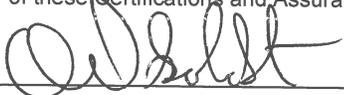
Lance Smith, Chairman
Pasco County MPO

AFFIRMATION OF APPLICANT'S ATTORNEY
For (Name of Applicant) Pasco County Metropolitan Planning Organization

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

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

Signature: _____



Date: _____

5/9/16

Name: _____

David Goldstein

Attorney for Applicant

Each Applicant for federal assistance to be awarded by FTA and each FTA Recipient with an active Capital or Formula project or Award must provide an affirmation of Applicant's Attorney pertaining to the Applicant's legal capacity. The Applicant may enter its electronic signature in lieu of the Attorney's signature within FTA's electronic award and management system this hard-copy Affirmation, signed by the Attorney and dated this federal fiscal year.

STATE PLANNING ACTIVITIES



Florida Department of Transportation
District Seven

PLANNING ACTIVITIES FISCAL YEARS 2016-17 AND 2017-18

1. **Access Management:** Assist in reviewing and commenting on driveway access as it relates to local government planning initiatives, Project Development and Environment (PD&E) Studies, corridor studies, access management plans, zoning requirements, development agreements, Work Program and Developer projects along State Highway System (SHS) facilities and access management standards.
2. **Air Quality Analysis:** Assist the Metropolitan Planning Organizations (MPOs) in performing Air Quality Conformity Determination Analysis for their Long Range Transportation Plans, Transportation Improvements Programs and associated amendments. Assist the MPOs in evaluating the air quality impacts of individual transportation improvements and programs. [U.S. E.P.A. did not modify the NAAQS as anticipated; therefore the Tampa Bay air shed remains in attainment. This activity is not required at this time.]
3. **Bicycle and Pedestrian Activities:** Maintain a comprehensive database of bicycle and pedestrian facilities on the State Road system. Assist in review and commenting on bicycle, pedestrian, and transit plans. Identify gaps and list possible improvements. Evaluate potential corridors and the adaptability for bike lanes.
4. **Community/Government Liaison:** Provide policy, technical advice, administrative support, overall coordination, cooperation and assistance to District Seven MPO staffs, MPO Boards, local governments, and community; including full participation in technical and staff support for advisory committees. Assist MPOs in conducting effective on-going transportation planning programs and processes, developing, maintaining and implementing plans and programs which meet State and Federal requirements, and promote coordination, cooperation, and consistency among their planning processes and programs. Major programs include the Unified Planning Work Program, Transportation Improvement Priorities and Transportation Improvement Program, Long Range Transportation Plans, Public Participation Plan, and Congestion Management Process. Conduct annual Joint Certification with the MPOs. Coordinate and facilitate implementation of the Transportation Alternatives Program.
5. **Corridor Planning Studies:** Conduct studies of major corridors to identify and evaluate travel issues, and determine the effectiveness and impacts of proposed alternatives to address those issues. The results may range from a set of recommended improvements that address specific problems to a comprehensive action plan for improving the corridor.

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

6. **Design Traffic Forecast:** Develop and update traffic projections for state highway corridors and supporting regional roadways. These traffic projections are necessary to support the road design for capacity and operational improvements and the pavement design for resurfacing.
7. **Development of Regional Impact:** Assist in reviewing, monitoring, updating and providing support for Development of Regional Impacts. The District will review developments of regional impact (DRIs) pursuant to Rule 73C-40, Florida Administrative Code, and Sub-DRIs to ensure that developer proportionate share mitigation or proportionate fair share mitigation is requested to offset impacts to the roadway network as related to the SIS and SHS. In all of these areas, the District typically coordinates the review process as needed with the Department of Economic Opportunity (DEO), the Regional Planning Councils (RPC), local governments, and with the Florida Department of Transportation (FDOT) Central Office staff, if necessary.
8. **Efficient Transportation Decision Making (ETDM) Process:** The ETDM process was designed to accomplish the streamline objectives that were identified in Moving Ahead for Progress in the 21st Century Act (MAP-21). The District will implement the ETDM process in a five county area. The District ETDM Coordinator will coordinate training and provide guidance to the MPOs and District staff on the implementation of the ETDM process. Each MPO will designate an MPO ETDM Coordinator to work closely with the District ETDM Coordinator and Environmental Technical Advisory Team agency representatives so that the MPO can fully participate in all aspects of ETDM.
9. **Comprehensive Plan Amendments:** The District will review amendments made to local government comprehensive plans and comment on their potential impact to transportation facilities of state importance in accordance with Chapter 163.3184, Florida Statutes, which may include the SIS and the SHS. The District typically coordinates the review process as needed with the Department of Economic Opportunity (DEO), the Regional Planning Councils (RPC), local governments, and with FDOT Central Office staff if necessary.
10. **Intelligent Transportation Systems (ITS) Planning:** The Department will support the MPO's efforts to plan the ITS program and to structure ITS into their respective organizations. These ITS planning activities include developing an ITS Management Plan and Program Plan for each county, developing the MPO's capability to manage the Regional ITS Architecture and developing ITS programs and projects for the MPO's Long Range Transportation Plan and Transportation Improvement Program. Further, this support includes integrating intra-regional ITS deployment and operations, as well as assuring that intra-regional and inter-regional operations are coordinated.

11. **Interchange Analysis:** Conduct analysis of interchanges to identify and evaluate travel issues, and determine the effectiveness and impacts of proposed alternatives to address those issues. The results may range from a set of recommended improvements that address specific problems to a comprehensive rebuild of the interchange for improving the safety and operation of the ramps and the entire interchange. Provide coordination with the Federal Highway Administration and technical support and review for interchange operations, interchange modification, and new interchanges.
12. **Level-of-Service:** Identify roadways that have a deficient Level-of-Service (LOS) for existing and future conditions; determine level of need and determine timing of improvements. Assist Citrus, Hillsborough, Hernando, Pasco and Pinellas County staff in the update of their Level-of-Service analysis to current conditions and with Level-of-Service issues and training. Review and participate in the development of Action Plans/Corridor Studies on Level-of-Service issues. Advise and assist the Metropolitan Planning Organization(s), the Regional Planning Council and Local Government Staff. Apply LOS for Transportation Concurrency, where it is utilized, and Comprehensive Plan Amendment reviews. Update the database, charts and maps.
13. **Long Range Transportation Plan (LRTP) Update and Maintenance:** Provide technical and policy advisory assistance to the District MPOs in developing, updating and maintaining their LRTP through a coordinated and consistent effort using a single regional travel demand forecasting model, a single regional planning database and a mutually agreed upon set of modeling and planning assumptions. Provide State and Federal revenue forecasts and District transportation costs.

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

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

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

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

14. **Mapping/Database Development:** Create maps of the District's multi-modal facilities using GIS and ArcMap®. This includes maps of the FDOT Five-Year Work Program showing capacity projects, resurfacing projects, public transit and other special areas. For each Legislative District in District 7, capacity and resurfacing project maps are produced. Maps of existing bicycle and pedestrian facilities are also produced. GIS maps of all past PD&E Studies, with a summary of the recommended improvements are maintained by the District. Provides technical support to other FDOT disciplines and areas as requested.
15. **Multi-Modal Systems:** Multi-Modal Systems is the conduit that provides research and technical assistance to District agencies and MPOs concerning guidance and administration of State and Federal grants with the purpose of presenting economic growth through various multi-modal opportunities. Monitor and provide input on proposed and adopted State and Federal legislative issues related to transportation programs. Review and analyze availability of innovative financing methods and techniques for agency use. Participate in agencies' planning activities and coordinate agencies' planned freight movement and public transportation improvements with the Department's roadway improvement projects. Coordinate and participate in the development and implementation of the Strategic Intermodal System.
16. **Multi-Modal Transportation Studies:** Conduct or provide technical assistance for Multi-modal transportation studies and other special transportation analysis and interactive transit/technology application research studies when those opportunities become available. The specific studies will be identified as needs arise.
17. **Regional Goods Movement Study:** Develop an overall coordinated regional strategy for addressing goods movement needs in the Tampa Bay Region. Identify and assess the needs and issues of major regional freight activity centers (including major intermodal facilities) and regional significant freight corridors, through a series of sub-area and corridor studies. Conduct inventories of the characteristics of goods movement in the Tampa Bay Region. Assist the MPOs in establishing on-going Goods Movement Management Systems to address goods movement issues and advance goods movement programs and improvements to the MPO.
18. **Regional Transportation Planning Coordination:** Support and participate in all levels of regional coordination and proposed activities among the Tampa Bay Area Regional Transportation Authority (development of a regional transportation master plan) and District MPOs including the MPO Chair's Coordinating Committee (broad level policy direction for development of the regional transportation system); the MPO Director's Coordination Team (coordination of MPOs planning programs and proposed activities); the Tampa Bay Regional Planning Model Technical Review Team (coordination of the development and update of the MPOs Long Range Transportation Plans).

