FINAL
PASCO COUNTY

METROPOLITAN PLANNING ORGANIZATION

UNIFIED PLANNING WORK PROGRAM

Fiscal Years 2018-19 and 2019-20
Covering dates of July 1, 2018 – June 30, 2020

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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...
PASCO COUNTY
METROPOLITAN PLANNING ORGANIZATION
PASCO AREA TRANSPORTATION STUDY
UNIFIED PLANNING WORK PROGRAM
Fiscal Years 2018-19 thru 2019-2020

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

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

The Honorable Camille S. Hernandez, Mayor, City of Dade City
The Honorable Jack Mariano, County Commissioner (District 5)
The Honorable Mike Wells, County Commissioner (District 4)
The Honorable Kathryn Starkey, County Commissioner (District 3)
The Honorable Mike Moore, County Commissioner (District 2)
The Honorable Ronald Oakley, County Commissioner (District 1)
Vacant (City of Port Richey)
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BY THE PASCO COUNTY METROPOLITAN
PLANNING ORGANIZATION

RESOLUTION NO. 18-060

A RESOLUTION APPROVING THE FISCAL YEARS 2018-19
AND 2019-20 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) 2018-19 and 2019-20, 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 also including procedures in the UPWP to comply with Title VI of the Civil Rights
Part 26, and other applicable laws prohibiting recipients of Federal financial assistance from discriminating based
on national origin, age, sex, religion, disability, familial, or income status; and requiring recipients to provide
meaningful access to individuals of limited English proficiency (LEP) and provide opportunities for disadvantaged
business enterprises to participate; and

NOW, THEREFORE, BE IT RESOLVED that the UPWP for FYs 2018-19 and 2019-20 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.

ADOPTED AND RESOLVED this 10th day of May, 2018.

PASCO COUNTY METROPOLITAN
PLANNING ORGANIZATION

PAUL A. O’NEIL, Ph.D.,
CLERK & COMPTROLLER

CAMILLE S. HERNANDEZ, 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 10, 2018, adopted the Fiscal Year 2018-19 and Fiscal Year 2019-20 two year Unified Planning Work Program for multimodal transportation planning activities and programs that are to be conducted during the fiscal years indicated above.

Date: May 10, 2018

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

ATTORNEY
A RESOLUTION BY THE PASCO COUNTY METROPOLITAN PLANNING ORGANIZATION APPROVING THE REIMBURSEMENT OF PASCO COUNTY 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, Section 112.061(14)(a)(5), Florida Statutes, allows any metropolitan planning organization to establish, by resolution, per diem and mileage reimbursement rates if those rates are not less than the statutorily established State rates; and

WHEREAS, the Pasco County MPO staff and elected officials are required to attend training and workshops outside of Pasco County; and

WHEREAS, the Florida Department of Transportation (FDOT) has previously reimbursed the Pasco County MPO staff and elected officials at the State per diem and mileage reimbursement rates, which are less than the Pasco County government rates.

NOW, THEREFORE, BE IT RESOLVED by the Pasco County Metropolitan Planning Organization, in regular session duly assembled, that the Pasco County MPO staff and its elected officials will be reimbursed for per diem and mileage consistent with the Pasco County government rates as outlined in the Staff Services Agreement. As required by Section 112.061(14)(b), Florida Statutes, such reimbursement rates shall apply uniformly to all travel by the Pasco County MPO staff and its elected officials.

DONE AND RESOLVED this 10th day of May, 2018.

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

CAMILLE S. HERNANDEZ, CHAIRMAN

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

BY: ___________________________
ATTORNEY
Cost Analysis Certification

Pasco County MPO

Unified Planning Work Program - FY 2018/19

Amended 3/13/2019

Revision Number: Revision 1

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

Name: Jensen Hackett
Planning Specialist/MPO Liaison, District 7
Title and District

Signature

3/26/2019
SECTION 1: INTRODUCTION

UNIFIED PLANNING WORK PROGRAM OVERVIEW

Metropolitan Planning Organizations (MPOs) were formed to give local communities a stronger voice in achieving their transportation goals and improving regional transportation planning while avoiding duplication of planning efforts. MPOs exist throughout the United States in all urbanized areas of more than 50,000 people and have the authority to plan, prioritize, and program federal funding for transportation projects in urban/metropolitan areas. The Pasco MPO is a forum for local, state, and private agencies to address common regional issues. As the designated metropolitan planning organization Pasco MPO is responsible for carrying out the:

“...continuing, cooperative and comprehensive multimodal transportation planning process, including the development of a metropolitan transportation plan and a transportation improvement program (TIP), that encourages and promotes the safe and efficient development, management, and operation of surface transportation systems to serve the mobility needs of people and freight (including accessible pedestrian walkways and bicycle transportation facilities) and foster economic growth and development, while minimizing transportation-related fuel consumption and air pollution” (23 CFR 450.300).

This Unified Planning Work Program (UPWP) identifies all transportation and related planning activities, no matter who is doing it and what the source of funding is, if it is undertaken within the Pasco Metropolitan Planning Area (MPA) during the federal years beginning July 1, 2018, and ending June 30, 2020. This work program was developed to serve these specific objectives:

1. Define transportation planning activities to meet the transportation needs of local, state, and federal agencies.
2. Identify funding sources for planning studies.
3. Coordinate transportation planning activities and relationships (both internal and external).
4. Promote the wise use of public resources through sound decision-making and interagency coordination.

The boundaries of the Pasco Metropolitan Planning Area are shown in Figure 1. This UPWP is required as a basis and condition for all federal funding assistance for transportation planning by the joint planning regulations of the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA). The guidance from the Federal agencies states: "At a minimum, an UPWP includes a description of the planning work and resulting products, which will perform the work, time frames for completing the work, the cost of the work, and the source(s) of funds and who will perform the work." (23 C.F.R. 450.308)
Figure 1 shows perimeter and adjusted urban area with NHS
In Florida, 27 MPOs work in partnership with the Florida Department of Transportation (FDOT) to carry out the following required activities in their respective planning areas:

- Provide the public with information about activities that support the development of all MPO products and outline opportunity for early engagement;
- Identify safety problems through detailed planning studies to develop candidate transportation improvements;
- Monitor the existing capacity conditions of the existing transportation network;
- Forecast future population and employment growth for the region;
- Evaluate the effects that future land use plans will have on transportation infrastructure within major growth corridors throughout the region;
- Develop scenarios to evaluate the affects that technologic advancements and land use and transportation choices made today will have on the region in the future;
- Develop a financial plan that identifies the costs and revenues associated with the continued operation and maintenance, and future expansion of the region’s road, transit, and nonnotarized systems; and
- Work with the public and stakeholders to determine the region’s priorities for improving the transportation systems within the anticipated funding levels.

**STATUS OF PLANNING ACTIVITIES**

While the UPWP documents only the activities to be undertaken during the 2-years covered by the UPWP, the basis of the work program is grounded in the requirements of the metropolitan transportation planning process. The four foundational requirements of the metropolitan transportation planning process are:

1. Develop and maintain the Public Participation Plan (PPP)
2. Develop and maintain the Unified Planning Work Program (UPWP);
3. Develop and maintain the Long Range Transportation Plan (LRTP);
4. Develop and maintain the Transportation Improvement Program (TIP);

**FAST ACT Planning Requirements**

The Fixing America’s Surface Transportation (FAST) ACT become law on December 4, 2015. FAST ACT continues to promote an efficient and effective Federal surface transportation program by focusing on transportation issues of national significance, while giving regional transportation decision-makers flexibility for solving transportation problems in their communities. Under FAST ACT, the foundational requirements were continued, but changes made by the Moving Ahead for Progress in the 21st Century (MAP-21) Act have been carried over to enhance the planning process for surface transportation; some of these changes add flexibility and efficiency, while others add new consultation and environmental planning requirements. Consultation requirements for states and MPOs remain significantly expanded; and requirements continue for plans to address environmental mitigation, improved performance, multimodal capacity, and enhancement activities. Bicycle, pedestrian, and disabled interests must also be represented.

FAST ACT includes the eight (8) factors originally outlined in SAFETEA-LU (adopted on August 10, 2005), as well as two additional considerations. Specifically, FAST ACT compliant metropolitan and statewide planning processes must consider transportation projects and strategies that will:

- Increase the safety of the transportation system for motorized and non-motorized users;
- Emphasize the preservation of the existing transportation system.
- Promote efficient management and operation;
- Increase accessibility and mobility of people and freight;
• Enhance the integration and connectivity of the transportation systems, across and between modes, for people and freight;
• Support the economic vitality of the metropolitan area
• Increase the security of the transportation system for motorized and non-motorized users;
• 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;
• Improve the resiliency and reliability of the transportation system and reduce or mitigate storm water impacts of surface transportation
• Enhance travel and tourism.

In addition, the Pasco MPO will consider the following principles adopted by the United States Department of Transportation (USDOT) as a result of the Partnership for Sustainable Communities. These principles are:

1. Enhance economic competitiveness;
2. Support existing communities;
3. Provide more transportation choices;
4. Coordinate policies and leverage investments;
5. Promote equitable, affordable housing; and
6. Value communities and neighborhoods

**MPO Transportation Planning Process in Pasco County**

Community involvement is strongly encouraged by Pasco MPOs Board. Increasing the communication among citizens, elected officials and technical staff is a continuing objective of the planning process so that these entities can work together to achieve desired goals. The community involvement program emphasizes the importance of public involvement at the local government and individual community level from the very initiation of the planning process. By involving the public in this manner, the direction and content of the planning effort will be more likely to address the wide range of issues that impact decision makers. Although all meetings of the Pasco MPO Board and its committees are publicly advertised and therefore open to the public, greater outreach efforts are continually implemented.

The MPO’s planning program is administered by the Pasco County Planning and Development Department (PDD) and is funded by federal grants from the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) of the U.S. Department of Transportation (U.S. DOT) that pass through the Florida Department of Transportation (FDOT). Anticipated planning activities and funding sources are published in advance each fiscal year of work as part of the MPO’s Unified Planning Work Program (UPWP).

The process and procedure used to develop the UPWP is presented in the MPO's Public Participation Plan (PPP) that was adopted on February 13, 2014, and amended on December 11, 2014. The process calls for the UPWP to be reviewed and approved as a Final UPWP in May 2018 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 on May 10, 2018. In accordance with the PPP, a thirty 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 office 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 the review and comment period (30 days). 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 allowed time for public comment. Agendas were distributed to a wide mailing list and posted on the MPO’s website. Also, review copies of the draft were sent to the FDOT, FHWA, FTA, Tampa Bay Regional Planning Council (TBRPC), and the MPOs for Pinellas, Hernando, Hillsborough, Polk, and Sarasota/Manatee counties, and posted on the 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. The 2018 PPP to be adopted by the MPO Board on May 10, 2018 identifies specific public engagement activities and events such as the UPWP will be conducted and solicit public input for each planning product.

Planning tasks included in this UPWP were solicited from other transportation agencies that receive State and Federal funding. The UPWP was presented to the Citizens' and Technical Advisory Committees and the MPO Board's Policy Committee in April and May 2018. All of these meetings were publicly noticed and allowed time for public comment. Agendas were distributed to a wide mailing list and posted on the MPO's website. Also, review copies of the draft were sent to the FDOT, FHWA, FTA, TBRPC, and the MPOs for Pinellas, Hernando, Hillsborough, Polk, and Sarasota/Manatee counties, and posted on the Pasco County MPO website. All comments received were addressed and revisions were made where appropriate in the UPWP.

The Pasco MPO complies with the provisions of Title VI of the Civil Rights Act of 1964, which states: No person in the United States shall, on grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. It is also the policy of the Pasco MPO to comply with all of the requirements of the Americans with Disabilities Act.

All Pasco MPO plans and programs comply with the provisions of Title VI of the Civil Rights Act of 1964, which assures that no person in the United States 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.

It is also the policy of the Pasco MPO to comply with all of the requirements of the Americans with Disabilities Act. For materials in accessible format please call: contact Manny Lajmiri at (727) 847-8140, mlajmiri@pascocountyfl.net

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 at (727) 847-8140, mlajmiri@pascocountyfl.net at least seven business days before the public meeting.

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 existing transportation planning entities. Although population and employment growth rates been lower over the past several years, existing transportation infrastructure deficiencies remain significant and are anticipated to grow in the future. The MPO faces declining transportation revenue, which is a trend that is likely to continue. Expected revenue shortfalls will present challenges in the programming and implementation of needed transportation projects. In addition, the MPO's work program as reflected in this UPWP will support the County's Market Area Planning Emphasis that seeks to implement a regulatory framework that will help to guide future growth to the West and South Market areas (a.k.a. Urban Concentration Area) served by major transportation corridors, expanded infrastructure, and transit. This strategy, coupled with a Transit-Oriented Design (TOD) land use orientation, will require significant transportation/land use linkage to ensure that investment decisions support and compliment the County's desired growth types, locations, and patterns. Additionally, MPO staff will support partnering cities in various efforts related to downtown revitalization, trails/sidewalk projects, Safe Route to Schools (SRTS), Transportation Alternative (TA), and corridor improvement studies (U.S. 301).

Status

The following UPWP tasks will be conducted in FYs 2018-19 and 2019-20 by staff of the Pasco MPO and Pasco County Public Transportation agency planning activities focus.

1. ADMINISTRATION
1.0 General Administration and Program Development (Task 1.0)

This task will ensure the MPO’s continuance and a coordinated transportation planning process for Pasco County and participating cities, and meets the County’s responsibility in addressing regional transportation issues and initiatives impacting the County. Task 1.0 focuses on all 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. An end product focus during this UPWP planning period will be a review and update of MPO agreements and operating bylaws for each standing committee.

2.0 Outreach and Public Participation (2.0)

With the adoption of the updated PPP in February 2014 and amended on December 11, 2014, MPO staff will continue with plan implementation compliance, including monitoring and evaluation of the effectiveness of the various public involvement strategies that are implemented. Emphasis will continue to be placed on engaging the traditionally underserved and underrepresented population in the County. The MPO will continue to support the 15-member CAC and continue its rotational meeting venues, which are strategically located across the county to maximize public participation and access. The MPO will continue its successful partnership with ongoing Pasco County departmental public involvement initiatives, including the Lacoochee Community Initiative, implementation of the U.S. 19 Redevelopment Plan - West Market Area Strategy, (The Harbors), coordination on the County’s annual American Community Survey that incorporates an MPO focus on transportation funding and improvement options. The MPO’s focus is 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. Finally, elements of the PPP provide a foundation towards the implementation of a Public Involvement Plan (PIP) specifically geared to the LRTP that was updated and approved in December 2014.

