



Hillsborough TPO
Transportation
Planning Organization



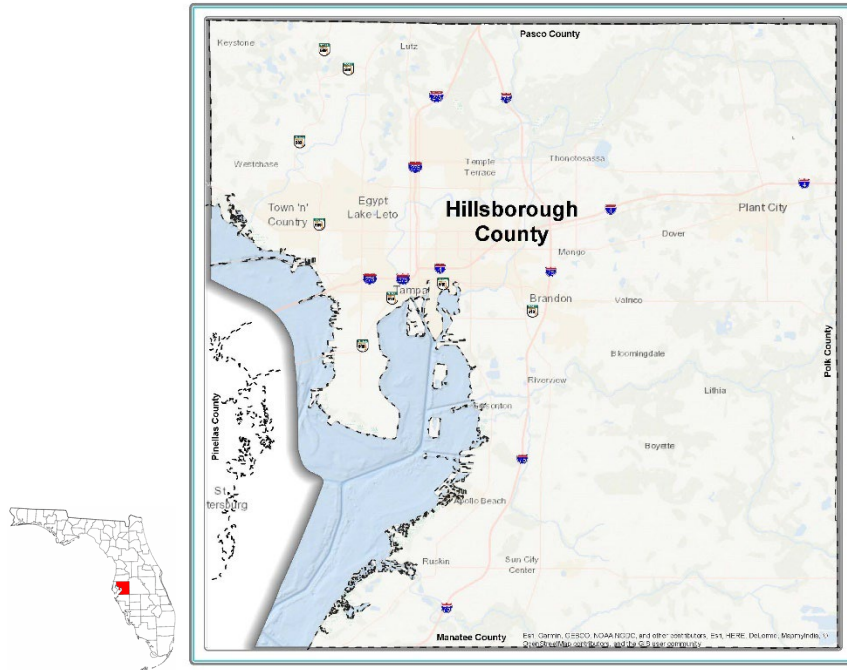
DRAFT MARCH 2024

Fiscal Years 2025 & 2026

Hillsborough TPO Two-Year Unified Planning Work Program

Effective: July 1, 2024 – June 30, 2026

Hillsborough Transportation Planning Organization



Prepared by the Hillsborough County Transportation Planning Organization, in cooperation with and funded by the Federal Highway Administration, Federal Transit Administration, Florida Department of Transportation, Florida Commission for the Transportation Disadvantaged, and the Hillsborough County Board of County Commissioners.

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The TPO does not discriminate in any of its programs or services. Public participation is solicited by the TPO without regard to race, color, national origin, sex, age, disability, family, or religious status. Learn more about our commitment to nondiscrimination and diversity by contacting our Title VI/nondiscrimination coordinator, Connor MacDonald at (813) 946-5334 or ADAcoordinator@plancom.org.

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Hillsborough County Transportation Planning Organization

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UPWP TPO Resolution

DRAFT

TPO Resolution #2024-X

Approving the FY 2025 & FY 2026

Unified Planning Work Program

Whereas the Hillsborough Transportation Planning Organization (TPO) is the designated and constituted body responsible for the urban transportation planning process for the Tampa Bay Transportation Management Area within Hillsborough County.

Whereas, as required by 23 Code of Federal Regulations (CFR) Section 450.308 and Florida Statutes 339.175(9), the TPO has developed a Unified Planning Work Program for Fiscal Years 2025 & 2026.

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

Now, Therefore, Be it Resolved that the Unified Planning Work Program for Fiscal Years 2025 & 2026 is approved and authorized to be submitted to state and federal agencies, and that the Executive Director is authorized to develop and execute all supporting and program objectives related grant applications, participation agreements, reimbursements requests, and assurances and to authorize expenditures in support of said document.

Passed and Adopted at a regular meeting of the Hillsborough TPO Board this X^h day of May 2024.

Commissioner Gwendolyn Myers
TPO Chair

Cameron Clark
TPO Attorney

Gail Reese
TPO Recording Secretary

Authentication

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Authentication

The Hillsborough Transportation Planning Organization regular session, on May X, 2024, endorsed the Fiscal Years 2025 & 2026 Unified Planning Work Program for Hillsborough County. By this action, the board directs the execution of all associated contracts and agreements by the Chair of Transportation Planning Organization or his designee.

Commission Gwendolyn Myers
TPO Chair

Cameron Clark
TPO Attorney

Gail Reese
TPO Recording Secretary

Cost Analysis Certification

(To be provided by FDOT)

Acronyms

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

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TBRPC	Tampa Bay Regional Planning Council
TDCB	Transportation Disadvantaged Coordinating Board
TDM	Transportation Demand Management
TDP	Transit Development Plan
TIP	Transportation Improvement Program
TMA	Transportation Management Area
TOD	Transit Oriented Development
TPO	Transportation Planning Organization
TRIP	Transportation Regional Incentive Program
UPWP	Unified Planning Work Program
USDOT	United States Department of Transportation

Introduction

The Unified Planning Work Program

The Unified Planning Work Program (UPWP) defines the transportation planning activities and products to be developed by the Transportation Planning Organization (TPO) and other transportation planning agencies. It is the basis for allocating federal, state, and local funds for long range transportation planning activities within Hillsborough County. The UPWP is required by federal law under Title 23 CFR 450.314 and Title 49 CFR 613.100 when federal funds are used for transportation planning. The UPWP is reviewed jointly by the Federal Highway and Transit Administrations (FHWA and FTA), as well as the Florida Department of Transportation (FDOT) (as required by state law under Chapter 339.175 governing TPOs). This UPWP covers a two-year period from July 1, 2024, to June 30, 2026.

The TPO shall:

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

Comprehensive Transportation Planning Activities

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

- Vision Zero Corridor Studies for County-owned Streets in City Limits (2023-2024)
- Vision Zero: Crosswalks to Classroom (2023)
- Hillsborough County Bike Network Study (2023)
- Traffic Counts (Vehicular and Multimodal) (2023-2024)
- State of the System Report (bi-annual)
- ADA Self-Evaluation and Transition Plan (2023)
- Transportation Disadvantaged Service Plan (updated annually)
- Annual Evaluation of the Community Transportation Coordinator (annual)
- Fowler Avenue Vision Plan (2022-2024)
- Electric Vehicle Infrastructure Plan (2023)

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- 2050 Needs Assessments (2023-2024)
 - Goods Movement & Hillsborough County Truck Route Plan
 - Congestion Management and Crash Mitigation
 - Real Choices When Not Driving
 - Equity
 - Major Investments for Economic Growth
 - Regional Needs Assessment [with Suncoast Transportation Planning Alliance (SCPTA)]
- Air Quality Monitoring (ongoing)
- Adoption of performance measures (annual)
- Review, implementation and development of regional UPWP tasks (2024)
- Joint certification of TPO (annual)
- Participation in the Technical Review Team (TRT) meetings for the Tampa Bay Regional Planning Model and other tools (monthly)
- Participation in the Florida Model Task Force (ongoing)
- Support and regional coordination through Suncoast Transportation Planning Alliance (SCTPA) and tri-county committee meetings, including the Bicycle Pedestrian Advisory Committee and Tri-County Transportation Disadvantaged Local Coordinating Board Subcommittee

Federal Planning Factors and Emphasis Areas

The TPO performs its planning activities in accordance with federal and state laws and rules. Federal law includes ten planning factors that all MPOs are required to address in the transportation planning process (Title 23 CFR 450), in addition to eight federal planning emphasis areas identified by FHWA and FTA. Federal law requires that the process for developing TPO products is continuing, cooperative, and comprehensive.

The ten planning factors are listed below:

- Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity and efficiency;
- Increase the safety of the transportation system for motorized and non-motorized users;
- Increase the security of the transportation system for motorized and non-motorized users;
- Increase accessibility and mobility of people and freight;
- Protect and enhance the environment, and promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns;
- Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
- Promote efficient system management and operation;
- Emphasize the preservation of the existing transportation system;
- Improve the resilience and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation; and
- Enhance travel and tourism.