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

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

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

Consultants may assist with tasks listed.

Funding Source

Federal Funds - FHWA SPR-PL-1	
Year 1 Fiscal Year 2016/17	
Year 2 Fiscal Year 2017/18	

ACRONYMS AND DEFINITIONS

PASCO COUNTY MPO UNIFIED PLANNING WORK PROGRAM ACRONYMS AND DEFINITIONS

- 3C** Continuing, Cooperative, and Comprehensive: The 3C planning process is a requirement included in the Safe, Accountable, Flexible, Efficient Transportation Equity Act - A Legacy for Users (SAFETEA-LU) or its successors, and the Federal Highway Administration (FHWA)/Federal Transit Administration (FTA) joint planning regulations (23 Code of Federal Regulations (CFR), Part 450, and 49 CFR, Part 613). This process considers all modes of transportation when developing plans, programs, and operations for consistency and supports the transportation planning objectives of the metropolitan area.
- AAAPP** Area Agency on Aging of Pasco-Pinellas, Inc.: The Area Agency on Aging of Pasco-Pinellas, Inc., is a 501(c)(3) private nonprofit agency serving seniors and their caregivers in Pasco and Pinellas Counties in Florida since 1974. Designated by the Department of Elder Affairs as the Area Agency on Aging for Planning and Service Area 5, the agency's focus is on funding, advocacy, services, and programs for seniors in the two-county area of West Central Florida.
- AADT** Annual Average Daily Traffic: A measure used primarily in transportation planning and transportation engineering. It is the total volume of vehicle traffic on a highway for a year divided by 365 days. It is a useful and simple measurement of data or how much traffic is on a given segment of roadway.
- ADA** Americans with Disabilities Act of 1990: A Federal law that requires public facilities, including transportation services, to be accessible to persons with disabilities, including those with mental disabilities, temporary disabilities, and the conditions related to substance abuse.
- AG** Agency: An official, officer, commission, authority, council, committee, department, division, bureau, board, section, or any other unit or entity of the State or of a city; town; municipality; County; other local governing body; or a private, nonprofit transportation service-providing entity.
- ARRA** American Recovery and Reinvestment Act: A Federal bill passed by President Obama in February 2009 as an economic stimulus package. The funds set aside by this program were distributed to a variety of agencies and went towards projects, such as improving education, building highways, public transportation, criminal justice, health care, and many other areas. The purpose of the bill was to create job opportunities and economic benefits.
- ATMS** Advanced Traffic Management System: Comprised of mostly Intelligent Transportation Systems (ITS) projects including, but not limited to, advanced traffic signal lights, surveillance cameras, and variable message signs at key locations along any roadways.
- BCC** Pasco County Board of County Commissioners: The BCC is the legislative and policy-making body of the County government. The five members of the BCC are elected Countywide from all districts. The BCC appoints the County Administrator and the County Attorney and confirms the appointment of department heads. They establish policy and make all budget decisions with regard to appropriation of funds to County departments, divisions, and some constitutional officers.

BEBR	Bureau of Economic and Business Research: A research center located in the College of Liberal Arts and Sciences at the University of Florida that collects, analyzes, and generates economic and demographic data that informs public policy and business decision making throughout Florida and the nation.
BPAC	Bicycle and Pedestrian Advisory Committee: A subcommittee formed by the MPO governing board to advise, address, and promote bicycle and pedestrian policies, programs, and plans as an alternative means of transportation.
BRT	Bus Rapid Transit: Systems that use rubber-tired buses, potentially operating in an exclusive guideway or on reserved bus lanes. Like Light Rail Transit, BRT systems can feature low-floor buses and off-vehicle fare collection to speed boarding, traffic signal prioritization to increase travel speed, and high-quality passenger facilities. Modern buses can use a variety of fuels such as natural gas to help keep the air clean.
CAAA	Clean Air Act Amendments: 1990 amendments to the Federal Clean Air Act which classify nonattainment areas and lay out rules for dealing with air pollution in such areas; specifically brought transportation decisions into the context of air-quality control.
CAC	Citizens' Advisory Committee: An advisory committee utilized by most metropolitan planning organizations for citizen input into the transportation planning process.
CCC	West Central Florida Chair's Coordinating Committee: The goal of the CCC is to prioritize and find ways to address the challenging transportation needs of West Central Florida on a regional, long-range basis. Issues, such as mobility, access to jobs, goods movement, emergency evacuation, and growth management, are some of the concerns addressed. The CCC achieves these goals through the support and cooperation of its member agencies, partner entities, and advisory committees. It is composed of chairmen from the six-member MPOs, FDOT district secretaries (One and Seven), and the regional planning councils on a nonvoting capacity.
CFASPP	Continuing Florida Aviation System Planning Process: This plan is the product of a major collaborative effort reflecting the goals and visions of the prime stakeholders in the State's aviation infrastructure. The primary focus of this proposed project is to maintain, protect, and expand State aviation funding to meet Federal, industry, and local funds that will facilitate near and long-term growth of aviation.
CFDA	Catalog of Federal Domestic Assistance: Provides a full listing of all Federal programs available to State and local governments (including the District of Columbia); federally-recognized Indian tribal governments; Territories (and possessions) of the United States; domestic public, quasi-public, and private profit and nonprofit organizations and institutions; specialized groups; and individuals.
CFR	Code of Federal Regulations: Compilation of the rules of the Executive Department and agencies of the Federal government.
CIA	Community Impact Assessment: A process to evaluate the effects of a transportation action on a community and its quality of life. The main areas of emphasis for a CIA are social, economic, land use, aesthetic, relocation and displacement, and civic rights.

- CIE** Capital Improvement Element: Focuses on capital infrastructure planning for the time period covered by the Comprehensive Plan and based upon the public facility needs identified in the other elements of the Comprehensive Plan; see Rule 9J-5.016(1)(a), Florida Administrative Code (F.A.C.). The CIE provides a five-year schedule of capital improvements, which must include specific capital projects necessary to achieve and maintain Level of Service (LOS) standards identified in the other elements of the Comprehensive Plan, reduce existing deficiencies, provide for necessary replacements, and meet future demand. The financial feasibility test addresses the schedule of capital improvements; Section 163.3177(2), Florida Statutes, and Rule 9J-5.016(4)(a)1, F.A.C. Local governments must also include long-range strategies to explain how they intend to address projected deficiencies over this planning period.
- CIGP** County Incentive Grant Program: A program created by the FDOT for the purpose of providing grants to counties to improve a transportation facility which is located on the State Highway System (SHS) or which relieves traffic congestion on the SHS.
- CIP** Capital Improvement Program: A multiyear schedule of capital improvement projects, including priorities and cost estimates, budgeted to fit the financial resources of the community. This plan is updated annually and is part of the County's Comprehensive Plan, currently for a five-year period.
- CMAQ** Congestion Mitigation and Air-Quality Improvement Program: A program created under Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA) which directs funding to projects that contribute to meeting national air-quality standards in nonattainment areas for ozone and carbon monoxide.
- CMP** Congestion Management Process: A Federally mandated program which provides for the effective management of new and existing transportation facilities through development and implementation of operational and travel-demand-management strategies and by providing information to decision makers on system performance and the effectiveness of implemented strategies. Although major capital investments are still needed to meet the growing travel demand, the CMP also develops lower cost strategies that complement capital-investment recommendations. The result is more efficient and effective transportation systems, increased mobility, and a leveraging of resources. Prior to SAFETEA-LU, CMP was referred to as the Mobility Management System (MMS) in Pasco County.
- CMS** Congestion Management System: A systemic process required under ISTEA to provide information on transportation system performance and identify alternative strategies to alleviate congestion and enhance mobility of person and goods; the process must be developed in Transportation Movement Areas (TMAs) and in use by October 1, 1997; the use of CMS in non-TMAs is left to the discretion of State and local officials in Florida; MPO will take the lead for the CMS in urbanized areas and the FDOT will take the lead elsewhere.
- CMV** Commercial Motor Vehicle: A vehicle with a weight rating of 26,001 or more pounds, designed to transport 11 or more passengers, including the driver, and used to transport students under the age of 21 to and from school, and any vehicle transporting hazardous materials which is required to have signage.
- COA** Comprehensive Operational Analysis: An industry-standard assessment process conducted periodically to assist transit agencies to better understand the current use and performance of their system and how the performance and use of the system is changing over time. Corrective actions can be identified and

implemented to respond to changing conditions, strengthen under-performing services, and/or reallocate resources to more productive use.