3.0 System Performance Analysis (Tasks 3.1, 3.2, 3.3, 3.4)

Both land use and socioeconomic (SE) data and transportation system data provides critical support for numerous studies, and provide rationale to project selection and prioritization. Base year (2010) and projected year (2040) land-use data, including population and employment data, has been completed and transportation data (traffic counts, bicycle/pedestrian counts, transit patronage by route, crash statistics, etc.) is available to be analyzed in this UPWP task. This information is critical in the support of the regional traffic demand model used for the 2040 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 Countywide Pedestrian Safety Action Plan (PSAP) that was adopted by the Board in 2012. The MPO will continue to utilize both County and general planning consultant resources to collect and analyze SE and transportation data and will focus on database management, including website data accessibility and dissemination.

4.0 Transportation Improvement Program (Tasks 4.1, 4.2)

Task 4.0 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 prioritization lists for various funding programs will be updated on an annual basis and specific safety-related and/or CMP projects will be reviewed. Transportation revenue streams based on the County’s transition to the mobility fee concept will be reviewed in this task to ensure transportation infrastructure investment supports the concepts that are part of the County’s Comprehensive Plan. The MPO’s objective will be to continue leveraging County funding (local funds) with FDOT funding for transportation improvement projects that are located on and 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), etc.). Since the MPO's updated LRTP will form the foundation for the County's required 2014 update to the mobility fee program, MPO staff will coordinate the update of the mobility fee in FY 2014-15 to ensure the linkage of costs, impacts, needs, and programming of projects through the TIP. This effort will also seek to identify additional revenues that could implementation of multimodal transportation projects identified in the MPO's TIP, LRTP, and in the County/City CIPs including the use of Tax Increment Funds (TIF) to support transit operations and maintenance. Development of the TIP will involve extensive public involvement and will follow the guidelines identified in the MPO’s updated PPP.

5.0 System Planning (Tasks 5.1, 5.2, 5.3, 5.4)

5.1 Land Use Planning

This task will support development of the Long Range Transportation Plan (LRTP) by introducing different land use scenarios and associated transportation cost. The scenarios and associated transportation costs focuses on changing transportation technology, Transit Oriented Development, and new boulevard concept on the interstate system. After public outreach a hybrid scenario may be used for development of the long range transportation plan cost affordable plans. Significant regional coordination with other MPOs is also required.

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

The MPOs are currently engaged in the Long Range Transportation Plan update and, therefore, this UPWP will continue to identify the work efforts that lead to the creation of the currently adopted cost affordable plan. Work efforts will include the continued implementation of the Public Involvement Process (PIP) consistent with the PPP but specific to LRTP issues. After July 1, 2019, the LRTP Cost Affordable Plan will be nearing completion and public hearings will be scheduled in early Fall 2019 to finalize and adopt the LRTP by December 2019. MPO staff will continue to participate in the regional transportation modeling framework using the Tampa Bay Regional Planning Model, (TBRPM), including the Technical Review Team (TRT), and the Tampa Bay Applications Group in support of the LRTP development.

5.3 Bicycle/Pedestrian (Sidewalk/Trail Planning)

The MPO's BPAC has been meeting regularly in Fiscal Year 2015-16. This MPO-sanctioned committee is responsible for making recommendations on matters concerning a comprehensive bikeway and pedestrian system/plan and is focused on the safety, security, and education pertaining to bicyclists and pedestrians. The formation of this committee met a long-standing need that was identified in the previous UPWPs and also addresses FDOT and Federal Highway Administration (FHWA) past certification comments. Operating procedures (bylaws) to determine membership and how to conduct business was approved in FY 2012-13. 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 with sidewalk and trail components, and multiuse trail development including regional connections. In FY 2018-19, 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. MPO staff, with BPAC assistance, will also undertake an update to the West Pasco Trails Feasibility Study that was completed in 2009 in support of the County's West Market redevelopment efforts and refine the LRTP’s comprehensive bicycle and pedestrian plans in conjunction with the update of the LRTP. In addition, the MPO’s GPC will be used to complete initial planning route alignment studies to determine feasibility, costs, and funding availability toward implementation of two regional multiuse trails that are part of the County's Penny for Pasco sales tax program trail network, including the U.S. 301 Trail network (Dade City/Zephyrhills) FY 2015-16, and the Bi-County Trail initiative in Fiscal Year 2019-20.
5.4 Special Projects

The MPO will continue to focus on responding to current and non-routine issues that support the implementation of the TIP and the LRTP, as well as other transportation planning initiatives. This includes performing concept or feasibility studies. Typically, study needs associated with this Task are unanticipated during preparation of the UPWP. This task provides the MPO the ability to respond to the need to conduct technical studies or do projects on short notice as a result of special circumstances that may be identified by MPO committee members or participating transportation planning partners involved in the process; i.e., the FDOT, County, cities, etc. This task will also allow MPO staff to provide technical assistance to all MPO member governments in the implementation of transportation plans and programs. As any additional end products are identified under this task, the MPO will complete a UPWP Amendment to include specific end tasks, if necessary.

6.0 Public Transportation Planning (Tasks 6.1, 6.2)

6.1 Public Transportation Planning

The MPO's Transit Planning Program will continue to focus on support for the PCPT service and various transit initiatives. Completion of various Comprehensive Operational Analysis (COA) studies based on the Access Pasco - Ten-Year Transit Development Plan (TDP) that was adopted in FY 2012-13 will be the focused end products. MPO staff will continue follow-up on the Transit Infrastructure Assessment Study that was completed in FY 2011-12. MPO staff will coordinate with the Tampa Bay Area Regional Transportation Authority (TBARTA)/FDOT and various ongoing studies that focus on evaluating transit alternatives to implement future, regional transit service. This includes the alternatives analysis currently underway 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, the U.S. 19 Spring Hill Connector, and re-evaluation of transit needs in the S.R. 54/56 corridor. 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.

6.2 Transportation Disadvantaged Planning

MPO staff will continue to support the planned delivery of transportation services to the disadvantaged community in Pasco County. Focus products will include Annual Community Transportation Coordinator (CTC) Evaluation Reports, participation in Local Coordinating Board (LCB) quarterly meetings, Job Access and Reverse Commute (JARC)/New Freedom (NF) grant projects coordination, PCPT coordination, and service delivery monitoring.

7.0 Collaboration

7.1 Local Government Comprehensive Plan Support (LGCP) and Land Development Code (LDC) Implementation

The MPO will coordinate transportation planning activities undertaken by the County's Planning and Development Department. Transportation activities, 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 Concentration Area. In addition, MPO staff will focus on integrating the results of several subarea transportation analyses to address LRTP network viability and annually update the County's Highway Vision Map and ROW (Right-of-Way) Preservation Ordinance. These Comprehensive Plan elements identify potential new roadway alignments that must be evaluated and addressed during the Comprehensive Plan amendment process and/or rezoning process. The Roadway ROW Map utilizes corridor study information to determine the required right-of-way in conjunction with existing and future roadways. Both products 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 and transit corridors that may be necessary to service large mixed-use developments in strategic areas in the County. The MPO will also participate in the technical review of various studies for rezoning and Comprehensive Plan amendment actions.
Regional and State Planning Coordination

In response at the regional level to changes in the urbanized area as of the last decennial census, the Hillsborough, Pasco, and Pinellas MPOs recently formed the Tampa Bay TMA Leadership Group. Comprised of three voting members from each of the TMA MPOs (i.e., Pasco Pinellas, and Hillsborough) and advisory representatives of FDOT and TBARTA, the Leadership Group held its first meeting in November 2013. They have continued to meet approximately every other month since then. The Leadership Group was formed to serve in an advisory role to the three MPOs in forging a consensus on regional transportation priorities affecting the heart of the region and the allocation of the Federal and State funds that are earmarked to the Tampa Management Area (TMA) through the FDOT, District Seven Work program. Other roles and responsibilities for the TMA group are under discussion and will be further defined. The three MPOs in the TMA will be providing staff support to the TMA group, which has been recently developing its mission, composition, and criteria for determining regional transportation priorities.

The intergovernmental coordination of transportation planning programs and planning in the region and Statewide arena has become an important as 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. 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, was evaluated and two entities were consolidated as CCC-TBARTA. The CCC-TBARTA will continue to hold an annual meeting with the Central Florida MPO Alliance to coordinate transportation projects and programs that impact the two regions. The MPO staff will participate in other Statewide and regional activities, including coordination with the Statewide MPO Advisory Council (MPOAC).

**FHWA TEN (10) PLANNING FACTORS ARE IN CF 450.306**

A. To accomplish the objectives in §450.300 and §450.306(b), metropolitan planning organizations designated under §450.310, in cooperation with the State and public transportation operators, shall develop long-range transportation plans and TIPs through a performance-driven, outcome-based approach to planning for metropolitan areas of the State.

B. The metropolitan transportation planning process shall be continuous, cooperative, and comprehensive, and provide for consideration and implementation of projects, strategies, and services that will address the following FHWA Planning factors outlined in the PASCO COUNTY METROPOLITAN PLANNING ORGANIZATION, TABLE XX-FAST ACT PLANNING FACTORS - UPWP TASK MATRIX - (View Reference Table on Page 10).
**FAST ACT PLANNING FACTORS**

The MPO performs its planning activities in accordance with Federal and State laws and rules. 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 XX**

**PASCO COUNTY METROPOLITAN PLANNING ORGANIZATION**

**FAST ACT PLANNING FACTORS - UPWP TASK MATRIX**

<table>
<thead>
<tr>
<th>UPWP TASKS</th>
<th>FACTORS</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>1 2 3 4 5 6 7 8 9 10</td>
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<tr>
<td>Administration:</td>
<td></td>
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<tr>
<td>1.0 General Administration and Program Development</td>
<td>X X X</td>
</tr>
<tr>
<td>Public Participation:</td>
<td></td>
</tr>
<tr>
<td>2.0 Outreach and Public Participation</td>
<td>X X X</td>
</tr>
<tr>
<td>Surveillance Activities</td>
<td></td>
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<tr>
<td>3.1 Data Gathering</td>
<td>X X X X X X X X</td>
</tr>
<tr>
<td>3.2 Congestion Needs and Management Program</td>
<td>X X X X X X X X X</td>
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<td>3.3 Crash Analysis and Safety Needs</td>
<td></td>
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<td>3.4 Pavement and Bridge Needs</td>
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<tr>
<td>Transportation Planning:</td>
<td></td>
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<tr>
<td>4.0 TIP Document and Amendments</td>
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<tr>
<td>System Planning:</td>
<td></td>
</tr>
<tr>
<td>5.1 Land Use Planning</td>
<td>X X X X X X X X</td>
</tr>
<tr>
<td>5.2 Long Range Transportation Planning</td>
<td>X X X X X X X X X</td>
</tr>
<tr>
<td>5.3 Bicycle/Pedestrian (Sidewalk/Trail) Planning</td>
<td></td>
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<tr>
<td>5.4 Special Studies</td>
<td>X</td>
</tr>
<tr>
<td>Public Transportation Programs</td>
<td></td>
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<tr>
<td>6.1 Public Transportation Planning</td>
<td>X X X X X</td>
</tr>
<tr>
<td>6.2 Transportation Disadvantaged Planning</td>
<td>X X X</td>
</tr>
<tr>
<td>Collaboration</td>
<td></td>
</tr>
<tr>
<td>7.1 Local Government Comprehensive Planning Support</td>
<td>X X X X X X X X</td>
</tr>
<tr>
<td>7.2 Regional and Statewide Planning</td>
<td>X X X X X X X</td>
</tr>
</tbody>
</table>

**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.
10. Enhance travel and tourism.
FTA PLANNING EMPHASIS AREAS (PEAs) FOR FY 2018

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 for FY 2018-19 and FY 2019-20. 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 6.2).

- **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 - 2018

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

**Rural Transportation Planning**

Pasco MPO will plan for and coordinate with rural governmental entities both within our planning boundaries as well as those areas outside of the current boundaries that are impacted by transportation movements between regions. FAST ACT defined the structure and responsibilities of regional transportation planning organizations in federal regulations and Florida Statutes include several provisions that require coordination with local governments in rural areas.

**Transportation Performance Measures**

FHWA has finalized six interrelated performance rules to implement the transportation performance measures framework established by MAP-21 and the FAST ACT. Collectively, the rules address challenges facing the transportation system, including: improving safety, maintaining the condition of the infrastructure, reducing traffic congestions, improving the efficiency of the system and freight movement, protecting the environment, and reducing delays in project delivery. The rules established national performance measures. State DOTs and MPOs must establish targets for each measure. Planning documents will identify the strategies and investments used to reach the targets. Progress towards meeting the targets will be reported through new and existing mechanisms. MPOs need to account in their UPWP for the effort necessary to satisfy the federal requirements. As MPOs and Florida DOT venture into this first round of target setting and adopting performance measures into our planning products, more emphasis will be placed on this topic area. The cooperative efforts of
Florida’s MPOs and DOT to insure this new planning tool will be effective and well-coordinated will need to be shown in the upcoming UPWPs.

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

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

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

Contact Information:
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850-414-4901
Mark.reichert@dot.state.fl.us

**FHWA Resources**

- [http://safety.fhwa.dot.gov/ped_bike/ped_focus/](http://safety.fhwa.dot.gov/ped_bike/ped_focus/)

**Pedestrian Safety Action Plan Examples**


**SECTION 2: ORGANIZATION AND MANAGEMENT OF THE TRANSPORTATION PLANNING PROCESS**

**AGreements**

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

**Interlocal Agreement for the Creation of the Metropolitan Planning Organization**

The purpose of this agreement is to re-establish the MPO and recognizes the boundary and reapportionment approved by the Governor. It includes a listing of the MPO’s major responsibilities. The interlocal agreement was made and entered on October 15, 2014 and remains in effect until terminated.