The planning emphasis areas are listed below:

- Tackling the Climate Crisis – Transition to a Clean Energy, Resilient Future;

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- Equity and Justice40 in Transportation Planning;
- Complete Streets;
- Public Involvement;
- Strategic Highway Network (STRAHNET)/U.S. Department of Defense (DOD) Coordination;
- Federal Land Management Agency (FLMA) Coordination;
- Planning and Environmental Linkages (PEL); and
- Data in Transportation Planning.

The TPO process involves regular update cycles, informal partnerships, and formal review processes with metropolitan area stakeholders, as well as integration of multiple modes and functionalities at all levels of planning. In addition to these core products, many of the processes, plans, and partnerships of the TPO support the planning factors and emphasis areas. Table 1 and Table 2 show how the UPWP tasks align with the Federal planning factors and planning emphasis areas.

TABLE 1: FEDERAL PLANNING FACTORS

#	Task Name	Economic Vitality	Safety	Security	Accessibility and Mobility	Environment, and Quality of Life	Integration and Connectivity	Efficient	Preservation	Resiliency and Reliability	Travel and Tourism
1	Transportation Planning Management										
		X	X	X	X	X	X	X	X	X	X
2	Systems & Corridor Planning										
	Congestion Mgmt., Crash Mitigation Planning and ITS	X	X	X	X	X	X	X	X	X	X
	Security & Emergency Preparedness Planning	X	X	X	X	X	X	X	X	X	X
	Complete Streets & Non-Motorized Planning	X	X	X	X	X	X	X	X	X	X
	Intermodal / Freight Planning	X	X	X	X	X	X	X	X	X	X
	Transit & Transportation Demand Mgmt. Planning	X	X	X	X	X	X	X	X	X	X
	Transportation Disadvantaged Planning	X	X	X	X	X	X	X	X	X	X
	Corridor, Sub-Area, & Environmental Studies	X	X	X	X	X	X	X	X	X	X
3	Long Range Transportation Plan & Data Monitoring										
		X	X	X	X	X	X	X	X	X	X
4	Transportation Improvement Program										
		X	X	X	X	X	X	X	X	X	X
5	Public Participation										
		X	X	X	X	X	X	X	X	X	X
6	Local / Regional Coordination & Planning										
		X	X	X	X	X	X	X	X	X	X

Hillsborough Transportation Planning Organization

TABLE 2: FEDERAL PLANNING EMPHASIS AREAS

#	Task Name	Clean Energy /Resilient Future	Equity & Justice in Transportation Planning	Complete Streets	Public Involvement	Strategic Hwy Network/DOD Coordination	Federal Land Mgt Agcy Coordination	Planning & Environment Linkages	Data in Transportation Planning
1	Transportation Planning Management								
		X	X	X	X	X	X	X	X
2	Systems & Corridor Planning								
	Congestion Mgmt., Crash Mitigation Planning and ITS	X	X	X	X	X	X	X	X
	Security & Emergency Preparedness Planning	X	X		X	X		X	X
	Complete Streets & Non-Motorized Planning		X	X	X		X	X	X
	Intermodal / Freight Planning	X	X		X	X	X	X	X
	Transit & Transportation Demand Mgmt. Planning	X	X	X	X	X		X	X
	Transportation Disadvantaged Planning	X	X	X	X			X	X
	Corridor, Sub-Area, & Environmental Studies	X	X	X	X		X	X	X
3	Long Range Transportation Plan & Data Monitoring								
		X	X	X	X	X	X	X	X
4	Transportation Improvement Program								
		X	X	X	X	X	X	X	X
5	Public Participation								
		X	X	X	X	X	X	X	X
6	Local / Regional Coordination & Planning								
		X	X	X	X	X	X	X	X

Air Quality

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

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

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

Federal Performance-Based Planning and Expectations

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

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

The purpose of performance-based planning is to ensure the most efficient investment of federal transportation funds by increasing accountability, transparency, and providing for better investment decisions. The Federal Highway Administration (FHWA) requires the TPO to establish targets and report progress toward achieving those targets on an annual basis.

State Planning Factors and Emphasis Areas

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

Safety

The Florida Transportation Plan and the State's Strategic Highway Safety Plan place top priority on safety, with a state target of zero traffic fatalities and serious injuries. In addition to adopting safety targets, the TPOs must show how their Long Range Transportation Plan (LRTP) and priority projects in their Transportation Improvement Program (TIP) support progress toward those targets. The UPWP should consider enhancements to data analyses and community involvement to better inform the identification and prioritization of safety projects.

The Hillsborough TPO has considered and expanded upon enhancements to data analysis and community involvement to better inform the identification and prioritization of safety projects. Enhancements include the identification of safety needs in the TPO's LRTP or TIP, stand-alone safety studies for areas or corridors, and safety considerations within modal planning elements. The TPO has adopted a Vision Zero Action Plan and continues to proactively implement it with its state and local partners.

Equity

Executive Order 14008, Tackling the Climate Crisis at Home and Abroad, created the "Justice40 Initiative" that aims to deliver 40 percent of the overall benefits of relevant federal investments to disadvantaged communities. This initiative supports Executive Order 13985, Advancing Racial Equity and Support for Underserved Communities Through the Federal Government, outlines federal policy and defines equity as the consistent and systematic fair, just, and impartial treatment of individuals. The Florida Transportation Plan seeks transportation choices that improve accessibility and equity by including a key strategy to enhance affordable transportation, service, and information access options for all ages and abilities and throughout underserved communities. The TPO is key to identifying and implementing improvements based on data-driven project prioritization that considers not only impacts of transportation projects on a community, but also benefits of projects that can enhance opportunities for a community. The UPWP should address approaches to furthering transportation equity.

The Hillsborough TPO will assist with identifying and implementing improvements based on data-driven project prioritization that considers community impacts of transportation projects as well as the benefits of projects that can enhance opportunities for a community. The Hillsborough TPO will approach furthering transportation equity through implementing goals, objectives, and strategies identified in [Plan Hillsborough's 2021 Nondiscrimination and Equity Plan](#).

Resilience

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

TPOs can address resilience within their planning processes by leveraging tools such as the FHWA Resilience and Transportation Planning guide and the FDOT Quick Guide: Incorporating Resilience in the TPO LRTP. It should be noted that while these documents focus primarily on the development of TPO LRTPs and TIPs, addressing resilience should be a consideration within every planning document prepared by a TPO. TPO's should place an emphasis on coordination with agency partners responsible for natural disaster risk reduction, or who may be developing

local resilience planning initiatives. Additionally, TPOs should consider the additional costs associated with reducing vulnerability of the existing transportation infrastructure. Proactive resiliency planning will help the TPO develop planning documents that are ultimately more realistic and cost-effective.

The Hillsborough TPO in collaboration with the Pinellas MPO, Pasco MPO, Tampa Bay Regional Planning Council, and the Florida Department of Transportation District 7, developed the “Resilient Tampa Bay: Transportation Pilot Program Project” which used scenario planning to identify potential threats and impacts to the transportation system of climate change, sea level rise, and other natural disaster scenarios. These scenarios were used to identify the impact of such threats on critical and highly vulnerable transportation facilities and the long-term economic impact such disasters could have upon the region. The team identified a variety of adaptation strategies to mitigate against these scenarios. This project was reviewed and accepted by TPO Board and committees with a goal of transmitting the information to the local implementing jurisdictions and strongly encouraging them to incorporate mitigation and adaptation strategies in all phases of planning, project development, construction, and maintenance. Following this, the TPO continues to address resilience such as through the recent Freight Supply Chain Resilience Study.

Emerging Mobility

Advances in communication and automation technology result in new mobility options, ranging from automated and connected transport, electric vehicles, ridesharing, and micro-mobility, to flying cars and space travel. These changes may be disruptive and transformational, with impacts to safety, vehicle ownership, travel capacity, vehicle miles traveled, land-use, transportation design, future investment demands, supply chain logistics, economy, and the workforce. Implementation of all seven goals of the Florida Transportation Plan can be furthered through both the transformation of major corridors and hubs and the expansion of transportation infrastructure to embrace and support the adoption of emerging mobility.