- COOP** Continuity of Operations Plan: A U.S. Federal Government term for a plan to ensure the safety of employees and the resumption of time-sensitive operations and services in case of emergencies.
- C.R.** County Road: Roads that are maintained by the County that have been assigned into categories according to the character of service they provide in relationship to the total road network. Basic functional categories include limited access and arterial, collector, and rural roads.
- CST** Construction: The act of building or constructing a project.
- CTC** Community Transportation Coordinator: The person responsible for arranging transportation for people who are elderly or low-income, or who have a disability who, because of physical or mental disability, income status, or age, are unable to transport themselves or to purchase transportation and are, therefore, dependent upon others to obtain access to health care, employment, education, shopping, social activities, or other life-sustaining activities, or children who are handicapped or high-risk or at-risk as defined in s. 411.202. This individual is appointed by a transportation entity competitively procured or recommended by the appropriate official planning agency, local coordinating board, and approved by the Commission to ensure that safe, quality-coordinated transportation services are provided or arranged in a cost-effective manner to serve the transportation disadvantaged in a designated service area.
- CTD** Commission For Transportation Disadvantaged: Created in 1987, under Section 20.23, Florida Statutes, to serve as a citizen's oversight board for the Florida Department of Transportation. The Commission is assigned to the Department for administrative and fiscal purposes. It functions independently of the control and direction of the Department. Composed of nine Commissioners appointed by the Governor and confirmed by the Florida Senate for four-year terms, the Commission is required to meet at least four times per year. The function is to review major transportation policy initiatives or revisions submitted by the Department pursuant to law, to recommend transportation policy to the Governor and Legislature, to serve as an oversight body for the Department of Transportation, and to serve in the selection of the Secretary of Transportation.
- CTST** Community Traffic Safety Teams: Locally based groups of highway safety advocates who are committed to solving traffic safety problems through a comprehensive, multijurisdictional, multidisciplinary approach. Members include local city, County, State, and occasionally Federal agencies, as well as private industry representatives and local citizens. A common goal of each CTST is to reduce the number and severity of traffic crashes.
- CUTR** Center for Urban Transportation Research: A research group located at the University of South Florida's College of Engineering.
- DBE** Disadvantaged Business Enterprise Program: A U.S. Department of Transportation program that helps small businesses owned and controlled by socially and economically disadvantaged individuals, including minorities and women, to participate in contracting opportunities for Federally funded projects.
- DMU** Diesel multiple unit: A self-contained set of two or more railroad cars, one of which incorporates a motor powered by diesel fuel.

- DO** Development Order: Any order granting, denying, or granting with conditions an application for a plan amendment, rezoning or subdivision approval, Building Permit, certification, special exception, variance, or any other official action of County government having the effect of permitting the development of land.
- DOPA** Designated Official Planning Agency: A designated agency that performs long-range planning and assists the Commission and LCBs in implementing the transportation-disadvantaged program in designated service areas.
- DR** Demand Response: A paratransit service that is readily delivered with less than prior day notification, seven days a week, 24 hours a day. This service can be either an individual or shared ride.
- DRC** Development Review Committee: A committee defined by Article 300 of the Land Development Code under the direction and control of the County Administrator. Shall serve to coalesce staff recommendations to the Board of County Commissioners on proposed development and, where authority exists, to permit certain development activities as set forth more specifically in this code, to review applications for development determinations and development orders with the exception of Class I developments, and to hear variance requests from the requirements of this code.
- DRI** Development of Regional Impact: A large-scale development that is required to undergo an extra local review process because of the substantial effect it may have on the health, safety, or welfare of citizens in that area.
- DSA** Designated Service Area: A geographical area subject to approval by the Commission, which defines the community where coordinated transportation services will be provided to the transportation disadvantaged.
- EAR** Evaluation and Appraisal Report: A periodic review and evaluation of a local government comprehensive plan, generally due every five years; requirements for contents are identified in Rule 9J-5.0053, Florida Administrative Code (F.A.C.), and Chapter 163.3191, Florida Statutes.
- EC** Employment Center: Future Land Use classification that designates land uses along interstates and other major corridors where development and services and facilities are programmed to accommodate a range of residential and nonresidential uses and includes a mix of uses that permits corporate business parks, "Targeted Primary Businesses," higher-density residential, and industrial uses. Retail uses are limited to only those uses that support the primary businesses and residences located within the Employment Center. Commercial and/or retail uses that are designated to serve a regional purpose are expressly prohibited.
- EEO** Equal Employment Opportunity: Title VI of the Civil Rights Act of 1964 was the first federal law designed to protect U.S. employees from employment discrimination based upon that employee's (or applicant's) race, color, religion, sex, or national origin (Public Law 88-352, July 2, 1964, 78 Stat. 253, 42 U.S.C. Sec. 2000e et. seq.) The Title also established the U.S. Equal Employment Opportunity Commission to assist in the protection of U.S. employees from discrimination.
- EJ** Environmental Justice: Ensures that services and benefits allow for meaningful participation and are fairly distributed to avoid discrimination.

EO	Executive Order: An order or directive issued by the head of the executive branch at some level of government. The term <i>executive order</i> is most commonly applied to orders issued by the President, who is the head of the Executive Branch of the Federal Government. Executive orders may also be issued at the state level by a state's governor or at the local level by the city's mayor.
EPA	Environmental Protection Agency: An independent United States government agency with jurisdiction over existing and underdevelopment chemicals that affect the environment. It regulates the manufacturing, processing, distribution, and use, and sets tolerance levels of their presence in air quality. The EPA has a wide range of punitive powers and screens all chemical products before their commercialization to assess their effect on health and environment.
EST	Environmental Screening Tool: This allows resource and regulatory agencies and the public to comment on potential impacts of candidate transportation projects during the development stage of the project.
ETAT	Environmental Technical Advisory Team: A technical advisory team that provides feedback to transportation planners who may adjust project concepts to avoid or minimize adverse impacts, consider mitigation alternatives, and improve project cost estimates.
ETDM	Efficient Transportation Decision Making: An FDOT initiative to improve and streamline the environmental review and permitting process by involving resource protection agencies and concerned communities from the first step of planning. Agency interaction continues throughout the life of the project, leading to better quality decisions and an improved linkage of transportation decisions with social, land use, and ecosystem preservation decisions.
FAA	Federal Aviation Administration: Provides a safe, secure, and efficient global aerospace system that contributes to national security and the promotion of U.S. aerospace safety. As the leading authority in the international aerospace community, the FAA is responsive to the dynamic nature of customer needs, economic conditions, and environment concerns.
F.A.C.	Florida Administrative Code: A set of administrative codes regulating the State of Florida.
FAST	Fixing America's Surface Transportation: This act was signed into law by President Obama on December 4, 2015. The enactment of this law provides for funding certainty for states and local governments to move forward on projects with confidence that they will have a federal partner over the long term for highway, rail, transit, alternative transportation, and other critical transportation projects.
FAW	Florida Administrative Weekly: The publication in Florida where proposed rules, workshops, hearings, and final rules are advertised for public notice.
FD	Federal Funds: Funds distributed from the Federal government for transportation projects which includes Federal expenditures or obligation for the following categories: grants, salaries and wages, procurement contracts, direct payments for individuals, other direct payments, direct loans, guaranteed or insured loans, and insurance. Dollar amounts can represent either actual expenditures or obligations. The FHWA is the largest single source of funding for shared-use paths, trails, and related projects in the U.S. Until 1991, Federal highway funds could be used only for highway projects or specific independent bicycle

transportation facilities. Now, bicycle and recreational trails, pedestrian projects and programs are eligible for nearly all major Federal highway funding programs.

- FDEP** Florida Department of Environmental Protection: The lead State agency for environmental management and stewardship. One of the more diverse agencies in State government protecting Florida's air, water, and land. The department is divided into three primary areas: regulatory programs, land and recreation, and planning and management. Florida's environmental priorities include restoring America's Everglades, improving air quality; restoring and protecting the water quality in our springs, lakes, rivers, and coastal waters; conserving environmentally sensitive lands; and providing citizens and visitors with recreational opportunities, now and in the future.
- FDOT** Florida Department of Transportation: A State governmental agency responsible for transportation issues and planning in Florida.
- FHWA** Federal Highway Administration: A division of the USDOT responsible for administration of Federal highway transportation programs.
- FIHS** Florida Interstate Highway System: A statewide transportation network that provides for high-speed and high-volume traffic movements within the State. It was created by the Florida Legislation in 1990 through Section 338.001, Florida Statutes. The system is composed of interconnected and controlled-access roadways including: interstate highways, the turnpike, selected urban expressways, existing major interregional and intercity arterial highways that may be upgraded to higher controlled access standards, and limited access facilities.
- FMCSA** Federal Motor Carrier Safety Administration: Created as a separate administration within the USDOT on January 1, 2000, pursuant to the Motor Carrier Safety Improvement Act of 1999. Its primary purpose is to reduce crashes, injuries, and fatalities involving commercial motor vehicles (CMV).
- FR** Fixed Route (a.k.a. Fixed Route/Fixed Schedule): Service in which the vehicle(s) repeatedly follows a consistent time schedule and stopping points over the same route, whereby such schedule, route, or service is not at the user's request; e.g., conventional city bus, fixed guideway.
- FS** Florida Statutes: The laws governing the State of Florida.
- FSUTMS** Florida Standard Urban Transportation Model Structure: Represents a formal set of modeling steps, procedures, software, file formats, and guidelines established by the FDOT for use in travel-demand forecasting throughout the State.
- FTA** Federal Transit Administration: A Federal entity responsible for transit planning and programs.
- FY** Fiscal Year: A budget year that runs from July 1 through June 30 for the State of Florida, and from October 1 through September 30 for the Federal and County Governments.
- GIS** Geographical Information System: A computer system capable of assembling, storing, manipulating, and displaying geographically referenced information; i.e., data identified according to their locations.
- GMAC** Goods Movement Advisory Committee: A freight advisory committee formed in the Tampa Bay Region to provide a framework that would guide and ensure

meaningful participation; identify improvements and strategies that would facilitate a safe and efficient movement of goods while minimizing impact on the community and environmental assets; along with recognizing and developing transportation and land-use policies that support freight mobility and economic development in the planning process. Members include representation from transportation and land use planning agencies, intermodal entities, economic development groups, and the freight industry.