**Intergovernmental Coordination Review and Public Transportation Coordination Joint Participation Agreement**

This agreement provides for cooperation with public transportation system operators, intergovernmental coordination with the Regional Planning Council, and provides for dispute resolution. The agreement was made and entered on December 2, 2014 and automatically renews every five years.
MPO Agreement

The MPO Agreement referenced above is an agreement between FDOT and the MPO for the purpose of passing through FHWA funds, including Planning (PL) and Surface Transportation Program (STP) funds, for the completion of transportation related planning activities set forth in this UPWP. Previously, the MPO and FDOT had separate agreements for PL and STP funding, which expired on June 30, 2018. The MPO Agreement includes the UPWP as Exhibit A and lasts for the duration of the UPWP, July 1, 2018 (or the date the agreement is fully executed if after July 1, 2018) through June 30, 2020.

Chairs Coordinating Committee Interlocal Agreement

The MPO has an interlocal agreement with the other MPOs in the west central Florida region for the Chairs Coordinating Committee in order to plan and coordinate within the region. The original interlocal agreement was executed on January 19, 2010. Since then, there have been several amendments, the latest one occurring in 2015.

Interlocal Agreement for Staffing and Support Services

The MPO and Pasco County Board of County Commissioners have an agreement for Pasco County to provide support staff and various associated support and administrative support staff and services deemed necessary for the MPO to carry out a continuing, cooperative and comprehensive transportation process mandated by State and Federal law. The execution of agreement was on March 7, 2017 and extends until terminated.

Section 5305 (d) and Transportation Disadvantaged Agreements

The MPO Agreements referenced above are agreements between FDOT and the MPO for the purpose of passing through FTA funds, Federal Transit Administration Section 5303/5 (d) program and the Transportation Disadvantaged Program are for participation in and to provide funding to support cooperative, continuous, and comprehensive planning programs for making transportation investments in the Pasco Metropolitan Areas.

Federal Transit Administration (FTA) CFDA: 20.505 Metropolitan Transportation Planning

FPN: 402414-1-14-16 | Federal Aid Project Number: FL80-0010-00
FPN: 402414-1-14-17 | Federal Aid Project Number: 1001-2016-3
FPN: 402414-1-14-18 | Federal Aid Project Number: 1001-2017-18
FPN: 402414-1-14-19 | Federal Aid Project Number: 1001-2017-19
FPN: 402414-1-14-20 | Federal Aid Project Number: 1001-2017-20
Florida Commission on Transportation Disadvantage: CSFA: 55.002

General Planning Consultant Contracts

On February 9, 2017, the Pasco County Metropolitan Planning Organization (MPO) entered into agreements with AECOM Technical Services, Inc. and Tindale-Oliver and Associates, Inc. for services as its general planning consultant. The consultant provides production support to the MPO to accomplish numerous transportation planning activities that are listed in the MPO’s adopted Unified Planning Work Program. The general planning consultant’s contract is for a maximum of $1,500,000.00 over the life of the contract. Individual task orders are issued periodically, covering specific projects or services.
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.

The Pasco MPO is governed by the MPO Policy Board. The Board is composed of locally elected officials. Membership, officers and voting procedures are in accordance with the Bylaws adopted by the MPO Board. Standing advisory committees and ad hoc task forces provide the Board with guidance on matters related to funding, congestion management, bicycle and pedestrian issues, intelligent transportation systems, transit, freight, and other specific matters related to transportation planning. The standing committees are: Citizens Advisory Committee, Transportation Advisory Committee, Bicycle Pedestrian Advisory Committee, and Local Coordinating Board.

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**

In June 2012, the MPO Board established the BPAC to assist the MPO in the development of comprehensive bikeways and pedestrian plans and projects for Pasco County; to propose policies for the development of bikeway and pedestrian system considerations; to review the proposed and submitted bicycle and pedestrian plans and proposed amendments; to review the Countywide TIP for inclusion of bikeway and pedestrian-related projects; to recommend bicycle and pedestrian priorities to the MPO in support of the plan for inclusion in State, County, or capital improvement programs; to recommend projects for inclusion in the MPO's annual list of priority projects and Transportation Alternatives (TA); to coordinate bicycle and pedestrian concerns and present them to the MPO; to assist 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 Area**

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 demonstrate 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. The MPO staff will participate 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.

- **Tampa Bay Area Regional Transit Authority (TBARTA)**

  This is a regional transportation agency of the U.S. states, in the state of Florida, which was created on July 1, 2007. The purpose of the agency is "to plan, develop, fund, implement, and operate a world class regional transit system that connects and moves the Tampa Bay region. The agency coordinates its efforts with the Florida Department of Transportation to improve transportation in the Tampa Bay Area. The TBARTA redirected their focus from multimodal transportation to creating a regional transit system in 2017."
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.

Summary Budget Tables

Soft match

Section 120 of Title 23, U.S.C., permits a state to use certain toll revenue expenditures as a credit toward the non-federal matching share of all programs authorized by Title 23, (with the exception of Emergency Relief Programs) and for transit programs authorized by Chapter 53 of Title 49, U.S.C. This is in essence a "soft-match" provision that allows the federal share to be increased up to 100% to the extent credits are available. Soft Match for Federal PL funds is comprised of toll revenues and equates to 18.07%. The soft match amount being utilized to match the FHWA funding is found in the UPWP corresponding tables 1 and 2.

MPO Indirect/Direct Rate

Indirect costs are defined in 2 C.F.R. Subsection 200.56 as “those costs incurred for a common or joint purpose benefiting more than one cost objective, and readily assignable to the cost objective specifically benefiting, with effort disproportionate to the results achieves. Pasco County MPO uses the FDOT fourth method for reimbursing indirect costs showing actual costs incurred.

MPOs that do not wish to be reimbursed at the De Minimis rate and do not have a State or federally approved indirect cost rate, will charge all eligible costs as direct costs and will be reimbursed for such. As opposed to MPOs charging a rate to cover indirect expenses, these MPOs will reflect all indirect expenses in the UPWP budget details as direct expenses. To reduce the burden of distributing these costs across the tasks in the UPWP and minimize UPWP amendments and modification, these MPOs are advised to include all administrative and overhead costs in one task or set of tasks in the UPWP as outlined in Florida Department of Transportation 2017, MPO Handbook, Section 3.8. However, the Pasco County MPO does not use an indirect rate, but only direct charges of actual expenses.
1.0 ADMINISTRATION
**Task 1.0 General Administration & 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:**
- 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 2017/18
- Monitored MPO budget, work progress and less charge drawdown from supporting county departments/divisions.
- Completion of annual MPO certification statements (2018).
- Coordinated with County auditor regarding completion and submittal of MPO program annual audit.
- Attended County Management Team meetings and Development Services Division Program updates
- Coordinated with FDOT, Hillsborough and Pinellas County MPO staffs regarding work efforts tied to the Section 5310 program including project identification and ranking (2018).
- 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 (2017/18).
- 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 2017/18.
- 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.
- 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).
- FHWA, State, and MPO Joint Certification. (Quadrennial) (2017)

**Required Activities:**
- Completion/management of Transportation Alternative (TA) grants 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).
- 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).
- 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).
- Amendments when necessary to the MPO General Planning Consultant’s contracts and task work orders. (Ongoing)
- Prepare applications for various State and Federal grants (Ongoing).
Task 1.0 General Administration and Program Development (continued)

Required Activities:

- Monitor proposed state and federal transportation related legislation that could impact the MPO planning program (Ongoing).
- Ensure supporting resources (i.e. secretarial services) are sufficient to support the overall transportation planning program (Ongoing).
- Perform the annual certification with the FDOT - Responses to questions on an annual bases taking certification results to MPO Board and all subcommittees (Annually)
- 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, record keeping and storage of all grant records.
- 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.) (Ongoing)
- 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).
- 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)
- Grant Funds (PL/5305) progress reports, invoices, and time keeping records. (Quarterly)
- FY 2018-19 and FY 2019-20 Section 5305(d) applications. (Annually)
- Completion of PL Fund FY de - obligation (If necessary)
- Develop/secure MPO approval of required annual planning documents and products such as UPWP, TIP, LOPP (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 (Ongoing).
- Completion of FY 2018-19 through FY 2019-20 UPWP (Annually)
- Amendments to the MPO general planning consultants contracts (Ongoing)
- Development of various scopes for consultant services. (Ongoing)
- Manage Consultant assignments. See Table 3 for upcoming planning studies (Ongoing)

End Product: Activities are ongoing unless otherwise noted.

- Efficient and proper management of the transportation planning work effort in compliance with the UPWP and the 3C Planning Process. (Ongoing)
- The FDOT and MPO Joint Certification (Annually);
- Planning Funds (PL) progress reports, invoices, and time keeping records. (Quarterly)
- FY 2018-19 and FY 2019-20 Section 5305(d) applications (Annually).
- Completion of PL Fund FY de - obligation. (Ongoing)
- Continuity of Operations Plan Planning coordination, update, and disaster plan meetings (Annually)
- Coordination of MPO related legal services via the Pasco County Attorney (Ongoing).
- Completion of FY 2018-19 through FY 2019-20 UPWP (Annual)
- Financial Management and Reporting (Annually)
- Training Opportunities and Activities (Ongoing)
- Coordination/submittal of County annual audit report. (Annual)
- Published meeting notices and legal advertisements (Ongoing).

Responsible Agency: MPO, Consultant
## ESTIMATED BUDGET TABLE YEAR 1

**Year 1 - Estimated Budget Detail for Fiscal Year 2018/19**

<table>
<thead>
<tr>
<th>Budget Category</th>
<th>Budget Category Description</th>
<th>FHWA (PL)</th>
<th>FHWA (SU)</th>
<th>FTA 5303(d)</th>
<th>FTA State Match</th>
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<th>Trans. Disad.</th>
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Note: Any single purchase that exceeds $5,000 must get pre-approval
# ESTIMATED BUDGET TABLE YEAR 2

## Year 2 - Estimated Budget Detail for Fiscal Year 2019/20

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Note: Any single purchase that exceeds $5,000 must get pre-approval
2.0 OUTREACH AND PUBLIC PARTICIPATION
## Task 2.0 Outreach and 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, 3, 4, 5,

### Previous Work Completed:
- Activities are ongoing unless otherwise noted.

- Conducted public hearings as required for MPO major products including the TIP and UPWP.
- 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.
- 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.
- Updated committee membership and processed new appointments.
- 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.
- Attended/participated and chaired as needed – Community Traffic Safety Team (CTST).
- Attended/participated School Traffic Safety Team (SRTS) committee meetings (Monthly). Disseminated public notices of upcoming MPO committee meetings, public meetings and hearings and completed web site updates monthly (Ongoing).
- Coordinate e-mail blasts to all media outlets of MPO committee agenda packets and upcoming issues.
- 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.
- Public participation for Wesley Chapel roadway connection study.
- 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).
- 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).
- Published meeting notices and legal advertisements.
- Well maintained MPO website with latest planning documents/products/plans and related information
- Coordination/production of the CAC, TAC/CMP, BPAC, MPO Board, and CCC agendas, meetings, and minutes (Monthly).
**Required Activities: Task 2.0 Outreach and Public Participation**  
(continued)

- Continue updates/enhancements to the MPO website (www.pascompo.net). (Ongoing).
- Continue to make presentations to various groups (Ongoing).
- Ensure updating the MPO website information and design/structure (Ongoing).
- Keep current the identified language assistance in-house resources to assist persons with limited English language skills. (Ongoing).
- Continue to maintain a database inventory of public participation activities to assess the effectiveness and potential changes/additions to public participation activities. (Ongoing).
- Continue to produce quarterly newsletters highlighting ongoing transportation issues (Ongoing).
- Attend FDOT-sponsored public involvement workshops (Ongoing).
- Update all mailing lists.
- Continue assisting the County in public engagement activities in regard to the S.R. 54/56 proposed elevated toll express lanes. (Ongoing).
- 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. (Ongoing).
- Continuously explore new ideas and public input strategies and tools to improve the public participation process. (Ongoing).
- 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. (Ongoing).
- Continue to be a liaison between County, local municipalities and the FDOT.
- Coordination/production of the CAC, TAC/CMP, BPAC, MPO Board, and CCC agendas, meetings, and minutes (Monthly).
- Review and coordination with County Clerk regarding attendance and production of MPO Board meeting minutes (Monthly).
- Attendance at the MPO Staff Directors’, the CMP Discussion Group, Tri-County LCB subcommittee, Freight - Technical Review Team, and Advisory Committee meetings (Ongoing).
- Writing, publication and distribution of committee agendas, news releases on transportation issues, plans and meeting/public hearing notifications (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).
- Published meeting notices and legal advertisements.
- Develop various scopes of work for consultant services and manage task assignments. See Table 3 for upcoming planning studies. (Ongoing).
- Evaluate the PPP based on the evaluation of performance measures (Consultants may assist with this task)
- Public Participation in Wesley Chapel/New Tampa future road connections/needs/impacts study.
- Production of MPO Board, TAC, CAC and BPAC agenda packets, follow up action items and supporting materials. (Monthly)
- Continue to produce quarterly newsletters highlighting ongoing transportation issues.
- Define a transportation solution to address congestion, safety, and mobility within S.R. 54/56 corridor. (Fall 2019)
- Attend FDOT-sponsored public involvement workshops.
- Update all mailing lists.
- Continuously explore new ideas and public input strategies and tools to improve the public participation process. (Ongoing).
- 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. (Ongoing).
- Published meeting notices and legal advertisements.
- Develop various scopes of work for consultant services and manage task assignments. See Table 3 for upcoming planning studies. (Ongoing).
- Continue if necessary Public Participation for Wesley Chapel Roadway connections study.
- Writing, publication and distribution of committee agendas, news releases on transportation issues, plans and meeting/public hearing notifications (Ongoing).
Task 2.0 Outreach and Public Participation

End Product: Activities are ongoing unless otherwise noted.

- Updated LEP and Title VI Discrimination Plan. (Winter 2019)
- Title VI and Environmental Justice Planning
- 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. (Annually)
- 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).
- Presentations regarding ongoing transportation planning activities to citizens, HOA, and other groups/organizations (Ongoing).
- 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 2019)
- Recruitment of CAC new members to fulfill membership objectives.
- 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. (Ongoing).
- 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 studies, C.R. 581 Loop Extension North (S.R. 54 to S.R. 52. For more planning studies see Table 3 (Ongoing)...
- Assist with the Updated PSAP (Ongoing)...
- Outreach Planning and Events continuous surveys through website and utilizing the transit system (Ongoing).
- Wesley Chapel/New Tampa Future road connections corridors.
- Update Public Participation Plan (Winter/Spring 2018/19)
- Continuing updates of the MPO website, including implementation of translational technology. (ongoing)
- Attend outreach meetings throughout the year (Ongoing).
- Evaluation of the LRTP Public Participation Process Update (December 2018)
- Define feasible transportation solutions to address congestion, safety, and mobility within S.R. 54/56 corridor for further evaluation as part of PD&E process (Summer 2019)
- Production of MPO Board, TAC, and CAC agenda packets, follow up action items and supporting materials. (Monthly)
- Published meeting notices and legal advertisements. (Ongoing).
- General Planning Consultant may assist with this task (Ongoing)...