The UPWP should recognize the important influence of emerging mobility on the multi-modal transportation system and include related planning studies, collaboration efforts, research, or other activities. Activities the TPO has and continues to participate in include:

- Smart Cities Mobility Alliance
- Electric Vehicle Infrastructure Plan Implementation

Priorities for the Metropolitan and Local Area

The Hillsborough County TPO has established planning priorities, focusing on local and regional issues that are intended to supplement and further support the emphasis areas established at the state and federal level. In response to the ongoing development throughout Hillsborough County, state and local governments and transportation agencies have or are utilizing various policy tools and system improvements to ensure future transportation system functionality and the mobility of its users. These efforts include major investments in infrastructure, growth management, transit planning, providing transportation choices by supporting all modes of travel, and planning for sub-areas and corridors. The TPO plays a vital role in this process by providing a forum for transportation decision-making and by creating the Long-Range Transportation Plan (LRTP), Transportation Improvement Program (TIP), and associated work products. Updating the 2050 LRTP will be a major TPO priority in fiscal year 2025. The products of the TPO serve as the central source for the envisioned future transportation network and support the efforts of its

partners to implement projects and policies that lead to that future. Through emphasizing the planning activities and priorities described below, the TPO will continue in this role.

Plan Hillsborough Strategic Plan

In 2023, the Hillsborough TPO board met with the board of its host organization, the Hillsborough County City-County Planning Commission (Planning Commission), and a third board which is also staffed by the same organization, the Hillsborough River Interlocal Planning Board. Together, the staff of these three boards is referred to as Plan Hillsborough, under the web address www.PlanHillsborough.org. These three boards responsible for collaborative planning across jurisdictional lines on transportation, land use, and environmental issues brainstormed about challenges and opportunities facing our community. The result identified focus areas for the agency's 5-Year Strategic Plan (2024-2029), which was adopted in February 2024 by the Planning Commission. The Strategic Plan outlines and highlights ways Plan Hillsborough staff can enhance work products related to their planning requirements, improve strategic aspects of how the agency interfaces with the public and its partners, and leverage resources to create a strong future and quality of life for the community. Plan Hillsborough identified the following strategic pillars and goals. For each goal, multiple strategies were further identified and are available online at the [Plan Hillsborough website](#).

- Pillar 1: Integrated and Connected Communities
 - Goal 1.1: Connect mobility and land use
 - Goal 1.2: Encourage housing opportunities and choice
- Pillar 2: Partnerships and Community Engagement
 - Goal 2.1: Ensure seamless regional to local connections and partnerships
 - Goal 2.2 Improve public education and engagement
 - Goal 2.3: Strengthen existing and create new public/private partnerships
- Pillar 3: Resilient Natural and Built Environment
 - Goal 3.1: Strengthen resiliency policies and planning projects
 - Goal 3.2: Enhance connections between natural and built infrastructure and diverse community needs
- Pillar 4: Technology and Operational Enhancements
 - Goal 4.1: Manage and enhance administrative and financial processes, agency systems, data and technology to meet community needs

Focus on Equity and Community

The Hillsborough TPO adopted a Nondiscrimination Plan in 2021, which also incorporates the Planning Commission. This proactive step better ensures nondiscrimination in the provision and execution of all agency activities, further the coordination of land use and transportation planning activities, allow the agencies to provide more seamless service to the public, and advance equitable processes and outcomes agency-wide and throughout the community. Guidance from USDOT provides a best practice of updating our Nondiscrimination Plan every three years and it is anticipated that the next Nondiscrimination Plan update will occur in 2024 (fiscal year 2025).

Task Performed with Funds Under Title 49

The Hillsborough County TPO and Hillsborough Area Regional Transit (HART) coordinate closely to plan for public transit, with HART taking the lead in operational, five and ten-year planning, and

the TPO typically leading long-range efforts, such as 20-year plans and needs assessments. Close coordination is also required for integrating transit services and facilities into the greater network of transportation infrastructure. For example, HART's planning activities include evaluating its bus stops for accessibility to persons with disabilities and identifying means to improve access; they also include phased implementation of bus-rapid-transit technologies along the roads served by key bus routes. The TPO will continue to coordinate with HART on project planning and development.

These activities are coordinated with local public works and planning/zoning departments through the TPO's Technical Advisory and ITS Committees as well as through staff advisory groups convened to guide the development of targeted studies and other planning activities. Public transit planning tasks described in this UPWP also include long-range planning travel demand management. The TPOs in the Tampa Bay region signed an interlocal agreement to provide logistical support to the Suncoast Transportation Planning Alliance (SCTPA), covering an eight-county region served by six TPOs, for regional transportation activities such as SCTPA 2050 needs assessment to identify priority transit and multimodal projects to serve major travel sheds through the region.

Consolidated Planning Grant (CPG) Participation

These funds are annually apportioned to FDOT as the recipient and allocated to the TPO by FDOT utilizing formulas coordinated by the MPOs, FDOT, and FHWA, and approved by FHWA in accordance with 23 CFR 420.109 and 49 U.S.C. Chapter 53. The FDOT is fulfilling the required 18.07% non-federal share (match) using Toll Revenue Expenditures as credits for a soft match as permitted by 23 CFR USC 120(j) and FTA C 8100.1D

Soft Match

Section 120 of Title 23, U.S.C., permits a state to use certain toll revenue expenditures as a credit toward the non-federal matching share of all programs authorized by Title 23, (with the exception of Emergency Relief Programs) and for transit programs authorized by Chapter 53 of Title 49, U.S.C. This is, in essence, a "soft-match" provision that allows the federal share to be increased up to 100% to the extent credits are available. The "soft match" based on the amount being utilized to match the FHWA funding in the UPWP is **18.07%** of FHWA program funds for a total of **\$682,701 in FY 2025 and \$692335 in FY 2026**.

Indirect Costs

Regarding budgeting for work tasks, each task in the UPWP corresponds to an adopted budget and associated indirect cost rate detailed in the "Estimated Budget Detail" worksheet. The federal Office of Management and Budget defines indirect costs as "those costs that have been incurred for common or joint purposes that benefit more than one cost objective and cannot be readily identified with a particular objective without effort disproportionate to the results achieved." These costs are incurred by and originate in the agency carrying out the Federal Award and remain after direct costs have been determined and assigned directly to Federal awards and other activities, as appropriate. Indirect Costs are typically charged to Federal awards using an indirect cost rate. The indirect cost rate is a device for determining in a reasonable manner the proportion of indirect costs each program should bear. It is the ratio (expressed as a percentage) of the indirect costs to a direct cost base. The **Hillsborough TPO's indirect rate for FY2025 – FY2026 is the De Minimis Rate of 10%**. The expenses paid out of the 10% De Minimis Rate include:

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

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

Public Participation & Agency Coordination

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

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

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Planning tasks included in this UPWP were solicited in January - April 2024 from the public and other transportation agencies that receive state and federal funding, such as FDOT, HART, the Tampa-Hillsborough Expressway Authority, Hillsborough County Aviation Authority, and Port Tampa Bay through meetings and/or presentations to the Technical Advisory Committee, which includes representatives from transportation partner agencies. The UPWP was introduced to the Citizens and Technical Advisory Committees and to the TPO Board in March 2024, presented to the Bicycle and Pedestrian Advisory, Intelligent Transportation Systems, and Livable Roadways Committees and Transportation Disadvantaged Coordinating Board in April 2024, and presented to the Citizens and Technical Advisory Committees in May 2024. In addition, it was presented for action to the TPO in May 2024 (NOTE FOR DRAFT UPWP – This is anticipated and would be confirmed for final draft). Consistent with the TPO's [Public Participation Plan](#), all these meetings were publicly noticed and allowed time for public comment. Agendas were distributed to a wide email list and posted on the TPO's website. Also, review copies of the draft were sent to the FDOT, FHWA, FTA, Tampa Bay Regional Planning Council (TBRPC), the TPOs for Pinellas, Hernando, Pasco, Polk, and Sarasota/Manatee counties and posted on the Hillsborough County TPO website. All comments received were addressed and revisions were made, where appropriate, in the UPWP. Comments received by the TPO regarding the UPWP are provided in Appendices E & F.