- GMIS** Grants Management Information System: A software created to help staff and management of local governments based on extensive research, knowledge, and feedback to improve communication and set clearer goals in the effective management of the grant process.
- GPC** General Planning Consultant: A diverse professional who can supplement staff time and expertise to ensure objectivity or credibility to obtain a variety of skills and to meet deadlines or legal requirements practiced by those who work for city, town, and County governments, as well as those same services in private practice.
- GTB** Greenway, Trails, and Blueways Plan: A master plan that will protect open space that is managed for conservation and/or recreation. The focus when forming this plan is to utilize the natural land or water features, like ridges or rivers, or human landscape features, like abandoned railroad corridors or canals; and linking natural reserves, parks, and cultural and historic sites with each other and, in some cases, with populated areas. GTB not only protect environmentally sensitive lands and wildlife, but also can provide people with access to outdoor recreation and enjoyment close to home; i.e., walking, bicycling, hiking, canoeing, etc.
- HART** Hillsborough Area Regional Transit: Affordable public transportation services in Hillsborough County designed with today's commuter in mind, from convenient bus services, to In-Town Trolleys, money-saving vanpools, park-and-ride services, etc.
- ICAR** Intergovernmental Coordination and Review: A Federally mandated program to notify State and elected officials about Federal projects, programs, and documents within their jurisdiction or of Statewide significance. The review and coordination cover the grant applications when requesting Federal funding and projects that may impact the environment of local jurisdictions.
- IJR** Interchange Justification Report: A Federal requirement where anytime there is a transportation proposal that requires a break in or revision to the existing limited-access control, such as a new interchange, the transportation proposal must begin with a study of the corridor to determine whether a new interchange is justified. The report provides traffic-demand information on the evaluation of the alternatives considered and the concept design of the preferred alternative.
- ISTEA** Intermodal Surface Transportation Efficiency Act of 1991: The Federal Transportation Bill which governs transportation planning and funding by requiring consideration of multimodal solutions, emphasis on the movement of people and goods as opposed to traditional highway investments, flexibility in the use of transportation funds, a greater role of MPOs, and a greater emphasis on public participation. ISTEA was replaced in 2005 with the new Federal legislation called SAFETEA-LU (see Page 92).
- IT** Information Technology: A broad subject which deals with technology and other aspects of managing and processing information for organizations. IT deals with the use of electronic computers and computer software to convert, store, protect, process, transmit, and retrieve information.

ITS	Intelligent Transportation System: Computer and communications technology used to facilitate the flow of information between travelers and system operators to improve mobility and transportation productivity, enhance safety, maximize the use of existing transportation facilities, conserve energy resources, and reduce adverse environmental effects, includes concepts, such as freeway-management systems, automated fare collection, and transit-information kiosks.
JCAC	Joint Citizens' Advisory Committee: A subcommittee of the Chair's Coordinating Committee, the Joint Citizens' Advisory Committee, provides input and citizens' perspectives on matters being considered by the CCC. The JCAC, whose members are drawn from the CACs of the member MPOs, meet quarterly to discuss transportation issues such as intercounty commuting, major roadway projects, passenger transit service, freight mobility, and development of a system of multiuse trails, etc.
JPA	Joint Participation Agreement: A legal instrument describing intergovernmental tasks to be accomplished and/or funds to be paid between government agencies.
LAP	Local Agency Program: A program that allows the FDOT to contract with local agencies and includes the involvement of the FHWA in the contractual relationships between the FDOT and local agencies. The LAP is administered in each district by a District LAP Administrator designated by the district secretary. Project-level direction and oversight are provided through the District Offices of Planning, Environmental Management, Design, ROW, Policy Planning, Environmental Management, Federal Aid, Design, Contracts Administration, Equal Opportunity, Comptroller, and Program Development. The Central Office LAP Administrator chairs the standing committee on standards and practices for local agencies.
LCB	Local Coordinating Board for the Transportation Disadvantaged: An advisory board, which provides information, advice, and direction to the CTC. The CTC is responsible for arranging transportation for people who are elderly, low-income, or who have a disability. Each LCB meets at least quarterly.
LCHSTP	Locally Coordinated Human Services Transportation Plan: A plan produced by Pasco, Hillsborough, and Pinellas Counties to help assist the regions' coordination of a better public transportation system. This plan focuses on unmet needs for all target populations and potential solutions specifically for JARC (5316) and NF (5317) funding programs that will be received and administered by the FDOT.
LDC	Land Development Code: Detailed regulatory requirements to implement the County's Goals, Objectives, and Policies identified in the Comprehensive Plan.
LEP	Limited English Proficiency: Individuals who do not speak English as their primary language and who have limited ability to read, speak, write, or understand English can be limited English proficient. These individuals may be entitled language assistance with respect to a particular type of service, benefit, or encounter.
LF	Local Funds: Any funds other than State or Federal that are applied to the planning program are considered local funds.
LG	Local Government: An elected and/or appointed public body existing to coordinate, govern, plan, fund, and administer public services within a designated, limited geographic area of the State.

LGCPs	Local Government Comprehensive Planning Support: The MPO staff is required under their Staff Services Agreement with Pasco County to provide certain provisions to the "host agency" (County), such as professional, technical, or administrative support, that is deemed necessary to implement programs, such as the Local Government Comprehensive Plan.
LOS	Level of Service: A qualitative assessment of a road's operating condition, generally described using a scale of "A" (little congestion) to "E/F" (severe congestion).
LRT	Light-Rail Transit: Operates on steel rails and is normally powered by electricity from an overhead catenary wire. LRT can operate with a single rail car, or multiple rail cars can be connected together (called a "consist") to carry more passengers when required without requiring additional car operators. In addition to electric cars, LRT can also use a diesel multiple unit (DMU) which is a rail passenger rail car that is powered by a self-contained diesel engine. DMUs do not require the overhead catenary wires which reduces construction cost and time. Some DMUs that meet Federal crashworthy standards can operate on railroad tracks along with other types of rail, such as freight.
L RTP	Long-Range Transportation Plan: A document resulting from a regional or Statewide process of collaboration and consensus on a region or State transportation system. This document serves as the defining vision for the region or State's transportation systems and services. In metropolitan areas, the plan indicates all of the transportation improvements scheduled for funding over the next 20 years.
MAP-21	Moving Ahead for Progress in the 21 st Century Act, P.L. 112-141: A Federal law signed by President Obama on July 6, 2012. It is a two-year transportation reauthorization bill that authorizes funding and sets policy for the Federal highway and transit programs for FY 2013-14. Map-21 creates a streamlined, performance-based, and multimodal program to address the many challenges facing the United States transportation system. These challenges may include funding for maintaining infrastructure conditions, reducing traffic congestion, condensing certain programs, improving efficiency, protecting the environment, and improving safety requirements for all recipients. Map-21 provides a mechanism to work with stakeholders ensuring that local communities are able to build multimodal, sustainable projects ranging from roads, rail, and transit, to bicycle and pedestrian paths.
MF	Mobility Fund: This funding source was created as a way to generate new dollars for transportation projects of statewide or regional significance.
MMT	Multimodal Transportation: Covers all modes of transportation, including vehicle, mass transit, rail, aviation, bicycle, and pedestrian activity.
MOA	Memorandum of Agreement: A State contract for transportation-related services using Federal, State, or local government transportation funds. This agreement is between the State and local entity and recognizes the local government as being responsible for the transportation-specific services for a designated service area using specific allocated funds for each project.
MOE	Measure of Effectiveness: A criterion used to assess changes in the transportation system behavior, capability, or operational environment that is tied to measuring the attainment of an end state, achievement of an objective, or creation of an

effect. The focus is on the results or consequences of task execution and provides information that guides decisions to take additional or alternate actions.