Responsible Agency: MPO, Consultant
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<th>Budget Category Description</th>
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### Task 2.0 Outreach and Public Participation

#### ESTIMATED BUDGET TABLE YEAR 2

**Year 2 - Estimated Budget Detail for Fiscal Year 2019-20**

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<tr>
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3.0 SYSTEM PERFORMANCE ANALYSIS
### Task 3.1 Data Gathering

**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, 10

**Previous Work Completed:**
- 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.
- Converted consultant’s 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 development review process.
- Initiated discussion with the County for collection of data regarding Pavement/Bridge Conditions and Countywide turning movement Counts at all signalized intersections.
- Reviewed the County's new cloud based traffic count system.
- Investigated purchasing INRIX license to obtain real time traffic data including traveling speed.
- Investigate purchasing streetlight license to obtain travel behavior such as origin-destination and trip lengths.
- Initiated discussions about collecting data for existing Sidewalk and Bicycle facilities.
- Provided base year 2015 Socio-Economic and Transit data to FDOT for Validation of Regional Transportation Model to be used for LRTP.
- Provided relevant Land use data to consultant for LRTP scenario planning.
- Provided various transportation data to general public and consultants.
- Assisted FDOT in review of relevant data such as roadway facility types, area types, no of lanes for calibration/validation of regional transportation model.
- Reviewed number of traffic count locations for additions or deletions.

**Required Activities:** Activities listed are ongoing unless otherwise noted.
- Task may require assistance from the MPO’s GPC to accomplish objectives.
- Provide the public or consultants existing traffic counts, future traffic forecasts or other available transportation data (Ongoing).
- Purchase INRIX license to obtain real time travel speeds (Fall 2018).
- Purchase Streetlight license to obtain travel behavior data such as origin-destination and trip length (Fall 2018).
- Collect existing sidewalks, multiuse trails and bicycle facilities data (Winter 2020).
- Collect pavement and bridge conditions data (Fall 2018).
- Obtain traffic counts for special traffic studies to supplement database (Ongoing).
- Collect relevant countywide transportation data to update functional classification of roads consistent with FHWA criteria (Spring 2019).
- Continue to coordinate with Pasco County Traffic Operations regarding collection and database management of count information. Monitor less charges and review progress reports (Ongoing).
- 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 (Ongoing).
- Promote and support expansion of ITS on additional roads including surveillance cameras and variable message signs. (Ongoing).
- Continue to investigate ITS Technology to collect traffic data. (Ongoing).
- Obtain specific, traffic-related data on local and State roadways and input into the County’s CMP database.
- Provide funding assistance to the County Traffic Operations Division to collect Transportation data and purchase count equipment including purchase of video camera (Fall 2018).
- Review, and when necessary, refine the traffic count station locations (Ongoing).
- Continue to assist the County in maintaining Vision Road Network and ROW preservation map and table (Ongoing).
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<tr>
<th>Task 3.1 Data Gathering (continued)</th>
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<tr>
<td><strong>Required Activities</strong>: Activities listed are ongoing unless otherwise noted.</td>
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<tr>
<td>• Continue to provide the public and other local entities with traffic counts and other available transportation data as requested (Ongoing)</td>
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<td>• Develop future Socio-Economic data for development of LRTP (Winter 2019)</td>
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**End Product**: Activities listed are ongoing unless otherwise noted.

| • Most up-to-date GIS road layers and associated transportation data including maintenance of collected data (On going) |
| • INRIX license (Fall 2018) |
| • STREETLIGHT license (Fall 2018) |
| • Pavement and Bridge condition data (Annual) |
| • Turning Movement counts (Annual) |
| • Future Socio-Economic data (Winter 2019) |
| • Inventory of sidewalks, bicycle, and multiuse paths (Annual) |
| • Traffic counters including video cameras (Annual) |

**Responsible Agency**: MPO, Consultant

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### ESTIMATED BUDGET TABLE YEAR 1

#### Year 1 - Estimated Budget Detail for Fiscal Year 2018/19

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## ESTIMATED BUDGET TABLE YEAR 2

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### Task 3.2 Congestion Needs and Management Program

**Purpose:** Coordinate with and assist the FDOT as appropriate and practical in the development and implementation of congestion management system including roadway performance/monitoring, ITS, and Freight. 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 and Fast Act

**Planning Factors:** 1, 2, 3, 4, 5, 6, 7, 8, 10

**Previous Work Completed:** Activities are ongoing unless otherwise noted.

- 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 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 projects by reviewing the results of various traffic studies relating to access management, MPUD rezoning, and DRTs (Ongoing).
- Continued support and coordination with TBARTA in support of the regional commuter assistance program (Ongoing).
- Continued coordination with the FDOT Goods Movement Study as a GMAC member to identify related needs (Ongoing).
- Continued dialogue with the FDOT for deployment of ATMS on S.R. 54/56.
- Initiated analysis of system performance data on major roads including NHS to establish targets for vehicle and truck travel.
- Continue research and monitor Automated and Connected vehicle developments and its impact to transportation demand, safety and efficiency both short and long term (Ongoing).

**Required Activities:** Activities are ongoing unless otherwise noted.

- Continue Coordination with FDOT for setting targets (Annually). Undertake appropriate and necessary regional coordination in the development and implementation of the CMP (Ongoing).
- Perform corridor studies and Utilize LOS and crash reports in the identification of congested and unsafe corridors and alternative solutions (Ongoing).
- Provide LOS reports (Fall 2019).
- Coordinate CMP task force meetings on a monthly basis (Ongoing).
- Produce the State of the System Report and targets to include System performance consistent with federal rules (November 2018 and November 2019).
- 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 and other major roads (Ongoing).
- 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).
- Coordinate with FDOT in development of Freight plan consistent with requirements of Fast-Act and Map 21.
- Manage and supervise consultant work related to all CMP tasks (Ongoing).
- Coordinate with regional goods movement stakeholders to identify needs as part of the CMP (Ongoing).
- Utilize the CMP’s congestion strategy toolbox to identify possible strategies or improvements along priority corridors (Winter 2020).
- Continue update of the CMP Policy and Procedure manual, if necessary, to incorporate System Performance measures and thresholds based on federal guidelines or other changes (Winter 2019).
- Continue to provide support to the TBARTA Regional Commuter Assistance Program (Ongoing).
- Continue maintenance and update CMP spreadsheet listing potential CMP projects (Ongoing).
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<th>Task 3.2</th>
<th>Congestion Needs and Management Program</th>
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<td>• A continuing, operational, multimodal CMP.</td>
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<td>• A fully functional Advanced Signal Management System on S.R. 54/56 or other roads.</td>
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<td>• Produce State of the System Report and targets. (November 2018, November 2019)</td>
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<td>• Update the LOS tables. (Fall 2019)</td>
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<td>• CMP spreadsheet listing potential CMP projects (Ongoing)</td>
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## ESTIMATED BUDGET TABLE YEAR 2

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</table>
### Task 3.3  Crash Analysis and Safety Needs

**Purpose:**
To monitor safety performance of the transportation system on an annual basis consistent with the requirements of MAP-21 and FAST ACT and Strategic Highway Safety Plan (SHSP)

**Planning Factors:** 1, 2, 3, 4, 5, 6, 7, 8, 10

**Previous Work Completed:**
- Reviewed safety related data for years 2012-2016 and established Safety targets (February 2018)
- Utilized crash reports to identify unsafe locations for future analysis/possible funding as part of CMP or development review process (Ongoing)
- Attended School Safety Team and Community Traffic Safety Team (CTST) meetings (Ongoing)
- Assisted the county in review of pre-selected School’s traffic issues to come up with solutions and required queue lengths

**Required Activities:** Activities are ongoing unless otherwise noted.
- Continue coordination with FDOT for setting performance targets (Annually)
- Continue research and monitor Automated and Connected vehicle developments and its impact to transportation demand, safety and efficiency both short and long term.
- Continue to Utilize crash reports to identify unsafe locations for future analysis/possible funding as part of CMP or development review process (Ongoing)
- Continue attendance at School Safety Team and CTST meetings (Ongoing)

**End Product:** Activities are ongoing unless otherwise noted.
- New Safety Targets (If necessary) (Annually)

**Responsible Agency:** MPO, FDOT

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### Task 3.3  Crash Analysis and Safety Needs

(continued)

#### ESTIMATED BUDGET TABLE YEAR 1

<table>
<thead>
<tr>
<th>Budget Category</th>
<th>Budget Category Description</th>
<th>FHWA (PL)</th>
<th>FHWA (SU)</th>
<th>FTA 5305(d)</th>
<th>FTA State Match</th>
<th>FTA Local Match</th>
<th>Trans. Disad.</th>
<th>Total</th>
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<tbody>
<tr>
<td>A. Personnel Services</td>
<td>MPO staff salaries, fringe benefits and other deductions</td>
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</table>

Year 1 - Estimated Budget Detail for Fiscal Year 2018/19
### Task 3.3  Crash Analysis and Safety Needs (continued)

#### ESTIMATED BUDGET TABLE YEAR 2

**Year 2 - Estimated Budget Detail for Fiscal Year 2019/20**

<table>
<thead>
<tr>
<th>Budget Category</th>
<th>Budget Category Description</th>
<th>FHWA (PL)</th>
<th>FHWA (SU)</th>
<th>FTA 5305(d)</th>
<th>FTA State Match</th>
<th>FTA Local Match</th>
<th>Trans. Disad.</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td><strong>A. Personnel Services</strong></td>
<td>MPO staff salaries, fringe benefits and other deductions</td>
<td>25,000</td>
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<td><strong>B. Consultant Services</strong></td>
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<td><strong>C. Staff Services</strong></td>
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<tr>
<td>Task 3.4 Pavement and Bridge Needs</td>
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<tr>
<td><strong>Purpose:</strong></td>
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<tr>
<td>To monitor and update, on a continuing basis, System Performance Coordination and Planning</td>
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<tr>
<td><strong>Planning Factors:</strong> 1, 2, 3, 4, 5, 6, 7, 8, 10</td>
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<td><strong>Previous Work Completed:</strong></td>
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<tr>
<td>• Reviewed and attended webinars in regard federal rules and regulations (Ongoing)</td>
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<tr>
<td>• Initiated coordination with FDOT in regard to data needs/collection and target setting</td>
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<tr>
<td>• Initiated discussion with the county in regard to data collection needs on Non-NHS roadways</td>
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<tr>
<td>• Reviewed required performance measures</td>
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<td><strong>Required Activities:</strong> Activities are ongoing unless otherwise noted.</td>
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<tr>
<td>• Continue coordination with FDOT for setting targets (Bi-annually).</td>
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<tr>
<td>• Review data and performance provided by FDOT and possibly develop MPO specific performance data (July 2018)</td>
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<td>• Review Targets provided by FDOT (July 2018)</td>
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<tr>
<td>• Establish MPO specific targets using required performance measures for pavement conditions on NHS or possibly non-NHS roadways (November 2018)</td>
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<tr>
<td>• Establish MPO specific targets using required performance measures for bridge conditions on NHS or possibly non-NHS roadways (November 2018)</td>
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<tr>
<td>• Coordinate with FDOT in regard to asset management plan</td>
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<tr>
<td>• Review and attend training webinars in regard federal rules and regulations and requirements (Ongoing)</td>
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<tr>
<td>• Targets for Bridge and Pavement performance (November 2018)</td>
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<tr>
<td>• Bridge and Pavement conditions in accordance with federal requirements (Annually).</td>
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<td><strong>Responsible Agency:</strong> MPO, FDOT</td>
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### ESTIMATED BUDGET TABLE YEAR 1

#### Year 1 - Estimated Budget Detail for Fiscal Year 2018/19

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<tr>
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<tbody>
<tr>
<td><strong>A. Personnel Services</strong></td>
<td>MPO staff salaries, fringe benefits and other deductions</td>
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### Task 3.4 Pavement and Bridge Needs (continued)