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

The TPO's updated Title VI Certification and Assurances is incorporated in Appendix C. The Title VI Program will be updated following federal requirements and best practices.

In addition, the TPO complies with the Americans with Disabilities Act and Executive Order 13166 Limited English Proficiency. Persons who require special accommodations or translation services (free of charge) should contact Connor MacDonald at (813) 946-5334, ADAcordinator@plancom.org at least three business days before the public meeting.

Organization and Management

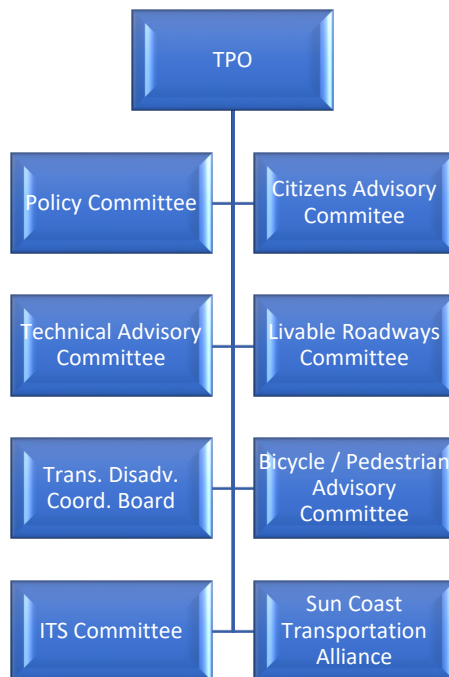
TPO Process and Participants

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

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

In addition, citizen volunteers and professional staff representing different jurisdictions and agencies serve on eight standing committees to advise the TPO on a variety of subjects. In 2013, the TPO formed a new advisory committee in partnership with its neighbor TPOs in Pinellas and Pasco counties now known as the Tampa Bay TMA Leadership Group, which is now a subcommittee of the Sun Coast Transportation Planning (SCTPA). This committee provides guidance to all the TPO boards. The following diagram shows the relationship of the TPO to its advisory subcommittees.

FIGURE 1: TPO COMMITTEE STRUCTURE



Inter-Agency Coordination and Agreements

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

- Hillsborough County
- City of Tampa
- City of Plant City
- City of Temple Terrace
- Port Tampa Bay
- Tampa-Hillsborough Expressway Authority (THEA)
- Hillsborough Area Regional Transit Authority (HART)
- Hillsborough County City-County Planning Commission
- Hillsborough County Aviation Authority
- Tampa Bay Regional Planning Council (TBRPC)
- Tampa Historic Streetcar, Inc.
- Florida Department of Transportation (FDOT), District 7
- Florida Department of Health in Hillsborough County
- Center for Urban Transportation Research (CUTR) at USF
- Environmental Protection Commission of Hillsborough County
- Tampa Bay Area Regional Transit Authority (TBARTA)*
- Suncoast Transportation Planning Agency (SCTPA)
- School District of Hillsborough County (SCHC)

*The TBARTA Board voted to dissolve itself in 2023.

The Hillsborough County TPO maintains agreements with each of its member governments and agencies through an Interlocal Agreement. The TPO will continue to maintain the following agreements with the agencies involved with transportation planning in Hillsborough County:

TABLE 3: EXISTING TPO AGREEMENTS

#	TPO Agreements	Execution Date	Expiration
1	TPO Staff Services Agreement: The Planning Commission provides the TPO with staff and other necessities to support transportation planning.	October 13, 2014	(See Note a)
2	Intergovernmental Coordination & Review and Public Transportation Coordination Joint Participation Agreement (JPA): This agreement provides for cooperation between the TPO, FDOT, TBARTA, HART, Port Tampa Bay, Aviation Authority, and the Expressway Authority to develop TPO planning documents and related studies. The agreement also provides for a process for the Tampa Bay Regional Planning Council (TBRPC) to conduct intergovernmental coordination and review of TPO transportation plans and local comprehensive plans pursuant to Chapter 163, F.S. and review by the Department of Economic Opportunity. Finally, a dispute resolution process through the TBRPC is provided through this agreement.	February 2, 2015	(See Note b)
3	Metropolitan Planning Organization Agreement: Provides for the pass-through of federal financial assistance from FDOT to the TPO for the completion of tasks and activities set forth in the UPWP.	July 1, 2022	June 30, 2024
4	Interlocal Agreement for the creation of the TPO: Enables the TPO to carry out the metropolitan transportation planning process in cooperation with the Florida Department of Transportation, assist in the development of transportation systems, develop plans and programs, and ensure a continuing, cooperative, and comprehensive process.	September 4, 2014	(See Note c)
5	Fifth Amended and Restated Interlocal Agreement for Regional Transportation and Coordination in West Central Florida: Created the West Central Florida Metropolitan Planning Organization Chairs Coordinating Committee.	Approved by Hillsborough TPO January 7, 2020; recorded with the County Clerk May 29, 2020	(See Note b)
6	Agreement with Hillsborough Board of County Commissioners to provide legal services to the TPO.	Original June 17, 2008 – updated January 5, 2018	(See Note a)

- a) Remains in effect until terminated by parties to agreement.
- b) Five-year term with review by parties to agreement; automatic renewal every five years.
- c) Remains in effect until terminated by parties to agreement; reviewed and updated as needed every ten years. The agreement was Amended August 19, 2015 to add the School Board as a voting member of the TPO and will be reviewed and updated again in FY 2025.

The TPO is registered as a fictitious name “Hillsborough Transportation Planning Organization” with the Florida Department of State. In addition to the agreements mentioned previously, in October 2023, the TPO approved signing a Memorandum of Understanding with the other MPOs in the Tampa Bay Transportation Management Area regarding a regional MPO.

Operational Procedures and By-Laws

The TPO's Continuity of Operations (COOP) Plan is shared with the larger Plan Hillsborough agency and is incorporated as part of the Employee Handbook as Section 19, Disaster, Emergency, Workplace Violence.

<https://planhillsborough.org/wp-content/uploads/2024/03/Continuity-of-Operations-from-2024-Employee-Handbook.pdf>

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

<https://planhillsborough.org/wp-content/uploads/2024/03/TPO-ByLaws-March-2023.pdf>

Statements and Assurances

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

TPO Work Elements and Planning Tasks

Task 1: Transportation Planning Management

PURPOSE:

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

Completed: The MPO procured professional services from planning consultants (2023) while the MPO provided support and assistance with all UPWP updates, amendments, and funding de-obligation requirements. The MPO continued to monitor and commented on proposed state legislation regarding changes to transportation planning processes. In 2023, the MPO board approved its apportionment plan.