- MOU** Memorandum of Understanding: Describes a bilateral or multilateral agreement between two or more parties. It expresses a convergence of will between the parties, indicating an intended common line of action. It is often used in cases where parties either do not imply a legal commitment or in situations where the parties cannot create a legally enforceable agreement.
- MPO** Metropolitan Planning Organization: A Federally funded and mandated organizational entity designated by Federal law (23 U.S.C., Section 134-135) as provided in 23 U.S.C., Section 104(f)(3), that has the lead responsibility for developing transportation plans and programs for urbanized areas with a population over 50,000 and also serves as the official planning agency referred to in Chapter 427, Florida Statutes. MPOs were created to ensure that existing and future expenditures of governmental funds for transportation projects and programs based on a continuing, cooperative, and comprehensive (3-C) planning process. Transparency through public access to participation in planning process and electronic publication of plans is now required.
- MPOAC** MPO Advisory Council: Created by the 1984 Florida Legislature pursuant to Section 339.175(11), Florida Statutes. The MPOAC was created with the primary purpose and duty to assist the Florida MPOs by serving as the principal forum for collective policy discussion pursuant to law, to serve as a clearinghouse for review and comment on the Florida Transportation Plan, and on other issues required to comply with Federal or State law in carrying out urbanized transportation planning processes.
- MPUD** Master Planned Unit Development: Future Land Use classification that provides for a variety of land uses and intensities within a development site to preserve conservation areas above and beyond Land Development Code requirements, reduce public investment in provision of services, encourage flexible and creative site design, and provide sites for schools, recreation, and other public facilities, which provide an area-wide benefit to the community.
- MTF** Florida Model Task Force: Establishes policy directions and procedural guidelines for transportation modeling in Florida using the Florida Standard Model, FSUTMS. Voting members of the MTF consist of representatives from 26 MPOs, eight FDOT districts, and one representative for each of the six FSUTMS user's groups.
- NAAQS** National Ambient Air-Quality Standards: Standards established by the U.S. EPA under the authority of the Clean Air Act (42 U.S.C. 7401 et seq.) that apply for outdoor air throughout the country. Primary Standards are designed to protect human health, with an adequate margin of safety, including sensitive populations such as children, the elderly, and individuals suffering from respiratory disease. Secondary standards are designed to protect public welfare from any known or anticipated adverse effects of pollutant; e.g., building facades, visibility, crops, and domestic animals.
- NEPA** National Environmental Policy Act: The NEPA of 1969 established a national environmental policy requiring that any project using Federal funding or requiring Federal approval, including transportation projects, examine the effects of proposed and alternative choices on the environment before a Federal decision is made.

NF	New Freedom (5317): A Federal formula grant program that seeks to reduce existing barriers to transportation services and expand the transportation mobility options available to people with disabilities beyond the requirements of the ADA.
NHS	National Highway System: A network of strategic highways within the United States, including the Interstate Highway System and other roads serving major airports, ports, rail or truck terminals, railway stations, pipeline terminals, and other strategic transport facilities.
OEO	Office of Economic Opportunity: A Federal Department created to promote economic prosperity for all Floridians and businesses through successful workforce, community, and economic development strategies. The goal is to do this by providing services in a transparent, accountable, and efficient manner.
PCATS	Pasco County Area Transportation Study: Refers to Pasco County as the area for which the MPO is responsible.
PCLCB	Pasco County Local Coordinating Board: Serves in an advisory capacity over the TD program in Pasco County. The purpose of the LCB is to identify local service needs and to provide information, advice, and direction to the CTC. The membership is comprised of agencies and citizens. The PCLCB rotates meetings in different areas of Pasco County (New Port Richey, Land O' Lakes, and Dade City) on a quarterly basis.
PCPT	Pasco County Public Transportation: The agency that contracts with operators to provide passenger transportation service operating on established schedules along designated routes or lines with specific stops and designed to move relatively large numbers of people at one time. Passenger transportation service operating on an on-demand basis, where there are flex-routes that are determined by the passenger's traveling needs.
PDD	Planned Development: Shall mean a land area under unified control designed and planned to be developed in a single operation or a series of prescheduled development phases according to an officially approved final master land use plan, including planned unit developments, master planned unit developments, planned commercial developments, and similar planned developments.
PD&E	Project Development and Environment Study: The FDOT's name for a corridor study to establish conceptual design for a roadway and to determine its compliance with Federal and State environmental laws and regulations.
PDD	Planning and Development Department: A full-service department that oversees, conducts, and manages the growth of Pasco County by preparing and ensuring the implementation and consistency of the Comprehensive Plan by enforcing the various land development codes and ordinances. PDD includes the implementation of relevant Florida Statutes and Florida Administrative Code into long-range planning, achieving the objectives identified by the Board of County Commissioners through coordination with the State, Tampa Bay Regional Planning Council, and other interested parties.
PEAs	Planning Emphasis Areas: The FTA and the FHWA identify planning emphasis areas annually to promote priority themes for consideration, as appropriate, in Statewide and metropolitan UPWPs proposed for FTA and FHWA funding. For FY 2008, the FTA and the FHWA have identified nine key planning themes: (1) support the economic vitality of the metropolitan area, (2) increase safety, (3) increase security, (4) increase accessibility and mobility options for people and

freight, (5) Protect the environment, conserve energy, and improve quality of life, (6) enhance integration and connectivity of the transportation system, (7) promote efficiency, and (8) emphasize preservation of the existing transportation system.

- PIP** Public-Involvement Plan: Describes detailed information on how to go to the public-involved planning activities, such as providing information in regard to specific dates of public workshops, public hearings, and committee meetings.
- PL** Planning Funds: Funds that are provided through each Federal highway act. The distribution of PL funds is accomplished through a formula developed by the FDOT in consultation with the MPOs, and must be approved by the FHWA.
- PPP** Public Participation Plan: The PPP was originally adopted in 2004 following the requirements of the 1991 Intermodal Surface Transportation Efficiency Act (ISTEA). In 1998, ISTEA was succeeded by the Transportation Equity Act for the 21st Century (TEA-21), which was subsequently succeeded by the Safe, Accountable, Flexible, and Efficient Transportation Equity Act - A Legacy for Users (SAFETEA-LU) on August 10, 2005. A continued strong Federal emphasis on public participation resulted from the 1991 ISTEA, requiring that the public participation plans of the metropolitan planning process "shall be developed in consultation with all interested parties and shall provide that all interested parties have reasonable opportunities to comment on the contents of the transportation plan." Metropolitan public participation or involvement processes shall be coordinated with Statewide public involvement processes wherever possible to enhance public consideration of the issues, plans, and programs and reduce redundancies and costs.
- PSAP** Pedestrian Safety Action Plan: A plan for local and state transportation agencies that provides the guidelines for reviewing pedestrian problem sites, roadway segments, and other targeted areas in an organized manner, along with selecting and implementing appropriate safety measures.
- PSTA** Pinellas Suncoast Transit Authority: The public transit provider in Pinellas County, Florida, operating 180 buses and trolleys that serve 43 routes. In addition, two express buses travel between Pinellas County and Tampa and the popular Suncoast Beach Trolley (connects the Gulf beaches from Clearwater Beach to Pass-a-Grille).
- PT** Public Transit: The transporting of people by conveyances or systems of conveyances traveling on land or water, local or regional in nature, and available for use by the public. Public transit systems may be governmental or privately owned. Transportation by bus, rail, or other conveyance, either publicly or privately owned, which provides to the public general or special service on a regular and continuing basis. Also known as "mass transportation," "mass transit," "transit," and "paratransit."
- RLRTP** Regional Long-Range Transportation Plan: Planning that addresses issues such as transportation, environment, social, and economic concerns that are looked at on a larger basis than municipality by municipality. Planning on a regional level can be very beneficial as it allows cities, towns, and districts to pool resources, and tools that will be beneficial for the region as a whole.
- ROW** Right-of-way: Real property that is used for transportation purposes defines the extent of the corridor that can be used for the road and associated drainage.