#### ESTIMATED BUDGET TABLE YEAR 2

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<thead>
<tr>
<th>Budget Category</th>
<th>Budget Category Description</th>
<th>FHWA (PL)</th>
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</table>
4.0 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)
<table>
<thead>
<tr>
<th>Task 4.0</th>
<th>Transportation Improvement Program (TIP)</th>
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</thead>
<tbody>
<tr>
<td><strong>Purpose:</strong></td>
<td>Develop and maintain the TIP document, TIP’s Project Evaluation &amp; Prioritization, and amendments 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.</td>
</tr>
<tr>
<td><strong>Planning Factors:</strong> 1, 2, 3, 4, 5, 6, 7, 8, 9, 10</td>
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<tr>
<td><strong>Previous Work Completed:</strong></td>
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<tr>
<td>• Developed a multimodal priority list (List of Priority Projects) to be used by the FDOT to develop the Tentative Work Program (Fall 2016 and Summer 2017).</td>
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<tr>
<td>• Coordinated with the FDOT staff in the development of the FDOT Tentative Work Program (Fall/ winter 2016 and 2017).</td>
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<tr>
<td>• Reviewed, evaluated and provided comments on the FDOT Tentative Work Program (Winter 2016, 2017).</td>
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<tr>
<td>• Prepared, reviewed, and adopted the TIP (Summer 2016, 2017).</td>
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<tr>
<td>• Coordinated the County’s CIP with the TIP on project grants, including TRIP, CIGP (Ongoing).</td>
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<tr>
<td>• Reviewed, coordinated, and processed TIP amendments (2016, 2017).</td>
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<tr>
<td>• Posted existing TIP and previous TIPs on the website (From 2012 through current year).</td>
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<tr>
<td>• Published listing of obligated projects in the previous year.</td>
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<tr>
<td>• Processed TIP amendments and ensured notification in accordance with the PPP. Posted notifications on the MPO website.</td>
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<tr>
<td>• Developed a multi-modal List of Priority Projects annually (2016, 2017)</td>
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<tr>
<td>• Updated the TA evaluation criteria (2016, 2017)</td>
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<tr>
<td><strong>Required Activities:</strong> The activities listed are ongoing unless otherwise noted.</td>
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<tr>
<td>• Consultants may assist with this task.</td>
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<tr>
<td>• Identify transportation improvement projects and project phases based on implementation of the 2040 LRTP. (Ongoing)</td>
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<tr>
<td>• Customization &amp; deployment of Web TELUS. A platform to facilitate providing information on Transportation Improvement Plan. The deployment may include customization &amp; deployment, hosting &amp; maintenance and support and training. (Ongoing)</td>
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<tr>
<td>• Update the TIP with text to include the five safety performance measures required by FHWA, and to provide a baseline by which to track progress toward improving safety. (November 2018)</td>
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<tr>
<td>• Conduct performance based planning by tracking performance measures and setting data-driven targets to improve those measures.</td>
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<tr>
<td>• Continue to coordinate with the FDOT District Seven in the development of the Five-Year Work Program.</td>
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<tr>
<td>• Participate in workshops and working groups associated with development of the County’s CIP (Ongoing).</td>
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<tr>
<td>• Coordinate county/city CIP consistency with the MPOs TIP and the FDOT Work Program.</td>
<td></td>
</tr>
<tr>
<td>• Develop, update and adopt an annual List of Priority Projects. (Summer 2018, 2019)</td>
<td></td>
</tr>
<tr>
<td>• Development of the Tentative Work Program with the FDOT’s assistance (Annually).</td>
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<tr>
<td>• Develop and adopt a Transportation Improvement Program (TIP) (Annually)</td>
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<tr>
<td>• Publish a current year listing of obligated projects in the previous year (Annually).</td>
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<tr>
<td>• Coordinate TRIP/CIGP projects with the tentative work program and TIP (Annually).</td>
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<tr>
<td>• Process TIP amendments (Ongoing).</td>
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<tr>
<td>• Coordinate county/city LAP Program projects with FDOT’s Work Program.</td>
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<tr>
<td>• Review and update, if necessary the criteria to prioritize all transportation modes, including Transportation alternatives (TA) projects (Annually).</td>
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<tr>
<td>• Public Notifications of any amendments/modifications to TIP, LRTP, and STIP (Ongoing)</td>
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<tr>
<td>Task 4.0</td>
<td>Transportation Improvement Program (TIP)</td>
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<tr>
<td><strong>End Product:</strong> Activities are ongoing unless otherwise noted.</td>
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<tr>
<td>• An updated TIP (Annually)</td>
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<tr>
<td>• Adopted annual List of Priority Projects consistent with the MPO’s 2040 LRTP. (Summer 2018, 2019)</td>
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<tr>
<td>• Coordination with FDOT in the development of the Tentative Work Program. (Fall/Winter 2018, 2019)</td>
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<tr>
<td>• A TIP that includes projects so that they contribute toward the accomplishment of the set targets to improve performance measures (Ongoing).</td>
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<tr>
<td>• Process amendments to the adopted TIP as necessary. (Ongoing)</td>
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<tr>
<td>• Adopt a TIP annually (Summer 2018, 2019)</td>
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<tr>
<td>• Post TIP on the website (Summer 2018, 2019)</td>
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<tr>
<td>• Updated Evaluation and Prioritization criteria</td>
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<tr>
<td>• Adopted annual List of Priority Projects based on the Project evaluation and prioritization criteria (Annually)</td>
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**Responsible Agency:** MPO, Consultant
### ESTIMATED BUDGET TABLE YEAR 1

#### Year 1 - Estimated Budget Detail for Fiscal Year 2018/19

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<tr>
<th>Budget Category</th>
<th>Budget Category Description</th>
<th>FHWA (PL)</th>
<th>FHWA (SU)</th>
<th>FTA 5305(d)</th>
<th>FTA State Match</th>
<th>FTA Local Match</th>
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### ESTIMATED BUDGET TABLE YEAR 2

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5.0 SYSTEMS PLANNING
### Task 5.1 Land Use Planning

**Purpose:**
To create and test different land use and related transportation improvements scenarios leading to a final set of population and employment projections to be used for development of needs and cost affordable plans and to assist maintaining and analyzing land use data in various transportation planning activities.

**Planning Factors:** 1, 2, 4, 5, 6, 7, 8, 10

**Previous Work Completed:**
- 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 land use 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 land use data such as employment, population and dwelling units, percent occupancies, school enrollment, hotels, and appropriate special generators using various sources such as property appraisal, street addressing and info USA.
- Continued assisting FDOT in providing land use data in calibration of activity based regional transportation model.
- Continued to review current TAZ structure and recommend zone splits.
- Reviewed Connected City land use data developed by consultant and used for connected city transportation analysis.
- Established three distinct land use scenarios and provided possible transportation improvements for each scenario by coordination with surrounding MPO’s.
- Formed and conducted focus groups to receive input from relevant government agencies, business owners, and developers to establish planning policies and suitability factors for allocation of growth using Community VIZ model.
- Assisted local governments in establishing place types and other inputs to develop a community VIZ model to be used for LRPT.

**Required Activities:** Activities are ongoing unless otherwise noted.
- Continue to provide the land use data support to consultants, other agencies, including FDOT for various studies (Ongoing)
- Monitor Future Land Use amendments and their potential impacts to the latest land use data.
- Assist the County’s Planning and Development Department in the review of major proposed developments and documenting impacts to MPO future population and employment projections (Ongoing).
- Work closely with the County in coordination between land use and transportation needs for various development proposals and subarea studies (Ongoing).
- Continue assisting FDOT in providing land use data in calibration of activity based regional transportation model (Ongoing).
- Using community VIZ Develop land use plans for different scenarios as part of development of LRTP (July 2018)
- Develop performance indicators to compare and analyze different land use scenarios (July 2018)
- Using results of the scenario planning develop a Hybrid or preferred land use plan to be used for development of LRTP needs and cost affordable plans (November 2018)
- GPC may assist with the task.
- Manage and supervise consultant work (Ongoing).

**End Product:** Activities are ongoing unless otherwise noted.
- Final scenario planning results including performance indicators (July 2018)
- Hybrid preferred Land Use scenario (November 2018)

**Responsible Agency:** MPO, Consultant
### ESTIMATED BUDGET TABLE YEAR 1

**Year 1 - Estimated Budget Detail for Fiscal Year 2018/19**

<table>
<thead>
<tr>
<th>Budget Category</th>
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<th>FHWA (PL)</th>
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### Task 5.2 Long Range Transportation Plan (LRTP) Coordination and Update

**Purpose:**
To update and maintain a multimodal Transportation Plan that includes both long-range and short-range strategies/actions and graphics that provide for the development of an integrated multimodal transportation system (including accessible pedestrian walkways and bicycle transportation facilities). To facilitate the safe and efficient movement of people and goods in addressing current and future transportation demand that is consistent with the planning requirements identified in the 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:**
- 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.

**Required Activities:** Activities are ongoing unless otherwise noted.
- 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).
- Perform all necessary tasks to develop and adopt LRTP (December 2019) including Regional Component. (ongoing)
- 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 2019 and 2020).
- Document the LRTP (April 2020).
- Identify ultimate transportation vision for US 19, develop work plan to identify implementation steps consistent with The Harbors Plan.
- 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).

**Manage and Supervisor Consultant Work (ongoing)**
- 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.
- 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)
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<th>Task 5.2</th>
<th>Long Range Transportation Plan (LRTP) Coordination and Update (continued)</th>
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<td>- Initial work elements in support of the MPO 2045 LRTP including updated SE Data, traffic counts, travel surveys and networks.</td>
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<tr>
<td>- An updated MPO 2045 LRTP including supporting documents and graphics that is consistent with Federal and State rules and regulations including address air-quality requirements, if applicable. (Fall 2019)</td>
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<tr>
<td>- An enhanced and validated TBRPM model.</td>
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<tr>
<td>- Completed all end projects and documentation for Mobility 2045 Plan Development (adopted December 2019 through April 2020) including:</td>
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<tr>
<td>- Updated policies, goals, objectives, and performance measures.</td>
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<td>- Developed PIP specifically for LRTP.</td>
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<td>- Performed public engagement activities as reflected in the PIP.</td>
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<td>- Developed the needs plan.</td>
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<td>- Collected revenue estimates and developed cost calculation methodology.</td>
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<td>- Developed cost affordable plan.</td>
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<td>- Conducted public engagement activities for LRTP, per PIP (Fall 2019).</td>
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<td>- Adopted 2045 LRTP (Fall 2019).</td>
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<td>- Prepared LRTP documentation and adoption package (Winter 2019).</td>
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<td>- Process LRTP amendments (Ongoing).</td>
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**Responsible Agency:** MPO, Consultant
### Year 1 - Estimated Budget Detail for Fiscal Year 2018/19

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## 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:
- 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 2017).
- 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 (Ongoing).
- 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 (Summer 2017).
- Coordinated with the FDOT regarding sidewalk/bicycle accommodations on all major resurfacing projects scheduled in the work program.
- Prepared BPAC monthly 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).
- Submitted grant application for SUNTRAIL funds (Spring 2018).
- Incorporate the Countywide Greenways, Trails & Blueways Map into the Pasco County Comprehensive Plan in coordination with the Bicycle/Pedestrian Advisory Committee (BPAC) (Spring).

### Required Activities: Activities are ongoing unless otherwise noted.

The MPO staff will continue efforts in bicycle/pedestrian planning by:
- 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. (Fall 2019)
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<tr>
<th>Task 5.3 Bicycle and Pedestrian (Sidewalk/Trail) Planning</th>
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<td><strong>Required Activities:</strong> Activities are ongoing unless otherwise noted.</td>
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<tr>
<td>- 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 - TAProgram (Ongoing).</td>
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<td>- Identification of products for BPAC programs; i.e. northeast bicycle routing/mapping, etc.</td>
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<td>- Submit TA and SUNTRAL grant applications for funding (Spring 2019, 2020)</td>
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<td><strong>End Product:</strong> Activities are ongoing unless otherwise noted.</td>
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<td>- An updated Countywide GTB Map for Pasco County incorporated into Comprehensive Plan. (Spring)</td>
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<td>- An updated inventory of bicycle and pedestrian facilities. (Ongoing)</td>
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<td>- An updated list of eligible/feasible bicycle/pedestrian projects to be funded through available grant programs or via CIP capital plan (Ongoing).</td>
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<td>- TA applications as needed based on project feasibility/selection.</td>
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<td>- An updated multiuse regional trails map (Ongoing).</td>
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<td>- Review/comment on development plans to ensure bicycle/pedestrian facility needs are met (Annually).</td>
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<td>- Identification of candidate projects using the Regional Multiuse Trail Map (Ongoing).</td>
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<td>- Incorporate trail projects identified through various studies, LRTP, etc., into TIP projects (Annually).</td>
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<td>- Update and implementation of projects identified in PSAP (Ongoing).</td>
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<td>- Maintain a coordinated strategy supporting a standing committee to ensure bicycle/pedestrian needs are addressed, ensuring representation from bicycle/pedestrian stakeholders (Ongoing).</td>
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<td>- Perform trail connection studies (Ongoing).</td>
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<td>- Prioritizing bicycle/pedestrian projects utilizing crash data to strengthen efforts related to safety. (Ongoing)</td>
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<td>- Updated PSAP (Ongoing).</td>
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<td>- Identified BPAC programs/products such as bicycle routing/mapping (Ongoing).</td>
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<td>- SUNTRAL grant applications (Spring 2019, 2020)</td>
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**Responsible Agency:** MPO

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### Task 5.3  Bicycle and Pedestrian (Sidewalk/Trail) Planning

**ESTIMATED BUDGET TABLE YEAR 2**

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### Task 5.4 Special Projects

**Purpose:**
To review and respond to current/non-routine transportation-related issues for conformity with long and short-range planning goals.

**Planning Factors:** 1, 2, 3, 4, 5, 6, 7, 8, 10

**Previous Work Completed:**
- Managed and supervised consultant work (Ongoing).
- Assisted in review and finalization of PD&E and Route Studies (Ongoing).
- Provided information and assisted in completion of applications to obtain additional funding for various transportation projects, such as TRIP, the CIGP, (Ongoing), or any subsequent appropriation bill.
- Assisted the County with U.S. 19 Urban Infill and Redevelopment and West Market implementation Plan (Ongoing).
- Assisted the County in efforts to obtain alternative approval from Army Corps of Engineers for Ridge Road Extension (Ongoing).
- Assisted municipalities per their request) in reviewing traffic studies for land use plan amendments or rezoning's (Ongoing).
- Finalized Wesley chapel Roadway Connection Study (June 2018)
- Finalized Vision S.R.56/56 Phase 2 Step 1 analysis (June 2018)
- Assisted the county in reviewing and commenting on ROW vacation requests
- Provided information on U.S. 301 Vision Study to help implement strategies and revise LDC as needed (Summer 2020).
- Initiated S.R.56 extension alternative/feasibility study

**Required Activities:** Activities are ongoing unless otherwise noted.
- GPC may assist with this task.
- Provide funding applications to FDOT for TRIP, CIGP, and any subsequent appropriate bill (Ongoing).
- Continue assisting the county and FDOT in review of route studies PD&E Studies , or alignment studies (Ongoing)
- Provide information on U.S. 301 Vision Study to help implement strategies and revise LDC as needed (Ongoing).
- Manage and supervise consultant work as necessary (Ongoing).
- Assist the County with U.S.19 Urban Infill and Redevelopment and West Market Implementation Plan (Ongoing).
- Conduct S.R.56 extension alternative/feasibility study (Summer 2020)
- Assist FDOT in conducting phase 2 step 2 (Feasibility) analysis on alternatives selected by taskforce and MPO board (Summer 2019)
- Develop and review Plans & Programs for consistency
- Develop Pasco MPO 2020 Initiative Plan
- Develop Phase I of Vision Zero

**End Product:** Activities are ongoing unless otherwise noted.
- U.S. 19 Urban Infill and Redevelopment and West Market Implementation Plan (Implementation Phases)
- TRIP, CIGP, and other applications for funding (Ongoing)
- Final PD&E, Route Studies or alignment studies (Ongoing)
- Final S.R.56 Alternative/feasibility study (Summer 2020)
- Final Vision 54/56 phase 2 step 2 (feasibility) study (Summer 2019)
- Selected feasible preferred alternatives for Vision 54/56 Phase 2 step 2 (Feasibility) study (Summer 2019)
- LDC changes to Implement U.S. 301 Land Use and Transportation study recommendations (Summer 2020)
- Consistent Plan & Programs
- Projects identified for productive multimodal
- Development of Phase I Vision Zero

**Responsible Agency:** MPO, Consultant
### Year 1 - Estimated Budget Detail for Fiscal Year 2018/19

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### ESTIMATED BUDGET TABLE YEAR 2

#### Year 2 - Estimated Budget Detail for Fiscal Year 2019/20

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6.0 TRANSPORTATION PLANNING PROGRAMS
### 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:**

- 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).
- Conducted study of Title VI program for PCPT (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).
- Supported PCPT in 10- Year TDP Major Update for 2019-2028.
- Participated in the design of the planned Wiregrass Park and Ride site and provided comments on easement language to facilitate construction.
- Completed planning and development of new transit service on SR 54 (Cross County Service). (2017/18).
- 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).
- 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).
- Completed a Transit Infrastructure Manuel

**Required Activities: Activities are ongoing unless otherwise noted.**

- 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).
- Continued participated in FDOT intermodal Center Study for Wesley Chapel Area (2019)
- Facilitate implementation of park-and-ride sites and review design standards consistent with the MPO’s consultant study on Park and Ride locations (Ongoing)
- 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 (d) Grant Program). (Annual)
- 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 completing the TDP Annual Update (2018/19).
- Finalize Transit Asset Management Plan (2018/19)
- MPO Board adopts performance measure targets for State of Good Repair (2018/19).
### Task 6.1 Public Transportation Planning (continued)

#### Required Activities

- 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 3, 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).