ONGOING ACTIVITIES
Grant Activities: administrative tasks, requirements, research, and potential collaborations
UPWP updates, modifications, non-financial amendments and amendments
Annual USF Fellowship Program
Annual Single Audit (with Hillsborough County)
Legal Services for MPO
Support, technical assistance, and materials to the board through local, state, and federal legislative updates, participation in the Florida MPO Advisory Council and subcommittees, and correspondence with elected officials
Attend professional trainings, seminars, meetings, workshops, and conferences

REQUIRED ACTIVITY	END PRODUCT
<p>UPWP Development and Management Identify local transportation planning priorities and address federal and state planning emphasis areas.</p> <p>Coordinate with other transportation planning agencies and provide opportunities for input.</p> <p>Assess progress towards meeting UPWP objectives and budget targets on a quarterly basis.</p> <p>Prepare new UPWP bi-annually and update with modifications & amendments as needed.</p>	<p>FY 2025 & FY 2026 UPWP, including amendments and modifications (Ongoing through June 2026)</p> <p>FY 2027 & FY 2028 UPWP (Spring 2026)</p>
<p>Grant Management Certify compliance with state and federal regulations regarding expenditure of funds for transportation planning.</p> <p>Keep grant records and effectively maintain and administer contracts and agreements.</p> <p>Maintain and improve, as needed, timekeeping and grant management systems to track staff hours charged to grants, revenues, expenditures, and grant balances.</p>	<p>Grant applications and budget submittals (Ongoing through June 2026)</p> <p>Timekeeping and grants management systems (Ongoing through June 2026)</p>

Hillsborough Transportation Planning Organization

<p>Annually, assist FDOT with financial Risk Assessment and submission of Single Audit.</p> <p>Include MPO grants as decision units in budget of Hillsborough County.</p> <p>Develop and issue task authorizations under contracts maintained with General Planning Consultants.</p> <p>Monitor progress towards goals, including Disadvantaged Business Enterprise goals.</p> <p>Deobligate funds, as needed.</p> <p>Review and update Interlocal Agreements for the creation of the MPO and coordinated transportation planning in Hillsborough County and the region, as needed.</p>	<p>Quarterly grant progress reports, invoices, and timekeeping records (Ongoing through June 2026)</p> <p>Deobligation request (April 2026)</p> <p>Monitor DBE's by Consultant through FDOT GAP system (Ongoing through June 2026)</p> <p>Interlocal agreements (As needed through June 2026)</p>
<p>Federal and State Planning Requirements</p> <p>Comply with federal and state requirements, including: MPO Program Management Handbook (FDOT), Title VI of the Civil Rights Act of 1964, Americans with Disabilities Act, Open meetings and public records laws, Environmental Justice, Disadvantaged Business Enterprise Policy Statement, Limited English Proficiency, Metropolitan Transportation Planning Final Rule (23 CFR Part 450, 49 CFR Part 613), Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards (2 CFR Part 200)</p>	<p>Independent single audit of grants through County (Ongoing through June 2026)</p> <p>State/Federal Certification of MPO process (May 2025 and 2026)</p> <p>ADA Self-Evaluation and Transition Plan (June 2026)</p> <p>Title VI/Non-Discrimination Plan (June 2026)</p>
<p>Reasonable, Necessary and Allocable Training and/or Travel and Participation</p> <p>Travel to and attend applicable transportation workshops, conferences, meetings, and coordination activities to provide staff, board, and committee members training and education and maintain technical expertise.</p>	<p>Examples include, but are not limited to, the Transportation Research Board, Institute of Transportation Engineers, American Planning Association, National Highway and Transit Institutes, Women's Transportation Seminar, and other transit, bicycle/pedestrian conference, and transportation disadvantaged activities (Ongoing through June 2026)</p>
<p>Equipment, Hardware and Software</p> <p>Procure, maintain, and dispose of equipment, hardware and software, adhering to thresholds for federal prior approval.</p> <p>Upgrade and replace computers, other related software/equipment, and furniture.</p> <p>Properly document and dispose of obsolete equipment.</p>	<p>Procurement and disposal of capital equipment, hardware, software, and electronic file back-ups (Ongoing through June 2026)</p>

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<p>Maintain computer equipment and back-up electronic files based on a regular schedule to minimize loss of data and store at a remote location.</p>	
<p>Local, regional, state, and federal legislation and regulations</p> <p>Monitor and report on legislation and regulations, including re-authorization of transportation funding programs of the U.S. Congress and Florida Legislature and federal and state rulemaking.</p> <p>Report to the MPO Board and Committees on proposed changes to legislation and rules when necessary.</p> <p>Participate in the Association of MPOs, the National Association of Regional Councils, Florida MPOAC and other organizations.</p> <p>Monitor and report on proposed legislation including travel to legislative hearings.</p> <p>Maintain a library of state, local, and federal policies, standards, and guidelines governing MPO activities.</p> <p>Purchase materials when necessary.</p> <p>Observe restrictions on use of federal and state funds for lobbying.</p>	<p>Correspondence to legislative delegation and federal and state (Ongoing through June 2026)</p> <p>Updated Interlocal Agreements, requirements & procedures (Ongoing through June 2026)</p>
<p>Agency Disaster Preparedness Plan</p> <p>Maintain and update Agency Disaster Preparedness Plan.</p> <p>Ensure essential functions and continuity of operations during the event of hurricanes, floods, pandemics, and other disasters.</p>	<p>Continuity of Operations Plan (As needed through June 2026)</p>
<p>Training/meeting/conference/ participation that is reasonable, necessary, and allocable to the transportation planning process.</p>	<p>As needed through June 2026</p>

The TPO does not pay for individual professional memberships and all training/meeting/conference participation must be reasonable, necessary, and allowable to the transportation planning process.

Legal counsel and consultants may assist with these tasks. FHWA, FTA, and other funds may be used to support these tasks (**lobbying is an ineligible expense for federal funds**). All projects are consistent with federal and state regulations and detailed in invoices submitted to FDOT for reimbursement.

Responsible Agencies:

Lead Agency: Hillsborough TPO

Task 2: System and Corridor Planning

PURPOSE: This task incorporates Congestion Management, Crash Mitigation Planning, and Intelligent Transportation System (ITS); Security and Emergency Preparedness Planning; Complete Streets and Multimodal Planning; Intermodal/Freight Planning; Transit and Transportation Demand Management (TDM) Planning; Transportation Disadvantaged (TD) Planning; and Corridor, Sub-Area & Environmental Studies.

This task includes funding for:

- an integrated and inter-operable ITS within Hillsborough County;
- maintaining the Congestion Management/Crash Mitigation Process (CMCMP), or State of the System Report, that is coordinated with the region and state, as appropriate;
- analyzing crash events and patterns, transportation system effectiveness, travel patterns and system performance;
- developing, prioritizing and recommending strategies to improve mobility within corridors and sub-areas;
- coordinating transportation planning with homeland security, disaster preparedness and post-disaster redevelopment planning;
- enhancing the resiliency of the transportation system to withstand threats from manmade and natural disasters;
- considering and planning for the long-term effects of extreme weather on the transportation system;
- developing, supporting, and promoting plans and projects that increase and improve all modes of transportation and facilities supporting multimodal transportation;
- improving access, safety and security for all transportation system users;
- increasing multimodal choices that are integrated together into the transportation network so that users of all ages and abilities have travel choices;
- conducting and participating in planning for goods movement and intermodal transportation facilities including ports and airports;
- identifying needs and projects critical to the region's economic vitality;
- evaluating transit and TDM needs;
- developing plans, prioritizing projects and supporting programs for transit services, facilities and TDM programs;
- identifying TD populations and assessing their transportation needs;
- monitoring the Hillsborough County TD Program;
- evaluating the performance of the Community Transportation Coordinator (CTC);
- supporting the economic opportunities that the TD Program brings to the local and regional economy;
- conducting short-range coordinating TD planning pursuant to Chapter 427, Florida Statutes and Rule 41-2, FAC;
- identifying policies and improvements addressing multimodal transportation objectives within major corridors and sub-areas;
- analyzing challenges and opportunities related to creating and maintaining an efficient transportation system, such as those related to major investment planning, policy development, multimodal transportation systems, congestion management, safety, access management, adverse impacts, land use, aesthetics and urban design;

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- coordinating studies with multiple stakeholders and agencies; and
- participating in the state’s ETDM process.