- RPC** Regional Planning Council: A planning and public policy agency. Activities include responding to statutory requirements and to identify the long-term challenges and opportunities facing and assisting the region's leaders in developing and implementing creative strategies that result in more prosperous and equitable communities, a healthier and cleaner environment, and a more vibrant economy.
- RR** Railroad: A track consisting of steel rails usually fastened to wood or concrete ties designed to carry a locomotive and its cars or anything similar.
- RTA** Regional Transportation Authority: The RTA is a government-funded agency supported by member communities. Led by a board of city and County commissioners and community leaders, the RTA serves five counties that make up the Tampa Bay Region, representing an effort to address this transportation challenge on a regional, long-range basis. Issues such as personal mobility, access to jobs, goods movement, emergency evacuation, and growth management are some of the concerns addressed by the authority. The RTA provides ridesharing opportunities in order to promote the economic growth of our membership and improve the air quality of our community.
- RTM** Regional Transportation Model: A powerful, regional travel demand-forecasting model for proposed transportation improvements, both highway and transit, which span multiple jurisdictions.
- SAFETEA-LU** Safe, Accountable, Flexible, Efficient, Transportation Equity Act - A Legacy for Users: Was enacted August 10, 2005, as Federal Public Law No. 109-59. SAFETEA-LU authorizes the Federal surface transportation programs for highways, highway safety, and transit for the five-year period 2005-09. This replaces the Federal legislation called ISTEA.
- SB** Senate Bill: The principal vehicle employed by lawmakers for introducing their proposals (for example, enacting or repealing laws) in the Senate. The bills are designated S.1, S.2, and so on, depending on the order in which they are introduced; they address either matters of general interest (public bills) or narrow interest (private bills).
- SE** Socioeconomic: The study of the social and economic impacts of any product or service offering market intervention or other activity on an economy as a whole and on the companies, organizations, and individuals who are its main economic actors. These effects can usually be measured in economic and statistical terms, such as growth in the size of the economy, the number of jobs created (or destroyed), or levels of home ownership, and in measurable social terms, such as life expectancy or levels of education.
- SF** State Funds: Revenues used to support the Statewide multimodal transportation system. Grants are awarded to State and local agencies as "seed" money to assist in the development and implementation of programs that address the intermodal transportation system on a Federal fiscal year basis (October 1-September 30) and may be funded for a maximum of three consecutive years in a given priority area (projects that are determined to be Statewide activities may be funded for a longer period of time). Grant awards are administered following the apportionment of Federal funding to the State each year. Any delay in funding apportionment will subsequently affect FDOT's ability to administer grants beginning October 1 of each year.
- SHS** State Highway System: A network of highways in Florida which are owned and maintained by the State or State-created authorities that include the interstates,

Florida's Turnpike Enterprise toll roads, other toll facilities, other limited-access facilities, and other rural and urban arterial roads.

- SIP** State Implementation Plan: Required documents which identify State actions and programs that will be utilized to help the State meet the national ambient air quality standards and comply with Federal and State air-quality laws; the plan is prepared by the State and is submitted to the U.S. EPA for approval.
- SIS** Strategic Intermodal System: A transportation system comprised of facilities and services of Statewide and interregional significance, including appropriate components of all modes.
- SOS** State of the System: This refers to the assessment of the current operating conditions of the local transportation system usually expressed in terms of LOS, addressing all modes of transportation.
- SPR** Statewide Planning and Research Funds: The primary source of funding for Statewide long-range planning.
- S.R.** State Road: Roads maintained by the FDOT or a toll authority are referred to officially as State Roads, abbreviated S.R. S.R.s are always numbered; in general, the numbers follow a grid. Odd numbered roads run north-south, and even numbered roads run east-west. One- and two-digit numbers run in order from 2 in the north to 94 in the south, and A1A (formerly 1) in the east to 97 in the west (99 used to exist but is now a County road). The major cross-State roads end in 0 and 5.
- STP** Surface Transport Program: A flexible funding that may be used by states and localities for projects on any Federal-aid highway, including the NHS, bridge projects on any public road, transit capital projects, and intracity and intercity bus terminals and facilities.
- STATE** State: A geographic political entity possessing sovereignty over a fixed surrounding area for which it serves as leader of religious, political, economic, and culture life governed by laws that are imposed for the common interest of people in this jurisdiction.
- SWFWMD** Southwest Florida Water Management District: The District is one of five regional agencies directed by State law to protect and preserve water resources within its boundaries. Established in 1961 to operate and maintain several large flood protection projects, the District's responsibilities have expanded to including managing water supply and protecting water quality and the natural systems: rivers, lakes, wetlands, and associated uplands.
- TA** Transportation Alternative: Federal funds provided to the states for safe bicycle and pedestrian facilities, scenic routes, beautification, restoring historic buildings, renovating streetscapes, or providing transportation to museums and visitors centers, etc., under 23 U.S.C. 101(a) and 133(b)(8).
- TAC** Technical Advisory Committee: An advisory committee of most MPOs that consists of professional and technical planners, engineers, and other appropriate disciplines. Their function is to provide advice on plans or actions relating to transportation issues.
- TAD** Traffic Analysis District: District borders are formed by jurisdictional boundaries, major highways, and barriers that are traveled such as rivers. Traffic information is

used to produce volume, classification, speed and weight data as well as traffic forecasts, reports, maps and analysis. This data is useful when evaluating safety issues, pavement design, funding decisions, forecasting, and modeling, for future transportation improvements.

- TAG** Technical Advisory Group: The technical advisory group for FDOT's Urban Corridor Program (Transit).
- TAZ** Traffic Analysis Zone: The smallest geographical area routinely used for computer travel simulation. The number of dwellings, population, employment, etc., per TAZ is estimated for existing and future years for subsequent use in trip generation.
- TBAG** Tampa Bay Applications Group: A transportation planning users' group which meets quarterly to hear speakers address technical issues on travel-demand modeling and project applications.
- TBARTA** Tampa Bay Area Regional Transportation Authority: A State of Florida transportation agency which was created on July 1, 2007. The purpose of the agency is "to plan, develop, finance, construct, own, purchase, operate, maintain, relocate, equip, repair, and manage multimodal systems in Citrus, Hernando, Hillsborough, Manatee, Pasco, Pinellas, and Sarasota Counties." This agency coordinates its efforts with the FDOT to improve transportation in the Tampa Bay area.
- TBNEP** Tampa Bay National Estuary Program: Created by Congress in 1991 to assist the community in restoring and protecting Florida's largest open-water estuary. As a designated "estuary of national significance," it was established as a partnership of Hillsborough, Manatee, and Pinellas Counties; the Cities of Tampa, St. Petersburg, and Clearwater; the Southwest Florida Water Management District; the Florida Department of Environmental Protection, and the U.S. Environmental Protection Agency. By definition, a government agency, an independent special district of the State of Florida.
- TBP** Tampa Bay Partnership: A regional organization focused on stimulating economic growth and economic development in the Tampa Bay area via corporate relocation and business expansion. It collaborates with seven counties and three metropolitan service areas with several key cities and is recognized as the convener of leaders on regional, economic development issues.
- TBRPC** Tampa Bay Regional Planning Council: An organization that promotes communication, coordination, and collaboration among local governments, MPOs, and other local regional authorities on a broad range of regional issues, including transportation and land use planning.
- TBRPM** Tampa Bay Regional Planning Model: A program used to advance the development and applications to serve the transportation planning needs of the department, MPOs, and local governments so that responsive, consistent, and credible operations are established, standardized, and uniform in the modeling for the region.
- TCAP** Tri-County Access Plan: Pasco, Pinellas, and Hillsborough County partnered together to develop a coordinated public transit-human services transportation plan that stemmed from a new Federal legislation requirement for all urbanized areas. The plan identifies the transportation needs of older adults, persons with disabilities, and individuals with lower incomes; inventories existing transportation services available for these groups; identifies gaps and overlaps in existing

services; develops strategies to address the gaps and overlaps; and utilizes the JARC, NF, and Elderly Individuals and Individuals with Disabilities Programs.

- TCEA** Transportation Concurrency Exception Area: The transportation concurrency areas were created through SB360 under Section 163.3164, Florida Statutes, (1) A municipality that qualifies as a dense, urban land area, (2) An urban service area that has been adopted into the local Comprehensive Plan and is located within a County that qualifies as a dense, urban land area, and (3) A County, including the municipalities located therein, which has a population of at least 900,000 and qualifies as a dense, urban land area, but does not have an urban service area designated in the local comprehensive plan.
- TD** Transportation Disadvantaged: People, including children as defined in Section 411.202, Florida Statutes, who because of physical or mental disability, income status, or age are unable to transport themselves or to purchase transportation and are, therefore, dependent upon others to obtain access to health care, employment, education, shopping, social activities, or other life-sustaining activities, or children who are handicapped or high-risk or at-risk as defined in s. 411.202.
- TDM** Transportation Demand Management: The application of policies, programs, services, and products to reduce travel demand (specifically that of single-occupancy private vehicles), or to redistribute this demand in space or in time.
- TDP** Transit Development Plan: A short-term, five-year plan that identifies the intended development of transit, including equipment purchase, system management, and operations.
- TDSP** Transportation Disadvantaged Service Plan: A five-year implementation plan with annual updates developed by the CTC and the planning agency which contains the provisions of service delivery in the coordinated transportation system. The plan shall be reviewed and recommended by the local coordinating board.
- TEA-21** Transportation Equity Act of the 21st Century: An act of the U.S. Congress authorizing Federal programs established in the ISTEA of 1991 was continued in TEA-21.
- TEAM** Transportation Electronic Award and Management: A system designed to manage and track the grant process. FDOT staff use TEAM to assess grant availability, assess and approve projects, assign project numbers, allocate and approve funding, and view approved grantee projects and associate reports. Also to request and track the processes associated with these activities.
- TIAS** Transit Infrastructure Assessment Study: A formal study that provides an evaluation of transit supportive infrastructure identifying priorities to improve access to transit services.
- TIF** Transportation Impact Fee: An assessment defined as cash contributions, contributions of land or interest in land, or any other items of value that are imposed on land development activity by a political subdivision (County, city, village, or town). This assessment is used to help fund road improvements required to provide for public services and facilities needed for new growth in the area.
- TIMAS** Transportation Inventory Management and Analysis System: A software program that is used to develop an innovative, agile, and cost-effective transportation

system. It enables staff to make better strategic, tactical, operational, and execute decisions relating to transportation, so that staff can anticipate demand and properly position roads and services to meet this demand.