**Also:** *Continue processing purchase orders for capital outlay requests and the GPC tasks in support of the Transit Planning Program.*

- 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.
- Maintain/update transit information and links on the MPO’s web site including LRTP/TDP documents for easy accessibility.
- PCPT Transit Intermodal Center site selection evaluation along U.S. 19
- Continue planning administration through the funding of a Transit Planner.
- Provide oversight of operations by conducting a top to bottom review of all transit activities and routes to meet the needs of Pasco County citizens.

**End Product: Activities are ongoing unless otherwise noted.**

- Prioritization listing of recommended improvements along major roadways within the U.S. 19 corridor for Access to transit and ADA compliance. (Fall 2018)
- 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.
- Evaluation/update to TBARTA/FDOT premium transit route studies (S.R. 54/56 - Wesley Chapel/USF - Suncoast corridor (ongoing)).
- Operational CMP including monitoring data related to transit.
- Participation in the completion of ongoing Corridor Management Studies - transit alternatives (annually)
- Participation in the PCPT Five Year TDP update. (Winter 2018)
- Support and maintain a coordinated partnership with the FDOT/TBARTA regarding transit initiatives in Pasco County (ongoing).
- Updated TCAP (ongoing).
- Updated TIP that implements the annual TDP. (Annually)
- 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. (Ongoing)
  - Fully operational park and ride facility in Wiregrass/Wesley Chapel. (Winter 2018)
  - Conduct follow-up route studies on future premium transit corridors to preserve needed ROW. (Annually)
  - 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 (ongoing).

**Planning administration and oversight of operations of all transit activities.**

#### Responsible Agency: MPO, Consultant
### ESTIMATED BUDGET TABLE YEAR 1

#### Year 1 - Estimated Budget Detail for Fiscal Year 2018/19

<table>
<thead>
<tr>
<th>Budget Category</th>
<th>Budget Category Description</th>
<th>FHWA (PL)</th>
<th>FHWA (SU)</th>
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<td><strong>Purpose:</strong></td>
<td>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.</td>
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<tr>
<td><strong>Planning Factors:</strong></td>
<td>1, 2, 3, 4, 5, 6, 7, 8, 9, 10</td>
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<tr>
<td><strong>Previous Work Completed:</strong></td>
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</tr>
<tr>
<td>• The MPO staff coordinated with the PCPT in preparing and presenting the quarterly LCB agendas (Ongoing).</td>
<td></td>
</tr>
<tr>
<td>• Completion of the annual evaluation of the CTC (12/2016, 02/2018).</td>
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<tr>
<td>• Assisted the PCPT with developing the annual TD service plan and the annual operations report for the CTC.</td>
<td></td>
</tr>
<tr>
<td>• Participated in review and ranking of Section 5310 program of projects.</td>
<td></td>
</tr>
<tr>
<td>• Continued to monitor the Florida TD Commission meetings concerning the TD Program and Medicaid transportation.</td>
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</tr>
<tr>
<td>• Continued appropriate coordination as the Designated Official Planning Agency for the TD services in Pasco County.</td>
<td></td>
</tr>
<tr>
<td>• Coordinated and alternatively hosted a joint meeting of the regional local coordinating boards (LCBs) of Pasco, Pinellas, and Hillsborough Counties.</td>
<td></td>
</tr>
<tr>
<td>• Participated in a Tri-County LCB meetings</td>
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</tr>
<tr>
<td><strong>Required Activities:</strong></td>
<td>Activities are ongoing unless otherwise noted.</td>
</tr>
<tr>
<td>• GPC may assist with the task.</td>
<td></td>
</tr>
<tr>
<td>• Coordinate the TD projects and programs in the TIP (Fall).</td>
<td></td>
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<tr>
<td>• Provide staff support to the Tri-County LCB Sub-committee.</td>
<td></td>
</tr>
<tr>
<td>• Continue to evaluate services to the TD population to ensure adequacy of service and compliance with applicable Federal and State policies (Ongoing).</td>
<td></td>
</tr>
<tr>
<td>• Coordinate with PCPT to evaluate and implement, where feasible, strategies to provide more cost-effective transportation to TD Program consumers (Ongoing).</td>
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<tr>
<td>• Participate in activities associated with the annual Statewide TD conference or other CTD-sponsored training.</td>
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<tr>
<td>• Promote regional transportation initiatives serving the TD.</td>
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<tr>
<td>• Continue to monitor unmet needs of the TD community.</td>
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<tr>
<td>• Monitor TD services provided by agencies outside the Pasco County Coordinated System. Facilitate participation of such agencies in the Coordinated System as deemed appropriate.</td>
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</tr>
<tr>
<td>• Participate in required activities associated with the completion of the evaluation of the CTC and TD Program services (Winter 2018 &amp; 2019).</td>
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<tr>
<td>• Assist PCPT in the annual updates to the TD Service Plan (Summer).</td>
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<tr>
<td>• Coordinate with the PCPT in the completion of contracts with operators (annual operations report) providing transportation services to the TD (Fall 2018 &amp; 2019).</td>
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<tr>
<td>• Participate in review and ranking of Section 5310 program of projects administered by FDOT District VII (Spring 2019 &amp; 2020).</td>
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<tr>
<td>• Assist the Tri-County Sub-Committee in developing TD priorities.</td>
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<tr>
<td>• Provide summary of actions taken in Tri-County TD Sub-Committee to Pasco LCB</td>
<td></td>
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<tr>
<td>• Attend TD training workshops (Summer 2018 &amp; 2019)</td>
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<tr>
<td>• Development and update of the TDSP</td>
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<tr>
<td><strong>End Product:</strong></td>
<td>Activities are ongoing unless otherwise noted.</td>
</tr>
<tr>
<td>• Support in providing efficient and cost effective TD services (Ongoing)</td>
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<tr>
<td>• Conduct Annual CTC Evaluation. (Winter 2018 &amp; 2019)</td>
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<tr>
<td>• Updated TD Service Plan. (Spring 2019 &amp; 2020)</td>
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<tr>
<td>• Annual Operation Report. (Summer 2019 &amp; 2020)</td>
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<tr>
<td>• Annual ranking of Section 5310 program of projects. (Spring 2019 &amp; 2020)</td>
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<tr>
<td>• Host Tri-County LCB Sub-committee quarterly meetings on rotational schedule with Hillsborough and Pinellas.</td>
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<tr>
<td>• Annual priority list of TD needs. (Annually)</td>
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<tr>
<td>• Assist with the development of the five year Transit Development Plan (2018)</td>
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<tr>
<td>• Update the LCB by-laws (Summer 2018, 2019)</td>
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<tr>
<td>• Provide CTD with quarterly reports of TD activities (Quarterly)</td>
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<tr>
<td>• Update TDSP</td>
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<tr>
<td><strong>Responsible Agency:</strong></td>
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## ESTIMATED BUDGET TABLE YEAR 1

### Year 1 - Estimated Budget Detail for Fiscal Year 2018/19

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<th>Budget Category</th>
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### Year 2 - Estimated Budget Detail for Fiscal Year 2019/20

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**Total: 20,000**

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**ESTIMATED BUDGET TABLE YEAR 2**
7.0 COLLABORATION
## Task 7.1 Local Government Comprehensive Planning Support (LGCP) 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, 2, 3, 4, 5, 6, 7, 8, 10

### Previous Work Completed:

- Coordinated with the County in ensuring consistency of the Comprehensive Plan Transportation Element and LRTP (Ongoing).
- 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.
- Continue assisting the County in Update of the ROW preservation study, maintenance of ROW preservation map/tables, and development of new typical cross sections for roadways consistent with FDOT’s Complete Street and context sensitive guidelines (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 development proposals or various County/state road and intersection projects (Ongoing).
- Assisted the County in ongoing revisions to, and documentation of, the CIP (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).
- Continued assisting the County in reviewing and updating functional classification of roads in accordance with FHWA criteria and guidelines (Ongoing).
- Assisted the County in review of transportation and funding requirements for Connected City including development of Comprehensive plan policies, and related LDC and monitoring plan.
- Researched for establishing collector road spacing and connectivity standards in LDC.
- Reviewed/commented on proposed amendments to the countywide future road network (Vision Map) and ROW Preservation Ordinance (2016/17).
- Attended/participated - County Development Review Committee (DRC) to provide input on various projects and their transportation impacts.

### Required Activities: Activities on ongoing unless otherwise noted.

- Continue assisting the County in the review of a development plan for the area in East Pasco (Pasadena Hills) and connected city as it relates to the financial plan, rezoning applications, and the Master Roadway Phasing Plan (Ongoing).
- Attend public meetings regarding development proposals or various County/state 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 (June 2019).
- GPC may assist with this task.
- Ensure consistency between County Comprehensive plan and LRTP.
- 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 reviewing and updating functional classification of roads in accordance with FHWA criteria and guidelines (June 2019).
- Assist the County in updating/maintaining the Vision Road Plan, ROW preservation study, tables/map, and roadway typical cross sections consistent with FDOT’s complete streets and context sensitive guidelines for the entire County (Ongoing).
- Continue Assisting the County staff in regard to review of timing and phasing analysis for rezoning and needs assessments for Comprehensive plan amendments (Ongoing).
- Assist the County in establishing collector roads spacing and connectivity standards (June 2019).
- Continue assisting the County in regard to the LDC rewrite related to transportation on an as needed basis (Ongoing).
### Task 6.1  Local Government Comprehensive Planning Support (LGCPs) and LDC Implementation

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<th>Required Activities: Activities on ongoing unless otherwise noted. (continued)</th>
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<td>• Assist the County in review of Access Management issues/studies and substandard road requirements (Ongoing).</td>
</tr>
<tr>
<td>• Supervise and manage consultant work (Ongoing).</td>
</tr>
<tr>
<td>• 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 2018).</td>
</tr>
<tr>
<td>• Assist the County in calculation of the mobility fee for special land uses and help review independent studies (Ongoing).</td>
</tr>
<tr>
<td>• Assist the County in ongoing revisions to and documentation for the CIP (Ongoing).</td>
</tr>
</tbody>
</table>

### End Product: Activities are ongoing unless otherwise noted.

- Collector roads spacing and connectivity standards (June 2019)
- Mobility fee schedule and updated study (Fall 2018)
- An updated Vision Plan and ROW preservation map/tables, and typical cross sections that include both existing and future roads and transit corridors (June 2020)
- Development related comments and analysis.
- Updated Vision Plan (June 2020)
- Comprehensive Plan and LDC changes consistent with U.S. 301 study (June 2019)
- Timing and phasing, needs assessment, access management, and substandard road studies (ongoing)
- Updated Functional class map (June 2019)

### Responsible Agency: MPO, Consultant

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### Year 1 - Estimated Budget Detail for Fiscal Year 2018-19

<table>
<thead>
<tr>
<th>Budget Category</th>
<th>Budget Category Description</th>
<th>FHWA (PL)</th>
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**Total:** 20,000  
**20,000**
## ESTIMATED BUDGET TABLE YEAR 2

### Year 2 - Estimated Budget Detail for Fiscal Year 2019/20

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### Task 7.2 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:

- 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 (2016/2017).
- Reviewed the regional Public Participation Plan (PPP) in coordination with TBARTA to assist in the development of a joint public engagement process (2017).
- 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 (2016/17).
- 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 (2016-17).
- Consolidated the Regional LRTP with the TBARTA Master Plan (2017).
- Consolidated planning activities of the CCC and TBARTA including the public meeting schedules to reduce the required number of meetings (Ongoing).
- Supported the activities of TBARTA, provided input and review for developing the TBARTA Master Plan (2017) 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 (2017).
- Participated in the Technical Review Team Meetings (TRT) for the Tampa Bay Regional Planning Model & other tools (Ongoing - Monthly).
- Review and refine the Transportation Regional Incentive Program (TRIP), regional multiuse trail priorities, TMA Leadership Group priority projects while working together to ensure consistency of priorities throughout the region
- Coordinated with FDOT, Hillsborough and Pinellas County MPO staffs regarding work efforts tied to the Section 5310 program including project identification and ranking (2017).
- Participated in the regional transportation coordination process (TMA/CCC).
- Monitored Alternative Analysis (AA) studies, coordinated and reviewed - Group I TBARTA Master Plan Corridor Studies.
Task 7.2  Regional and Statewide Coordination and Planning