Completed: State of the System Report (2023, 2024), High Injury Network Vision Zero Workshop (2023), City of Tampa School Safety Study (2023), Vision Zero Corridor Studies for County-owned Streets in City Limits (2024), Plant City Canal Trail Study (2023), Hillsborough County Bicycle Network Plan (2023), Storm Evacuation Forecast, City of Tampa School Safety Study (2023), Supply Chain Resilience Study (2022), Hillsborough County Truck Route Plan and 2050 Goods Movement Technical Memo (2024), Transit Oriented Development Planning Grant (2022), Centers & Connections (2023), CTC evaluation (annual), Transportation Disadvantaged Service Plan update (annual), support for TD Local Coordinating Board, ADA Self-Evaluation and Transition Plan (2023), Electric Vehicle Infrastructure Plan (2023)

ONGOING ACTIVITIES
Update / maintain Multimodal Database
Participate in Community Traffic Safety Team
Update/maintain Data Business Plan and Shared Data & Analytics Platform
Develop, support and maintain resiliency performance measures
Review road construction projects for bike, pedestrian, and livable roadways considerations, freight and goods movement considerations, transit considerations
Collect and analyze data for all modes of transportation
Assess and update freight needs
Coordinate Hillsborough County freight planning components as part of FDOT District 7 Regional Goods Movement Strategic Plan
Coordinate with the FDOT District 7 transportation providers advisory group
Coordinate with local, regional and state agencies, including port and airport
Participate in local and regional transit planning coordination efforts and studies
Review planning documents, including the Transit Development Plan
Establish and maintain partnerships for improving community health and health community design partnerships
Support Transportation Disadvantaged (TD) Program
Support PD&E studies, district, community, neighborhood plans, other environmental assessments and alternatives analyses for corridors and sub-areas
Assist local agencies and organizations in entering projects in the on-line screening tool for Environmental Technical Advisory Team (ETAT) review and the Area of Interest Analysis (AOI) Tool
Participate in the statewide ETAT review of potential projects.
Participate in local, regional, state, and federal trainings and meetings

REQUIRED ACTIVITY	END PRODUCT
<p>CMCMP Process and System Performance Report (State of the System) and Strategies</p> <p>Update goals and performance metrics consistent with evolving federal and state guidance for performance and targets.</p>	<p>CMCMP performance metrics (As needed through June 2026)</p> <p>State of the System Report (June 2026)</p>

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<p>Study areas for identifying improvements.</p> <p>Evaluate the effectiveness of strategies using before and after studies and Crash Modification Factors.</p> <p>Assist local governments in implementing recommendations of completed CMCMP studies and plans.</p> <p>Seek public input in updating CMCMP.</p> <p>Produce and distribute reports of CMCMP recommendations, safety and educational materials.</p>	<p>Identification of study areas and potential improvements (As needed through June 2026)</p> <p>Assistance with implementing management systems and CMCMP recommendations (Ongoing through June 2026)</p> <p>Public outreach (As needed through June 2026)</p>
<p>ITS Planning</p> <p>Review operations and maintenance issues and review performance measures.</p> <p>Develop, update and support ITS Master Plan, as needed.</p> <p>Support an integrated system operated by the jurisdictions. Coordinate the operations, architecture, and communications.</p> <p>Update the Hillsborough County portion of the Tampa Bay Regional ITS Architecture.</p> <p>Ensure consistency with the National ITS Architecture, as facilitated by the ITS Committee.</p> <p>Conduct project(s) exploring the use of technology in transportation planning.</p>	<p>ITS Master Plan updates (As needed through June 2026)</p> <p>Updates to Hillsborough County portion of Tampa Bay Regional ITS Architecture (As needed through June 2026)</p> <p>Technology and transportation projects (As needed through June 2026)</p>
<p>Feasibility Studies</p> <p>Conduct and support studies, including those related to reducing crashes, traffic operations and other strategies identified in CMCMP Performance Report</p>	<p>Feasibility studies (As needed through June 2026)</p>
<p>Vision Zero Action Plan</p> <p>Built and support implementation efforts, including coalition, with a focus on high crash corridors.</p> <p>Seek grants to support Vision Zero efforts.</p> <p>Analyze effectiveness of Vision Zero efforts.</p> <p>Support, monitor and update Vision Zero Action Plan and related efforts.</p>	<p>Vision Zero public outreach (Ongoing through June 2026)</p> <p>Vision Zero Action Plan updates (As needed through June 2026)</p> <p>Vision Zero corridor studies (As needed through June 2026)</p> <p>Vision Zero safety education and brochures, pamphlets and other printed collateral materials (As needed through June 2026)</p> <p>Safe Streets for All grant activities (Ongoing through June 2026)</p>
<p>Hillsborough County Smart Cities</p> <p>Coordinate and update Smart Cities Action Plan.</p> <p>Develop and maintain TIP TSM&O and ITS priorities.</p>	<p>Smart Cities Action Plan updates (As Needed through June 2026)</p> <p>Prioritized projects for consideration in TIP (Ongoing through June 2026)</p>

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<p>Identify, evaluate and cost candidate projects.</p> <p>Participate in Smart Cities Alliance.</p>	<p>Projects for consideration in updates or changes in LRTP (As needed through June 2026)</p>
<p>Shared Data & Analytics Platform</p> <p>Maintain and update platform, as needed.</p> <p>Explore value and feasibility of expanding the Platform with new mobility-oriented datasets.</p>	<p>Data Platform for performance Monitoring and Project Evaluation (Ongoing through June 2026)</p>
<p>Grants</p> <p>Seek, research, collaborate and apply for grants in support of efforts, as appropriate</p>	<p>Grant applications and support (As needed through June 2026)</p>
<p>Emergency Evacuation Plans</p> <p>Monitor adopted emergency evacuation plans and routes to ensure that they are considered in establishing transportation needs and priorities.</p>	<p>Monitor adopted emergency evacuation plans and routes to ensure that they are considered in establishing transportation needs and priorities. (As needed through June 2026)</p>
<p>Transportation Resiliency</p> <p>Consider disaster and post-disaster recovery scenarios in the LRTP and planning documents.</p> <p>Continue to develop mitigation strategies and project priorities to offset vulnerabilities.</p> <p>Conduct vulnerability/resiliency assessments of transportation systems in Hillsborough County in coordination with implementing agencies.</p>	<p>Continued development of mitigation strategies and project priorities (Ongoing through June 2026)</p> <p>Resiliency assessments and supporting plans/documents (As needed through June 2026)</p>
<p>Data Collection, Research, and Analysis</p> <p>Collect and analyze bicycle, pedestrian, and other modes count and crash data.</p> <p>Develop countermeasures at select locations to create safer, more convenient, and attractive multimodal environments.</p> <p>Research best practices and health outcomes related to the implementation of complete streets.</p> <p>Research best practices and federal and state guidance on innovative walk and bike infrastructure.</p> <p>Identify best practices in freight movement planning, including programs to generate revenue specifically for freight-related transportation improvement (e.g., port, and other freight logistics zones).</p> <p>Research best practices and federal and state guidance on Mobility as a Service (MaaS).</p> <p>Conduct and support research on the impact of automated, connected, electric, and shared (ACES) vehicle technology on transit operations and planning.</p>	<p>Multimodal counts (As needed through June 2026)</p> <p>Traffic counts (As needed through June 2026)</p> <p>Complete Streets Plans (As needed through June 2026)</p> <p>Assist with planning efforts (As needed through June 2026)</p> <p>Research on best practices (As needed through June 2026)</p> <p>Research to support economic development (As needed through June 2026)</p>