- TIP** Transportation Improvement Program: A priority list of transportation projects developed by an MPO that is to be carried out within the five-year period following its adoption; it must include documentation of Federal and State funding sources for each project and be consistent with adopted local comprehensive plans. The TIP is designed to implement the goals and objectives of the Long-Range Transportation Plan (LRTP).
- TIS** Traffic Impact Study: A study required by new developments for the purpose of obtaining a road concurrency certificate from the County.
- TMA** Transportation Management Area: A special designation given to all urbanized areas with a population of over 200,000 (or other area when requested by the Governor and MPO); these areas must comply with special transportation planning requirements regarding congestion management systems, project selection and certification; and requires being identified in 23 CFR 450.300-336.
- TMC** Transit Managers Committee: The TMC is made up of the regions' transit agency directors, who advise the Board on implementation of the Regional Transportation Master Plan. Their mission is to: (1) serve as an advisory body to the TBARTA, (2) establish a liaison between the Authority Board and local transit agencies, and (3) provide technical assistance regarding the development and implementation of a multimodal transportation plan.
- TMO** Transportation Management Organization: A program designed to manage highway pavement, bridges, highway safety, traffic congestion, public transportation facilities, equipment, intermodal transportation facilities and systems, and traffic monitoring for highways. The management systems provide information to assist State and local decision makers in selecting cost-effective policies, programs, and projects to preserve and improve the transportation infrastructure.
- TOD** Transit-Oriented Design: TOD is the creation of compact, walkable communities, often centered around a transit station. This provides the opportunity for individuals to live a higher quality of life without complete dependence on a car for mobility and survival.
- TOD** Transit-Oriented Development: A mixed-use residential or commercial area designed to maximize access to public transport, and often incorporates features to encourage transit ridership.
- TPO** Transportation Planning Organization: An agency comprised of a policy board that includes local elected officials of the County and cities, advisory committees, and staff, located within the County's urbanized area. It provides a forum for cooperative decision making regarding Countywide transportation issues.
- TRIP** Transportation Regional Incentive Program: A Florida program that provides State funds to improve regionally significant transportation facilities in partnership with regional transportation areas.
- TRT** Technical Review Team: A team that consists of transportation professionals working for governments and government agencies who review plans, projects, and programs from a technical perspective. Members include planners and

engineers from city, County, and regional transportation agencies who provide input to the FDOT on transportation issues.

TSM	Transportation System Management: A system for managing transportation operations of all types: automobiles, goods movement, airlines, bus, train, taxi, moving companies, transportation analysis, rental agencies, etc. This system feature is for tracking and managing every aspect of transportation, vehicle maintenance, fuel costing, routing and mapping, warehousing, communications, EDI implementations, traveler and cargo handling, and carrier selection, etc.
ULI	Urban Land Institute: An education and nonprofit organization with offices in Washington, D.C., Los Angeles, and London. Its mission is "to provide leadership in the responsible use of land and in creating and sustaining thriving communities worldwide." ULI advocates progressive development, conducting research and education in topics such as sustainability, smart growth, compact development, place making, and workforce housing.
UPWP	Unified Planning Work Program: An annual planning work program developed by the MPO that identifies all transportation budget and activities to be undertaken in the metropolitan area.
U.S.C.	United States Code: Contains a consolidation and codification of all general and permanent laws of the United States of America.
USEPA	United States Environmental Protection Agency: A Federal agency responsible for setting limits on how much of a pollutant can be present in the environment. Working with each State, the USEPA helps develop a State Implementation Plan (SIP) outlining the strategy the State will follow to improve air quality.
USDOT	United States Department of Transportation: A department in the United States government whose mission it is to serve the Country by ensuring a fast, safe, efficient, accessible, and convenient transportation system, while enhancing quality of life today and in the future through its planning process.
V/C	Volume over Capacity: The ratio of demand flow rate to capacity for a traffic facility during a given time period under prevailing roadway, geometric, environmental, traffic, and control conditions.
VM	Vehicle Miles: The total distance traveled by revenue vehicles, including both revenue miles and deadhead miles.
VMT	Vehicle-Miles Traveled: VMT is the number of miles that residential vehicles are driven. Analysts use data collected through the Residential Transportation Energy Consumption Survey to acquire the number of vehicle-miles traveled for answers on how to compute the estimated, on-road fuel consumption, economic impact, and expenditure implications. This data will help guide energy policies and security issues in the United States.
WCFAQCC	West Central Florida Air Quality Coordinating Committee: Was formed to provide a continuing forum for the many public and private agencies of the region that deal with air quality. The membership of this group includes representatives of air-quality County programs, planning councils, and MPOs in the region, including Hillsborough, Pasco, Polk, Pinellas, Sarasota, and Manatee Counties, Statewide agencies and private industry, as well as agencies within the FDOT, District Seven.

COMMENTS AND RESPONSES

Mabel Risner

From: John Meyer <johnm@tbrpc.org>
Sent: Monday, April 11, 2016 3:24 PM
To: James H. Edwards; Mabel Risner
Subject: Pasco County MPO FY 2016-17 thru 2017-18 Draft Unified Planning Work Program
Attachments: DOC482.pdf

James/Mabel:

Thank you for requesting the Tampa Bay Regional Planning Council to review the **DRAFT Pasco County MPO FY 2016-17 thru 2017-18 Draft Unified Planning Work Program**. We have completed our review and issued the attached report that was approved by our Council at this morning's meeting.

If you should have any question(s), please do not hesitate to contact me (ext. 29) or Mr. Avera Wynne (ext. 30) as may be appropriate.

John Meyer

Principal Planner

TAMPA BAY REGIONAL PLANNING COUNCIL

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Item	Included		FDOT Comments	MPO Response
	Yes	No		
A. COVER AND TITLE PAGE				
Includes CFDA Number?		X	See last page of checklist for correct numbers	Comment addressed.
Includes Federal Aid Project Number (FAP)? Includes FM Number (Work Program)? Name of MPO and Funding Agencies?		X	See last page of checklist for correct numbers	Comment addressed.
The correct fiscal years for the proposed UPWP are listed?	X			
MPO physical, mailing, and website addresses; phone numbers	X			
The Final UPWP includes an approved signature or MPO resolution and the date of MPO	X			
The Final UPWP includes a Cost Analysis statement signed and dated by the Grant Manager (MPO Liaison)?	X			
B. TABLE OF CONTENTS				
Introduction	X			
Organization and Management				
Work Program Task Sheets – includes the following sections:				
Administration				
Data Collection				
Transportation Improvement Program				
Long Range Transportation Plan				
Special Project Planning				
Public Involvement				
Summary Budget – Table 1 Agency Participation (broken out by year)	X			
Summary Budget – Table 2 Funding Source (broken out by year)	X			
District Planning Activities	X		Remove rows fund funding totals from last page.	Comment Addressed on Page 125.
Joint Certification Package	X		Statement and Summary pending	Comment Noted.
Statements and Assurances	X			
Title VI Nondiscrimination	X			
FTA Grant Application (if included in UPWP)	X			
Each Task is consistent in number, wording, and references page numbers with each respective task sheet	X			
C. INTRODUCTION				
Brief definition of the UPWP	X			

Item	Yes	No	FDOT Comments	MPO Response
Current overview of the status of comprehensive transportation planning activities	X			
Discussion of local and regional planning priorities	X			
Planning tasks to be performed with funds under Title 23 and Title 49 Chapter 53 (Public Transportation)				
A description of the metropolitan transportation and transportation related air quality planning activities (if applicable) anticipated in the non-attainment area regardless of funding sources or agencies conducting air quality activities;	X		Mentioned in Task 5.2	Comment Noted.
Discussion of soft match, including a definition and the amount (both as a total and the percent)		X	see MPO Handbook, chapter 3, page 21. Include statement in UPWP	Comment addressed.
Indirect Cost Rate (if applicable)		n/a		
Description of Public Involvement process used in development of UPWP	X		yes. Page 1	Comment Noted.
Discussion of Planning Emphasis Areas	X		yes. Page 8	Comment Noted.
D. ORGANIZATION AND MANAGEMENT				
Identification of participants and a brief description of their respective roles in the UPWP metropolitan area planning process	X			
Discussion of appropriate agreements	X		Page 9, Agreements – this section should be updated to reflect the expiration of the existing PL JPA and other FHWA-funded agreements, and the execution of the new MPO agreement	Comment addressed on Page 11.
x Standard Interlocal Agreement	X			
x Metropolitan Planning Organization (MPO) Agreement	X			
x Joint Participation Agreement – FTA 5303 funds	X			
x ICAR Agreement	X			
x Other agreements				
Identification and discussion of operational procedures and bylaws	X			
E. WORK PROGRAM TASK SHEETS				
Each sheet should describe individual tasks, be in the same format, and include:	X			
x Task number and title	X			
x Purpose	X			
x Previous work completed	X			