- 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 and refine Transportation Regional Incentive Program (TRIP), regional multiuse trails priorities, TMA leadership group priority projects while working together to ensure consistency of Priorities throughout the region.
- Support regional transit planning in coordination with TBARTA, FDOT, and local transit agencies.
- Enhance the quality, usability, and value of data by continuing to coordinate regional performance measures and related data gathering among MPOs and with FDOT. Begin creating a unified set of regional spatial and tabular data formats and metadata standards. Continue participation on the regional Bid Data Working Group to develop a data sharing portal for interagency, and potentially public, use, in coordination with CUTR and FDOT.
- Coordinate project implementation phasing during development of the State Tentative Work Programs and the individual MPO TIPs to ensure progress towards implementation of the Regional LRTP (Annually)
- Coordinate with Hillsborough, Pinellas, and Pasco MPO on the development of the regional component of the LRTP, with each MPO having its own "chapter" while coordinating on regional scenario planning to build consensus on a preferred scenario, and utilizing a single survey source with proactive outreach to stakeholder groups around the region.
- Coordinate with Hillsborough, Pinellas, and Pasco MPO on the identification of funding strategies for the Regional LRTP high priority projects. Expansion of the regional LRTP beyond the three (3) county areas will be evaluated in the future.
- Continue to coordinate with the FDOT Regional Goods Movement Advisory Committee on the implementation of the Tampa Bay Regional Strategic Freight Plan.
- Provide input on and coordination with Regional and Statewide partners on planning efforts, including the Florida SIS, the Florida Transportation Plan, the Regional Transit Feasibility Plan, tourism and freight planning activities and state autonomous, connected electric and shared (ACES) Vehicle planning initiative.
- Participate in Scenic Highway Corridor Management entities for the Courtney-Campbell Causeway and the Suncoast Parkway.
- Develop an interagency coordination agreement for air quality planning as/if required by nonattainment air shed designation(s) or other Federal regulatory action. As needed, support the air quality planning process and monitor mobile source emissions.
- Support regional pedestrian and cycle planning, including access to regional facilities and initiatives, participation in and support for the Regional Multiuse Trails committee and TRI-County meetings.
- Coordinate regional rideshare and vanpool program planning with TBARTA and Transportation Management Organizations.
- Participate in the Technical Review Team (TRT) for the Tampa Bay Regional Planning Model and other Modeling and forecasting 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.
- Maintain the congestion management process (CMP) and database including supporting multi-county CMP initiatives and corridor studies.
- Continue participation with the Regional Multiuse Trails committee to continue regional Multi-Use Trail Mapping and the development of priorities including Coast to Coast, SUN Trail 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.
- 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 and continue participation in the TBARTA Regional Public Participation Plan Working group to coordinate outreach activities and events for regional public participation.
- Conduct a review of the effectiveness of the regional public-involvement process and the LEP and Title VI policies in coordination with TBARTA CCC (complete Fall 2018).
Task 7.2 Regional and Statewide Coordination and Planning (continued)

Required Activities:

- Provide administrative and staff support to the following groups and their subcommittees: Tampa Bay TMA Leadership Group, an advisory committee to the to the Hillsborough, Pasco, and Pinellas MPOs; TBARTA CCC; and TBARTA MPO Staff Directors meetings: Support at a minimum includes: meeting call coordination and related tasks; agenda and meeting packet preparation and distribution and meeting follow up activities; develop, monitor, update, disseminate planning documents.; Other tasks include maintaining up to date distribution list, posting materials online and other administrative tasks as needed.
- Update the TMA Profile as needed including a review of cross-county trip making.
- Participate and coordinate with other agencies in regional studies, such as the Regional Transit Feasibility Plan, led by HART, the Regional Vulnerability Assess and Sustainability, tourism and freight planning activities, as well as coordination with FDOT on the state Autonomous, Connected Electric and Shared (ACES) Vehicle Planning Initiative.
- Hold TRI-county Meetings of the Transportation Disadvantaged Local Coordinating boards and of the Bicycle Pedestrian Advisory Committees.
- Attendance, registration, membership and travel costs related to professional training, seminars, meetings, workshops, and conferences.
- Support the Community Transportation Coordinators
- Attendance at the MPO Staff Directors’, the CMP Discussion Group, Tri-County LCB subcommittee, Freight - Technical Review Team, and Advisory Committee meetings (Ongoing).

End Product: Products are ongoing unless otherwise noted.

- Participation in other regional and statewide organizations’ planning activities to provide the West Central Florida regional needs and perspective (As needed)
- Reports regarding regional and statewide planning activities that may impact the West Central Florida area (As needed)
- Local plan consistency with regional and State plans (Ongoing)
- Cross-county continuity in transportation facilities (Ongoing)
- District-wide travel demand models (Ongoing)
- Comments on proposed regional and State plans and DRI’s (As needed)
- Implementation of the Tampa Bay Regional Strategic Freight Plan (Ongoing)
- A comprehensive, up-to-date, and easily accessible regional transportation website (Ongoing)
- 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) (As needed)
- Public meetings of the TBARTA CCC, and MPO Staff Directors, including an annual meeting of the CCC and Central Florida Alliance (On-going)
- Updated list of regional TRIP and multi-use trails priorities (Annually)
- Regional task sheets in UPWPs (Annually) (Bi-annually)
- Public Engagement in support of the Regional component of the LRTP utilizing informational materials and/or multi-media tools (Ongoing)
- Public meetings of the Tampa Bay TMA Leadership Group, and planning products as directed by the members including: Contract for administrative services, (as needed), TRI-County future land use map (as needed), Priorities for major projects and multiuse trails (annually), Updated TMA Profile (As needed), Regional Transit Feasibility Study (Fall 2018), TMA LRTP (November 2019)
- Contract for Administrative services for TBARTA (Ongoing)
- Regional Congestion Management Process (CMP) Priorities and Products (As needed)
- Transportation Disadvantaged Local Coordinating Board Subcommittee Meetings (Quarterly)
- FHWA Resiliency and Durability to Extreme Weather Pilot Program Project.
- TRI-County Ride Guide.
- Regional Multiuse Trails Map (As needed)
- Gulf Coast Safe Streets Summit
- Meetings of the BPAC, MUTC, RP3, and TRIP Working Groups.
- Priorities for FTA 5310 Funding (As needed).

Responsible Agency: MPOs - Pasco, Hillsborough, Pinellas, TBARTA/CCC, Consultant
## ESTIMATED BUDGET TABLE YEAR 1

**Year 1 - Estimated Budget Detail for Fiscal Year 2018-19**

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<tr>
<th>Budget Category</th>
<th>Budget Category Description</th>
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## Task 7.2 Regional and Statewide Coordination and Planning (continued)

### ESTIMATED BUDGET TABLE YEAR 2

#### Year 1 - Estimated Budget Detail for Fiscal Year 2019-20

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| Total                  | $1,057,819 | $424,302 | $191,148 | $53,038 | $53,038 | $30,005 |     | $1,618,202                | $920,458            |

The FHWA (PL) amount shown is the 2018-19 PL allocation of $657,819 plus $400,000 De-Obligated by the MPO on April 12, 2018 for a total of $1,057,819.
### Table 2
PASCO MPO FUNDING SOURCES BY TASK - FY 2018/19

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<td>$424,302</td>
<td>$191,148 $53,038 $53,038 $30,005 $1,618,202</td>
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The FHWA (PL) amount shown is the 2018-19 PL allocation of $657,819 plus $400,000 De-Obligated by the MPO on April 12, 2018 for a total of $1,057,819.
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The FHWA funds include a carryover amount of $ 358,647 from FY 2017-18 ($ 663,766 + $ 358,647= $ 1,022,413)
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The FHWA funds include a carryover amount of $358,647 from FY 2017-18 ($663,766 + $358,647 = $1,022,413)
PLANNING STUDIES
<table>
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<tr>
<th>Study Name or Work Description</th>
<th>UPWP Task(s)</th>
<th>Fund Source</th>
<th>Fiscal Year(s)</th>
<th>Comments/End Product</th>
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<tbody>
<tr>
<td>VISION 54-56 - S.R. 54/56 Corridor - Phase 2 (U.S. 19 to S.R. 581/Bruce B. Downs Blvd.)</td>
<td>1.0, 2.0, 2.2, 6.1, 7.1</td>
<td>PL/5305</td>
<td>FY 2018/19 &amp; 2019/20</td>
<td>VISION 54-56 Phase 2 Step 2 (feasibility) Study; detailed evaluation alternatives (incl. No Build) came out of phase 2 Step 1. Continued involvment of Citizen Task Force and implementation of enhanced public engagement program. Select “preferred” alternative(s), modify LRTP &amp; recommend implementation plan.</td>
</tr>
<tr>
<td>Wesley Chapel Study, U. S. 41, S.R. 54, S.R. 56 Study, US.301/US 98, U. S. 301 Phase 2, Other Special Studies</td>
<td>1.0, 2.0, 5.2, 5.5, 6.1, 7.2</td>
<td>PL/5305</td>
<td>Ongoing</td>
<td>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. Various studies tied to follow up implementation tasks identified in the U.S. 310 Study.</td>
</tr>
<tr>
<td>Trail alignment studies, drawings including trails shown on the Regional Multiuse Trail Plan, Greenways, Trails &amp; Blue ways 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.</td>
<td>1.0, 2.0, 3.3,4.0, 5.3, 5.4, 6.1, 7.2</td>
<td>PL/5305</td>
<td>FY 2017-18 &amp; 2018-19</td>
<td>Design coordination Starkey Gap Connector - right of way use easements &amp; coordination with FDOT/County PM/Engineering regarding design phase; U.S. 301 Trail - Corridor alignment studies (Hardy Extension &amp; Withlacoochee State Trail Connector Study; Kossik Road south to S.R. 56 via U.S. 301) Orange Belt Trail Alignment Study (Trinity to Withlacoochee State Trail); 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.</td>
</tr>
<tr>
<td>Monitoring and updating the LEP Plan</td>
<td>1.0, 2.0, 4.0, 6.1</td>
<td>PL/5305</td>
<td>FY 2019-20</td>
<td>Develop and review Plans &amp; Programs for consistency, develop Pasco MPO 2020 Initiative Plan and develop Phase I of Vision Zero.</td>
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<tr>
<td>Pasco MPO 2020 Initiative</td>
<td>5.4</td>
<td>PL/5305</td>
<td>FY 2019-20</td>
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**MPO PLANNING STUDIES (PROPOSED) FY 2018/19 & 2019/20**

(Continued)

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<th>UPWP Task(s)</th>
<th>Fund Source</th>
<th>Fiscal Year</th>
<th>Comments/End Product</th>
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<tr>
<td><strong>Transit Development Plan (TDP) Update</strong></td>
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<td>5305/5307</td>
<td>FY 2017-18 &amp; 2018/19</td>
<td>Initiate work on update of the TDP (five year cycle)</td>
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<tr>
<td><strong>Transportation Disadvantaged Service Plan (TDSP) update</strong></td>
<td>1.0, 2.0, 5.2, 5.4, 6.1</td>
<td>5305/5307</td>
<td>FY 2018-19</td>
<td>Transportation Disadvantaged Service Plan (TDSP) update</td>
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<tr>
<td><strong>Continuity of Operations Plan (COOP) Update</strong></td>
<td>1.0, 2.0, 5.3, 6.1, 7.1</td>
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<td>FY 2018-19</td>
<td>Update COOP.</td>
</tr>
<tr>
<td><strong>Park-and-Ride Study - Park and Ride Lots (Update)</strong></td>
<td>1.0, 5.3, 5.4, 6.1, 7.2</td>
<td>PL/5305</td>
<td>Ongoing</td>
<td>Monitoring previous studies (i.e. locations) &amp; developer commitments via Development Agreements (DA). Coordinate Park &amp; Ride sites with current Tampa Bay Regional Premium Transit Study.</td>
</tr>
<tr>
<td><strong>PCPT Transit Intermodal Center – Site Evaluation (Update)</strong></td>
<td>1.0, 5.2, 5.3, 5.4, 6.1, 7.2</td>
<td>PL/5305</td>
<td>FY 2019-20</td>
<td>Update to 2009 Study to evaluate suitable sites for development of an Intermodal Transit Center in the U.S. 19 corridor.</td>
</tr>
<tr>
<td><strong>Long Range Transportation Plan (LRTP) Update</strong></td>
<td>1.0, 2.0, 3.1, 5.2, 5.3, 5.4, 6.1, 7.2</td>
<td>PL/5305</td>
<td>FY 2018/19 &amp; 2019/20</td>
<td>Initial LRTP Update work activities focused on the development of socio-economic, population and distribution in support of the regional transportation model.</td>
</tr>
<tr>
<td><strong>S.R.56 extension Alternative/Feasibility Study</strong></td>
<td>1.0, 2.0, 3.1, 5.2, 5.3, 5.4, 6.1, 7.2</td>
<td>PL/5305</td>
<td>FY 2019/20</td>
<td>To determine feasibility of extending S.R.56 east of US 301 to provide for Economic development and help with reduction of traffic congestion in downtown Zephyrhills.</td>
</tr>
</tbody>
</table>
DOCUMENTS AND FORMS
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 County Metropolitan Planning Organization with respect to the requirements of:

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 of 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 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;
8. 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;
9. Section 324 of 23 U.S.C. regarding the prohibition of discrimination on the basis of gender; and
10. 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 17, 2018.

☐ 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 March 4 and 5, 2017.

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

David Gwynn, PE
District Seven
Secretary
Florida Department of Transportation

MPO Chairman (or designee)
Camille S. Hernandez, Mayor, City of Dade City

Date: May 10, 2018

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

UPWP-2018-19 thru 2019-20 91 Final UPWP 5-10-18
DEBARMENT and SUSPENSION CERTIFICATION

As required by the USDOT regulation on Governmentwide 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 U.S.D.O.T.

Name: Camille S. Hernandez
Title: MPO Chairman (or) designee

Date: May 10, 2018
LOBBYING CERTIFICATION for GRANTS, LOANS and COOPERATIVE AGREEMENTS

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

(1) No Federal or state 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 subawards at all tiers (including subgrants and contracts and subcontracts under grants, subgrants, loans, and cooperative agreement), which exceeds $100,000, and that all such subrecipients shall certify and disclose accordingly.

(4) This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each failure.

Name: Camille S. Hernandez  
Title: MPO Chairman (or designee)  
Date: May 10, 2018
DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION

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

The 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 non-discriminatory environment.

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

Name: Camille S. Hernandez
Title: MPO Chairman (or designee)

Date: May 10, 2018
TITLE VI/ NONDISCRIMINATION ASSURANCE

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

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

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

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

Name: Camille S. Hernandez
Title: MPO Chairman (or designee)

Date: May 10, 2018
APPENDICES A and E

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

1. **Compliance with Regulations**: The Contractor shall comply with the Regulations relative to nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation (hereinafter, “USDOT”) Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this Agreement.