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<p>Conduct research with transportation partners and non-traditional partners (e.g., tourism bureau, private sector, economic development organizations, etc.) to enhance travel and tourism in support of economic development.</p>	
<p>Complete Streets and Multimodal Implementation Prioritize and recommend bicycle and pedestrian infrastructure projects needed to complete the network grid, as well as safety/public awareness programs for inclusion in the LRTP, TIP and other documents.</p> <p>Conduct and support follow-up reviews and monitoring of transportation improvement projects, comprehensive and community plans, and land development proposals to ensure the needs of non-motorized travelers have been considered.</p> <p>Offer a well-planned, safe, and efficient system for pedestrians and bicyclists that will connect neighborhoods, parks, schools, trails, community centers, transit stops and businesses.</p> <p>Identify opportunities, through the State's SunTrails network and other programs, for multi-use trails, particularly along waterways and across major barriers.</p> <p>Continue implementation for a continuous trail corridor from the Pinellas County line to the Manatee County line (South Coast Greenway)</p>	<p>Recommendations for non-motorized facilities, features and maintenance in facility planning, design and construction (Ongoing through June 2026)</p> <p>Educational and informational programs on bicycle and pedestrian safety (Ongoing through June 2026)</p> <p>Before/After templates and studies (As needed through June 2026)</p>
<p>Bicycle and Pedestrian Planning Organize and participate in programs, action plans or policies that improve bicycle and pedestrian safety.</p> <p>Support public education campaigns such as bicycle safety rodeos, Safe Kids Coalition, Community Traffic Safety Teams, and other safety strategies with particular focus on children, minority communities, persons with disabilities and speakers of other languages.</p>	<p>Participate and organize programs, action plans or policies to improve bicycle and pedestrian safety (Ongoing through June 2026)</p>
<p>Livable Communities Support Support safe transportation access to everyday goods and services.</p> <p>Analyze the cumulative and indirect impacts of the LRTP on community health.</p> <p>Work with the Dept. of Health, Children's Board, and other partners to study, develop informational materials and projects and assist with addressing interrelationship between transportation and public health.</p> <p>Promote physical activity, public safety, health policies, mental health, air & water quality, and social equity policies that increase awareness of public health benefits of walking and cycling for all users.</p> <p>Support multimodal access to everyday necessities for users of all abilities.</p>	<p>Conduct access analysis and studies (As needed through June 2026)</p> <p>Coordinate & Assist with Coalition of Community Gardens and Homegrown Hillsborough (As needed through June 2026)</p> <p>Maintain Community Health Atlas (As needed through June 2026)</p>

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<p>Goods Movement Collaborate on planning for goods movement.</p> <p>Participate in the update of existing policies, regulations and laws.</p> <p>Review the freight movement recommendations from previous plans and evaluate their applicability to Hillsborough County.</p> <p>Collaborate with FDOT District 7 Regional Goods Movement Study to identify Hillsborough County freight hot-spot locations and longer-term capacity projects.</p> <p>Complete and follow up on the Supply Chain Resiliency Study recommendations.</p> <p>Conduct studies in support of goods movement to and through intermodal facilities such as Port Tampa Bay facilities.</p> <p>Conduct studies related to the impact of truck traffic and goods movements on communities and recommend strategies to safely accommodate the needs of all transportation system users. Engage with CSX regarding freight rail and alternatives.</p> <p>Conduct and support research on the impact of automated, connected, electric, and shared (ACES) vehicle technology on freight and goods movement.</p> <p>Identify needed improvements, priorities and potential funding sources related to freight and goods movement for consideration in the LRTP and the TIP.</p>	<p>Coordinated goods movement planning efforts (As needed through June 2026)</p> <p>Goods movement studies and supporting documents (As needed through June 2026)</p> <p>Studies related to the impact of truck traffic and goods movements on communities and recommend strategies to safely accommodate the needs of all transportation system users. (As needed through June 2026)</p> <p>Freight Alternatives Rail Study (pending CSX participation, June 2026)</p> <p>Conduct and support research on the impact of automated, connected, electric, and shared (ACES) vehicle technology on freight and goods movement (As needed through June 2026)</p> <p>Freight needs and cost affordable projects in TPO planning products and required documents (As needed through June 2026)</p>
<p>Key Freight Industry Stakeholders Monitor and update stakeholders.</p> <p>Monitor opportunities to develop partnerships among business, trade, transportation, and economic development officials.</p> <p>Attend meetings of the Tampa Bay Goods Movement Advisory Committee.</p>	<p>Participate and contribute to the Tampa Bay Goods Movement Advisory Committee. (As needed through June 2026)</p>
<p>Aviation and Port Planning Activities Participate in planning studies, coordination efforts, and activities.</p> <p>Updates of aviation and port master plans, and statewide plans, including incorporation of resiliency efforts.</p> <p>Continuing Florida Aviation Systems Planning Process.</p>	<p>Update aviation and port master plans and statewide plans (As needed through June 2026)</p>
<p>Transit Access and Service Analyze pedestrian and bicycle facilities around transit stops and stations for existing and planned and recommend improvements.</p>	<p>Streetcar Feasibility Study Support (As needed through June 2026)</p> <p>Multimodal studies (As needed through June 2026)</p>

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<p>Evaluate opportunities to provide lower-cost premium transit service, such as those identified in previous plans (e.g. streetcar, BRT in managed lanes, commuter rail).</p> <p>Support regional and local premium transit studies, such as the HART Arterial BRT Study, CSX Rail Feasibility Study, Tampa Streetcar Extension Study, FDOT Intermodal Center Siting Study, and/or FTA New Starts grant applications.</p> <p>Analyze transit needs, suitability, and effectiveness, such as ridership, mobility benefits, cost estimates, environmental and land use impacts, and development potential.</p> <p>Participate in local and regional plans and studies to improve transit connections and TDM services, including HART Comprehensive Operations Analysis and Brightline Station Multimodal Area Study.</p> <p>Develop and evaluate options for premium transit services and transit-oriented development for consideration in the LRTP and other planning documents, in coordination with HART and other partner organizations.</p>	<p>Brightline Station Multimodal Area Study (June 2026)</p> <p>Transit planning documents and planning efforts (As needed through June 2026)</p>
<p>HART Coordination and Assistance</p> <p>Coordinate performance and target setting process for the Public Transportation Agency Safety Plan (PTASP).</p> <p>Assist in conducting studies and developing service designs for key areas such as New Tampa, Plant City, and South County.</p> <p>Assess needs and develop recommendations on enhancing transit connections in these areas.</p> <p>Assist in developing the HART TDP (Comprehensive Operational Analysis), review and provide comments as needed on the for consistency with the LRTP.</p> <p>Collaborate on joint public outreach efforts related to transit service improvements.</p> <p>Analyze demographic and market characteristics related to the provision of service.</p> <p>Evaluate the effectiveness of existing and potential regional express bus routes, maintenance facilities, park-and-ride locations, and MetroRapid routes.</p> <p>Update transit level of service analysis for current and future years.</p>	<p>HART TDP/Comprehensive Operational Analysis (As needed through June 2026)</p> <p>Transit studies to support economic development (As needed through June 2026)</p> <p>Coordinated transit planning (Ongoing through June 2026)</p>
<p>Transportation Disadvantaged Service Plan (TDSP)</p> <p>Update TDSP annually in coordination with the Community Transportation Coordinator (CTC) and Local Coordinating Board (TDCB).</p> <p>Incorporate required TD Program elements, as needed.</p>	<p>Updated TDSP (Annually through June 2026)</p> <p>Annual Expenditures Report (Annually through June 2026)</p>

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<p>CTC Selection and Review Complete annual performance evaluation.</p> <p>Maintain a local grievance process to assist in resolving complaints against the CTC.</p>	<p>Annual Evaluation of CTC (Annually through June 2026)</p> <p>Grievance process (As needed through June 2026)</p>
<p>Local Transportation Disadvantaged Program Support and Coordination Participate, initiate meetings to discuss needs and opportunities for improving the including access to jobs.</p> <p>Conduct planning to enhance Transportation Disadvantaged services, consistent with the TDSP and as directed by the TDCB.</p> <p>Provide Hillsborough County information on available, relevant services, including relevant material such as The Ride Guide and Hillsborough Community Health Atlas.</p> <p>Support Transportation Disadvantaged events in the City of Tampa, Temple Terrace, Plant City, and Unincorporated Hillsborough County, including Legislative Day in Tallahassee.</p> <p>Provide staff support to the Local Coordinating Board (TDCB) and its subcommittees including public notices and advertising as required.</p> <p>Explore opportunities for augmenting transportation disadvantaged services through Mobility as a Service (MaaS), Transportation Network Companies (TNCs), and other public and private service providers.</p> <p>Training/meeting/conference/event participation that is reasonable, necessary and allocable to the transportation planning process, such as Commission for the Transportation Disadvantaged (CTD) sponsored trainings and events.</p> <p>Review applications for transportation disadvantaged funding and recommend such funding to the TDCB, TPO, FDOT and CTD.</p> <p>With FDOT, Pinellas and Pasco MPOs, solicit and prioritize applications for FTA Section 5310 Elderly & Persons with Disabilities Program, in support of the Tri-County Access Plan.</p> <p>Monitor state and federal legislation pertaining to the transportation disadvantaged population.</p> <p>Consider transportation disadvantaged needs in the LRTP, TIP, and local and regional Comprehensive Plans including the benefits of the Transportation Disadvantaged Program to the local and regional economy (e.g., Health Impact Assessment Atlas, Transportation Equity Score Card Tool, Children’s Transportation, and Senior Intersections Design).</p>	<p>Regional Ride Guide (As needed through June 2026)</p> <p>Coordinated planning for Transportation Disadvantaged services (Ongoing through June 2026)</p> <p>Support Transportation Disadvantaged events (As needed through June 2026)</p> <p>Staff support to the TDCB (As needed through June 2026)</p> <p>Participation in TD trainings, meetings, conferences and events (As needed through June 2026)</p> <p>Prioritization and recommendation of funding related to TD Program and associated support and activities (As needed through June 2026)</p>
<p>Nondiscrimination and Accessible Planning and Support</p>	<p>Nondiscrimination and Equity Plan (As needed through June 2026)</p>