Item	Yes	No	FDOT Comments	MPO Response
x Required Activities – how task will be performed; who will perform the task			Change heading Proposed Activities to Required Activities on all task pages	Comment addressed.
x Responsible agency or agencies				
x Proposed funding source(s) – tied into Table 2	X			
Schedule that adequately describes activities that will take place during the year, including:				
x Schedule of milestones or benchmarks				
x End product(s)	X			
			Task 3.1 Lists purchase of new traffic counters including video cameras - I do not see and "other direct expense" line item for counters & cameras	Request moved to Task 1, under "Other Direct Expenses"
x Estimated completion date(s)	X			
Proposed funding source(s) with anticipated costs by fiscal year and by budget line item (<i>an Estimated Budget Detail</i>)			Task 1.0, Other Direct Expenses – the “County Staff support, office supplies, equipment, etc.” line item must be broken out to detailed line items to allow for the MPO Liaison to perform the cost analysis. Please see the latest Handbook Chapter 3 and/or the Estimated Budget Detail template at the MPO Agreement & Invoicing webpage for more information.	Comment addressed.
			Task 1.0, Other Direct Expenses – please explain the difference the two fiscal years to warrant such a significant difference between the budget category amounts (i.e. \$62,000 in Other Direct Expenses in FY 17 and \$10,000 in Other Direct Expenses in FY 18)?	At this time it is only an estimated amount shown.
			Task 5.2 what is completion date of Ultimate, midterm and short term transportation needs on SR 54/56 Corridor.	Vision 54-56 Phase 1 is completed. Phase 2 if authorized by the MPO, is planned to begin Summer 2016 and be completed within ten months of NTP (Spring 2017).
			Task 5.2 US 19 Ultimate improvement needs deadline is fall 2020 which is outside the scope of UPWP. What will be completed by end of FY 18?	The timeline to let this project is IN FY 17/18. It is anticipated that the completion date will extend into the FY 18/19 UPWP time period.

Item	Yes	No	FDOT Comments	MPO Response
			Consider adding task required activity whereby the MPO develops an outreach/education campaign to support the development of a premium transit system in the Tampa Bay Area.	Comment noted. Reference to the TB Premium Regional Transit Study is reflected in Task 7.0 - Statewide/Regional Planning-Coord. Activities. MPO assistance in coordinating public engagement activities in Pasco County has been added.
F. JOINT CERTIFICATION PACKAGE				
Signed certification statement	X		Signed statement pending	Comment noted.
Brief description of noteworthy achievements		X	Pending - From D7	Comment noted.
Any corrective actions or recommendations		X	Pending - From D7	Comment noted.
G. STATEMENTS AND ASSURANCES				
DBE	X		2 DBE forms included... do they need both (page 82, 85)	Page 85 deleted.
Debarment and Suspension	X		signed version pending - page 86	Comment noted.
Lobbying			signed version pending - page 87	Comment noted.
Title VI Nondiscrimination Agreement	X		2 title VI forms included (page 83, 88), delete one	Two different forms.
LEP	X			
H. FTA SECTION 5303 APPLICATION (IF INCLUDED IN UPWP)				
Certain FTA grants – Form 424	X			
Certain FTA Grants: FTA Certification / Assurances			included 2 copies of FTA Certs & Assurances (P114, 115, 116, 117, 118, 119 (FTA 5307 - should this be included?) delete one	Recommended pages were removed.
Affirmation of Applicant	X			
Affirmation of Applicant's Attorney	X			
Budget showing total funds by classifications Budget showing FTA funds only by classifications	X			
I. TABLE 1: AGENCY PARTICIPATION				
Participating agencies identified with funding commitments	X			
Table includes only those District planning activities scheduled to occur within the MPO Boundaries	X			
Table shows the amount of funds set aside for work by consultants	X			
			Add adoption date at top of spreadsheet	Comment addressed.
There is one table for Year 1 and one table for Year 2	X			
J. TABLE 2: FUNDING SOURCE				
Proposed funding sources and budgeted funds are identified by task and subtask for each appropriate funding source, and are consistent with applicable Task Sheet	X			

Item	Yes	No	FDOT Comments	MPO Response
The Department's PL and FTA matching funds are shown	X			
Federal, state, and local contribution levels are provided by task and subtask	X			
The total amounts shown in each task agree with the amounts shown in Table 1: Agency Participation		X	Task 5.5 Fy 2017 estimated budget shows \$590,524, Funding spreadsheet shows \$355,137. I spoke with Mabel and she said that the number on the task estimated budget was corrected to 298,613, which will make the the total for task 5.5 \$355,137, (agrees with Table 1)	Comment addressed.
There is one table for Year 1 and one table for Year 2	X			
			Add adoption date at top of spreadsheet	Comment addressed.
			Show total soft match amount (18.07%) for PL by task in tables 1 & 3	Comment addressed.
K. GENERAL				
The Final UPWP was reviewed and endorsed or approved by the TAC, CAC, and the MPO prior to distribution				
Documentation of the endorsement or approvals (e.g., a MPO Resolution, meeting minutes, letter of authentication) are included				
Tasks or activities to correct or eliminate deficiencies noted in the previous federal and/or state certification reviews are identified in the UPWP				
The annual audit is included as part of the Program	X		mentioned in Task 1.0	Comment noted.
Administration Task, and as a separate line item	X		mentioned in Task 1.0	Comment noted.
Equipment purchases are identified as part of a task			Need to break out other direct expenses in Task 1.0	Comment addressed.
Equipment rentals and leases are included by tasks		X	Need to break out other direct expenses in Task 1.0	Comment addressed.
Matrix that identifies how each task relates to the Planning	X			
Emphasis Areas and Planning Factors	X			

Project numbers for UPWP Cover

Pasco

Federal Highway Administration: Highway Planning and Construction Grant (PL)

CFDA: 20.205; FAP: 1157 (54); FPN: 439337-1-14-01

Federal Transit Administration: Federal Transit Technical Studies Grant

CFDA: 20.505; Federal Aid Number: 1001-2016-X; FPN: 402414-1-14-17

From: Santalla, Sean

Sent: Friday, April 08, 2016 4:54 PM

To: Roscoe, Roger

Cc: James Edwards (jhedwards@pascocountyfl.net); Beaty, Brian; Arens, Yvonne; Fields, Diana; Colson, Regina; Wilkerson, Lisa; Watson, Sandy; Shakira Crandol (Shakira.Crandol@dot.gov); Jacobs, LeeAnn; Elizabeth.Orr@dot.gov

Subject: Pasco County MPO Draft FY 2016/17 – 2017/18 UPWP Review

Importance: High

Roger,

The Central Office - Office of Policy Planning and Office of Comptroller have completed our review of the Pasco County MPO Draft FY 2016/17 – 2017/18 UPWP. This review is not intended to replace the District review of the draft UPWP, but rather to assist given the new requirements being implemented. Please check to ensure that the MPO receives these comments. We have the following comments:

- The FM Number and Federal Aid Project number have now been provided to the Districts; please transmit these to the MPO for inclusion in the UPWP.
- Introduction - please include a discussion of soft match, including a definition and the amount. The discussion should include the total amount of the soft match and the percentage.
- Page 9, Agreements – this section should be updated to reflect the expiration of the existing PL JPA and other FHWA-funded agreements, and the execution of the new MPO agreement.
- Tables 2A and 2B – please provide the soft match amounts by task in the Summary Budget Tables.
- Task 1.0, Other Direct Expenses – the “County Staff support, office supplies, equipment, etc.” line item must be broken out to detailed line items to allow for the MPO Liaison to perform the cost analysis. Please see the latest Handbook Chapter 3 and/or the Estimated Budget Detail template at the [MPO Agreement & Invoicing webpage](#) for more information.
- Task 1.0, Other Direct Expenses – please explain the difference the two fiscal years to warrant such a significant difference between the budget category amounts (i.e. \$62,000 in Other Direct Expenses in FY 17 and \$10,000 in Other Direct Expenses in FY 18)?
- Tables 1 & 3 – please provide soft match by task.

As a reminder, the District should be performing a preliminary cost analysis on the draft UPWP and performing the final one, which includes the signature of the Cost Analysis Statement, after adoption of the final UPWP and before execution of the new MPO Agreement.

Please let me know if you have any questions.

Thanks,

Sean Santalla

Office of Policy Planning
Florida Department of Transportation
605 Suwannee Street MS 28
Tallahassee, Florida 32399-0450
Direct Line: (850) 414-4578
Sean.Santalla@dot.state.fl.us

Follow FDOT's performance reporting at FDOTperforms.org and add your voice to our [Performance Summit for Transportation Partners](#), May 10, 11 and 12.