2. **Nondiscrimination**: The Contractor, with regard to the work performed during the contract, shall not discriminate on the basis of race, color, national origin, sex, age, disability, religion or family status in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor shall not participate either directly or indirectly in the discrimination prohibited by section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.

3. **Solicitations for Subcontractors, including Procurements of Materials and Equipment**: In all solicitations made by the Contractor, either by competitive bidding or negotiation for work to be performed under a subcontract, including procurements of materials or leases of equipment; each potential subcontractor or supplier shall be notified by the Contractor of the Contractor’s obligations under this contract and the Regulations relative to nondiscrimination on the basis of race, color, national origin, sex, age, disability, religion or family status.

4. **Information and Reports**: The Contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a Contractor is in the exclusive possession of another who fails or refuses to furnish this information the Contractor shall so certify to the Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration as appropriate, and shall set forth what efforts it has made to obtain the information.

5. **Sanctions for Noncompliance**: In the event of the Contractor’s noncompliance with the nondiscrimination provisions of this contract, the Florida Department of Transportation shall impose such contract sanctions as it or the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration may determine to be appropriate, including, but not limited to:

   a. Withholding of payments to the Contractor under the contract until the Contractor complies, and/or
   b. Cancellation, termination or suspension of the contract, in whole or in part.
(6) **Incorporation of Provisions:** The Contractor shall include the provisions of paragraphs (1) through (7) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The Contractor shall take such action with respect to any subcontract or procurement as the Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. In the event a Contractor becomes involved in, or is threatened with, litigation with a sub-contractor or supplier as a result of such direction, the Contractor may request the Florida Department of Transportation to enter into such litigation to protect the interests of the Florida Department of Transportation, and, in addition, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

(7) **Compliance with Nondiscrimination Statutes and Authorities:** Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21; The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects); Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex); Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27; The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age); Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex); The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not); Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 -- 12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38; The Federal Aviation Administration’s Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex); Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations; Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100); Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).
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

CAMILLE S. HERNANDEZ, CHAIRMAN

DATE

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

ATTORNEY
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 (EOO).

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).
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.

Camille S. Hernandez, Mayor, City of Dade City
MPO Chairman, Pasco County MPO

DATE

May 10, 2018

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

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

ATTORNEY
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.
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 griever 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 griever(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 SOLO POR 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): ________________

________________________________________________________________________
Application for Federal Assistance SF-424

1. Type of Submission:
   - Preapplication
   - Application [X]
   - Continued/Corrected Application

2. Type of Application:
   - New [X]
   - Continuation
   - Revision
   - Other (Specify):

3. Date Received:
   12/18/2018

4. Applicant Identifier:

5a. Federal Entity Identifier: Not Applicable
5b. Federal Award Identifier:

6. Date Received by State: 12/18/2018

17. State Application Identifier: 42414-1-14-19

8. APPLICANT INFORMATION:
   a. Legal Name: Pasco County Metropolitan Planning Organization
   b. Employer/Taxpayer Identification Number (EIN/TIN): 59-6000793
   c. Organizational DUNS: 0696779530000
   d. Address:
      - Street1: 8731 Citizens Drive, Suite 320
      - Street2:
      - City: New Port Richey
      - County/Parish:
      - State: FL: Florida
      - Province:
      - Country: USA: UNITED STATES
      - Zip / Postal Code: 34654-5572
   e. Organizational Unit:
      Department Name: Planning and Development
      Division Name: Metro Planning Organization
   f. Name and contact information of person to be contacted on matters involving this application:
      Prefix: Mr.
      * First Name: John
      Middle Name: G.
      * Last Name: Villeneuve
      Suffix:
      Title: Transportation Planning Manager
      Organizational Affiliation: Pasco County Metropolitan Planning Organization
      * Telephone Number: 727 847-8140
      Fax Number:
      * Email: jvilleneuve@pascocountyfl.net
Application for Federal Assistance SF-424

**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

**12. Funding Opportunity Number:**
5305

**Title:**
MPO and State Funding

**13. Competition Identification Number:**
Not Applicable

**Title:**
Not Applicable

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

**15. Descriptive Title of Applicant’s Project:**
Unified Planning Work Program for Fiscal Year 2018-19

Attach supporting documents as specified in agency instructions.
Application for Federal Assistance SF-424

15. Congressional Districts Of:
   * a. Applicant: 12
   * b. Program/Project: 

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

17. Proposed Project:
   * a. Start Date: 12/13/2018
   * b. End Date: 

18. Estimated Funding ($):
   * a. Federal: 144,938.00
   * b. Applicant: 
   * c. State: 18,118.00
   * d. Local: 18,118.00
   * e. Other: 
   * f. Program Income: 
   * g. TOTAL: 181,174.00

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 12/10/2018.
   ☐ 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

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: 813-780-0000  Fax Number: 813-780-0005
* Email: lamb.n@cl.zephyrhills.fl.us
* Signature of Authorized Representative: [Signature]
* Date Signed: [Date]
FEDERAL FISCAL YEAR 2018 CERTIFICATIONS AND ASSURANCES FOR FEDERAL TRANSIT ADMINISTRATION ASSISTANCE PROGRAMS
(Signature pages alternative to providing Certifications and Assurances in TrAMS)

Name of Applicant: Pasco County Metropolitan Planning Organization

The Applicant agrees to comply with applicable provisions of Categories 01 – 21. X

OR

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

<table>
<thead>
<tr>
<th>Category</th>
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AFFIRMATION OF APPLICANT

Name of the Applicant: Pasco County Metropolitan Planning Organization

Name and Relationship of the Authorized Representative: Camille S. Hernandez, MPO Chairman

BY SIGNING BELOW, on behalf of the Applicant, I declare that I have duly authorized me to make these Certifications and Assurances and bind its compliance. Thus, it agrees to comply with all federal laws, regulations, and requirements, follow applicable federal guidance, and comply with the Certifications and Assurances as indicated on the foregoing page applicable to each application its Authorized Representative makes to the Federal Transit Administration (FTA) in federal fiscal year 2018, irrespective of whether the individual that acted on its behalf continues to represent it.

FTA intends that the Certifications and Assurances the Applicant selects on the other side of this document should apply to each Award for which it now seeks, or may later seek federal assistance to be awarded during federal fiscal year 2018.

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

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

Signature: ___________________________ Date: ___________________________

Name: Camille S. Hernandez
Authorized Representative of Applicant

AFFIRMATION OF APPLICANT’S ATTORNEY

For (Name of Applicant):

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

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

Signature: ___________________________ Date: ___________________________

Name: David Goldstein
Attorney for Applicant

Each Applicant for federal assistance to be awarded by FTA must provide an Affirmation of Applicant’s Attorney pertaining to the Applicant’s legal capacity. The Applicant may enter its electronic signature in lieu of the Attorney’s signature within TrAMS, provided the Applicant has on file and uploaded to TrAMS this hard-copy Affirmation, signed by the attorney and dated this federal fiscal year.
FEDERAL FISCAL YEAR 2017 CERTIFICATIONS AND ASSURANCES FOR FEDERAL TRANSIT ADMINISTRATION ASSISTANCE PROGRAMS
(Signature page alternative to providing Certifications and Assurances in TEAM-Web)

Name of Applicant: Pasco County Board of County Commissioners

The Applicant agrees to comply with applicable provisions of Groups 01 – 24. **X**
OR

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

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FEDERAL FISCAL YEAR 2017 FTA CERTIFICATIONS AND ASSURANCES SIGNATURE PAGE
(Required of all Applicants for FTA funding and all FTA Grantees with an active Capital or Formula Project)

AFFIRMATION OF APPLICANT

Name of the Applicant: Pasco County Board of County Commissioners

Name and Relationship of the Authorized Representative: ________________________________

BY SIGNING BELOW, on behalf of the Applicant, I declare that it has duly authorized me to make these Certifications and Assurances and bind its compliance. Thus, it agrees to comply with all Federal statutes and regulations, and follow applicable Federal guidance, and comply with the Certifications and Assurances as indicated on the foregoing page applicable to each application its Authorized Representative makes to the Federal Transit Administration (FTA) in Federal Fiscal Year 2017, irrespective of whether the individual that acted on its or her Applicant’s behalf continues to represent it.

FTA intends that the Certifications and Assurances the Applicant selects on the other side of this document should apply to each Project for which it seeks now, or may later seek FTA funding during Federal Fiscal Year 2017.

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

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

Signature ___________________________ Date: ___________________________

Name ___________________________, Chairman

Authorized Representative of Applicant

AFFIRMATION OF APPLICANT’S ATTORNEY

For (Name of Applicant): Pasco County Board of County Commissioners

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

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

Signature ___________________________ Date: ___________________________

Name Jeffrey N. Steinmeyer, County Attorney

Each Applicant for FTA funding and each FTA Grantee with an active Capital or Formula Project must provide an Affirmation of Applicant’s Attorney pertaining to the Applicant’s legal capacity. The Applicant may enter its signature in lieu of the Attorney’s signature, provided the Applicant has on file this Affirmation, signed by the attorney and dated this Federal fiscal year.
PLANNING ACTIVITIES
PLANNING ACTIVITIES  Fiscal Years 2018-19 and 2019-20

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

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

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

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

Corridor Planning Studies
Conduct studies of major corridors to identify and evaluate travel issues, and determine the effectiveness and impacts of proposed alternatives to address those issues. The results may range from a set of recommended improvements that address specific problems to a comprehensive action plan for improving the corridor.
On the Strategic Intermodal System (SIS) and SHS, these studies include the development of strategies and plans for implementing and maintaining SIS and SHS standards such as those for level of service, interchange spacing and access management. This may include preparation of action plans, master plans, corridor studies, and others as identified.

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

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

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

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

**Intelligent Transportation Systems (ITS) Planning**
The Department will support the MPO’s efforts to plan the ITS program and to structure ITS into their respective organizations. These ITS planning activities include developing an ITS Management Plan and Program Plan for each county, developing the MPO’s capability to manage the Regional ITS Architecture and developing ITS programs and projects for the MPO’s Long Range Transportation Plan and Transportation Improvement Program. Further, this support includes integrating intra-regional ITS deployment and operations, as well as assuring that intra-regional and inter-regional operations are coordinated.
Interchange Analysis
Conduct analysis of interchanges to identify and evaluate travel issues, and determine the effectiveness and impacts of proposed alternatives to address those issues. The results may range from a set of recommended improvements that address specific problems to a comprehensive rebuild of the interchange for improving the safety and operation of the ramps and the entire interchange. Provide coordination with the Federal Highway Administration and Central Office and provide technical support and review for interchange operations, interchange modification, and new interchanges.

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

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

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

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

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

Assist the MPOs with developing their long-range transportation plan by integrating the Strategic Intermodal System Second Five-Year Work Program and Cost Feasible Plan.
**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. The District provides technical support to other FDOT disciplines and areas as requested.

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

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

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

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

Provide on-going technical and policy advisory assistance to the MPOs in the development of regional planning products, including the Tampa Bay Regional Profile, the Tampa Bay Regional Roadways Strategic Plan and the Tampa Bay Regional Congestion Management System Plan.
Maintain a database of existing (2010) socioeconomic and travel characteristics for District MPOs, including information on population, dwelling units, hotel/motel units, school enrollment, current land uses, traffic counts, transit usage, special generators activity, and other variables essential to the validation and operation of the Tampa Bay Regional Planning Model.

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

Consultants may assist with tasks listed.

**Funding Source**

<table>
<thead>
<tr>
<th>Federal Funds – FHWA SPR-PL-1</th>
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<tr>
<td>Year 1 (2018/19)</td>
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<td>Year 2 (2019/20)</td>
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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.

AV  Autonomous Vehicle: An autonomous car is also known as a driverless car, robot car, self-driving car or autonomous vehicle. It is a vehicle that can guide itself without human conduction. This type of vehicle may pave the way for future systems where computers take over the art of driving.

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 anyroadways.

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.
<table>
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<tr>
<th>Acronym</th>
<th>Description</th>
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<tr>
<td>BEBR</td>
<td>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.</td>
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<tr>
<td>BPAC</td>
<td>Bicycle and Pedestrian Advisory Committee: A subcommittee formed by the MPO governing board to advice, address, and promotes bicycle and pedestrian policies, programs, and plans as an alternative means of transportation.</td>
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<tr>
<td>BRT</td>
<td>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.</td>
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<td>CAAA</td>
<td>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.</td>
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<td>CAC</td>
<td>Citizens' Advisory Committee: An advisory committee utilized by most metropolitan planning organizations for citizen input into the transportation planning process.</td>
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<td>CCC</td>
<td>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.</td>
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<td>CFASPP</td>
<td>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.</td>
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<tr>
<td>CFDA</td>
<td>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.</td>
</tr>
<tr>
<td>CIA</td>
<td>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.</td>
</tr>
</tbody>
</table>
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 overtime. Corrective actions can be identified and implemented to respond to changing conditions, strengthen underperforming services, and/or
reallocate to be more productive.

CV Connected vehicles are vehicles that use a number of different communication technologies to communicate with the driver, other cars on the road, roadside infrastructure, and the “Cloud”. This technology can be used to improve vehicle safety, efficiency, and commute times.

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 units: 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 employees (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 *executive order* 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 access 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 the 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 ACT**

Fixing America's Surface Transportation: This act was signed into law by President Obama on September 4, 2015. With this enactment, the 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: 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: This is a program that allows the FDOT to contract local agencies, including 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 governs, plan, fund, and administer public services within a designated, limited geographic area of the State.
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. Public Transit is also known as "mass transportation, mass transit, transit, and para transit."

**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, and 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.

SHSP  
Strategic Highway Safety Plan: A major component and requirement of the Highway Safety Improvement Program (HSIP) (23 U.S.C. § 148). It is a statewide-coordinated safety plan that provides a framework for reducing highway fatalities and serious injuries on all public 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.

SRTS  
Safe Routes to School: A school based program that encourages increased student physical activity that promotes walking, bicycling, or other forms of active transportation among students and their families and to include educating the community and improving the planning and engineering approaches to transportation to ensure safe places for children to walk and bike to and from school.

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 intercity and intercity bus terminals and facilities.

STATE  
State: A state is 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 visitor’s centers, etc., fewer than 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.


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 on 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.


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.
APPENDIX A

COMMENTS AND RESPONSES

FISCAL YEARS 2018-19 THROUGH 2019-20