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<p>Update, support and maintain Title VI & Nondiscrimination Plan (triennially)</p> <p>Plan for accessible pedestrian systems integrated with other transportation systems.</p> <p>Support the creation of safe, convenient, and attractive walking environments that will connect neighborhoods, parks, schools, and businesses and provide access for persons of all abilities.</p> <p>Ensure that the planning process addresses the equitable distribution of mobility benefits among all users and stakeholders across transportation modes.</p>	<p>ADA Transition Plan (Ongoing through June 2026)</p> <p>Coordinated planning efforts (Ongoing through June 2026)</p>
<p>Environmental Coordination and Studies</p> <p>Ensure that recommended improvements minimize or mitigate potential adverse environmental and health impacts including stormwater, air quality, noise, and other impacts.</p> <p>Provide data and participate in the state's Efficient Transportation Decision Making (ETDM) process to obtain feedback from federal and state environmental resource and permitting agencies on potential direct and indirect impacts of potential projects.</p>	<p>Coordination between transportation planning and the environment (As needed through June 2026)</p>
<p>Corridor and Area Planning</p> <p>Study transportation and land use alternatives with complex, interrelated issues in defined sub-areas, across water bodies, or along corridors. Identify alternatives, opportunities to minimize or mitigate negative impacts, and capitalize on benefits of coordination.</p> <p>Studies of urban design, transit-oriented development, right-of-way preservation, integration of transportation modes, strengthening economic development areas, upgrading aging infrastructure in redevelopment area, connectivity and other topics as needed to balance competing priorities for a community-supported multi-modal system.</p> <p>Support the implementation, and refinement of previous TPO corridor and sub-area studies.</p> <p>Work cooperatively with local governments, FDOT and project stakeholders on the implementation of study recommendations (e.g.).</p> <p>Hold public meetings and initiate outreach activities to engage the public in the study recommendations.</p>	<p>Corridor and area studies and plans (As needed through June 2026)</p> <p>Support for implementation (As needed through June 2026)</p> <p>Coordination with partners (Ongoing through June 2026)</p> <p>Public engagement and outreach (As needed through June 2026)</p>
<p>Local and State Agency Study Support</p> <p>Participate in PD&E and other environmental/alternatives analyses, and other feasibility studies.</p> <p>Participate in managed lane studies, Interchange Justification or Modification Reports and other similar studies.</p> <p>Conduct research, analysis, outreach and/or other tasks in support of the studies, as needed.</p>	<p>Recommendations derived from sub-area and corridor plans for projects to be considered in the LRTP and/or TIP (Ongoing through June 2026)</p> <p>Updated data to support GIS analysis (Ongoing through June 2026)</p>

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<p>Follow-up on completed studies by considering the preferred solutions as candidate projects in the LRTP.</p> <p>Assist with research, analysis, outreach, or other tasks to support multimodal transportation planning for community plans, area studies, neighborhood plans, district, or sub-area plans.</p> <p>Identify incremental steps towards improving the grid system across all four local jurisdictions, collaborate to look for opportunities to create a grid system in new growth areas and manage access to arterial roads, and locations where connectivity could be restored in established areas.</p> <p>Produce and distribute informational materials in support of corridor and sub-area studies.</p>	<p>Comments and responses to ETAT comments regarding candidate projects (Ongoing through June 2026)</p> <p>Research, analysis, outreach, and other tasks in support of sub-area, focused area, and corridor studies by others (Ongoing through June 2026)</p> <p>Support for partner planning efforts (Ongoing through June 2026)</p>
<p>Policies, Programs, Documents</p> <p>Recommend policies for relocating utilities, removing billboards, preserving canopy roads, enhancing landscaping and street trees, as well as instituting traffic calming techniques.</p> <p>Support programs related to systems and corridor planning efforts.</p> <p>Develop and update documents related to systems and corridor planning efforts.</p>	<p>Policy language (As needed through June 2026)</p> <p>Program development and support (As needed through June 2026)</p> <p>Document development and support (As needed through June 2026)</p>
<p>Coordination and Support</p> <p>Coordinate with, participate in and support local and regional transportation planning efforts and partner agency studies.</p> <p>Participate in ITS, CMCMP, resiliency and sustainability projects.</p> <p>Participate in efforts of jurisdictions, agencies, universities, community organizations, including Community Traffic Safety Team, Smart Cities Alliance, Tampa Bay Resiliency Coalition, Tampa Bay Clean Air Coalition.</p> <p>Continue to explore opportunities to coordinate planning with law enforcement agencies, the Department of Homeland Security, FHWA, FTA, emergency management services, transit operators, the Port Tampa Bay, and the U.S. Coast Guard.</p> <p>Provide Bicycle/Pedestrian Advisory Committee guidance on the update of the Walk/Bike Safety Plans.</p> <p>Coordinate with the Area Agency on Aging, Children’s Board, Health Department, and other community partners.</p> <p>Coordinate regional pedestrian and bicycle facilities and initiatives, supporting the regional multi-use trails committee.</p> <p>Support and assist with the Safe Routes to School and coordinate with local governments to identify candidate projects as appropriate.</p>	<p>Coordinated transportation planning efforts (Ongoing through June 2026)</p> <p>Presentations to local, regional, state, and federal agencies and organizations (Ongoing through June 2026)</p> <p>Provide transportation data and analysis (As needed through June 2026)</p> <p>Temple Terrace multimodal planning assistance (As needed through June 2026)</p> <p>Plant City Trail Connector Next Steps (As needed through June 2026)</p> <p>Support of planning studies related to access and integration of planning best practices (As needed through June 2026)</p>

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<p>Assist local jurisdictions in implementing appropriate or adopted bicycle, pedestrian and livable roadways plans and guidelines that provide bikeway and walkway systems that are integrated with other transportation infrastructure.</p> <p>Assist local jurisdictions to incorporate pedestrian and cycling-supportive urban design principles in local codes and standards and develop sample language for local agency consideration.</p> <p>Coordinate with intercity bus services, transportation network companies (TNCs), and other public and private transportation providers on services, data, and other opportunities to improve mobility.</p>	
<p>Provide information and analyses as needed or requested by members of TPO Board and their agencies/organizations.</p>	<p>Provide information and analyses as needed or requested by members of TPO Board and their agencies/organizations. (As needed through June 2026)</p>
<p>Participate in statewide committees, meetings, workshops and other collaborative and educational opportunities, such as the MPOAC Freight Prioritization Program.</p>	<p>Participation in statewide activities (As needed through June 2026)</p> <p>Freight Priorities submitted to MPOAC (As needed through June 2026)</p>
<p>Produce and distribute educational materials.</p>	<p>Educational materials (As needed through June 2026)</p>
<p>Provide learning opportunities for students through high school, undergraduate, and graduate internships.</p>	<p>Learning opportunities (As needed through June 2026)</p>
<p>Training/meeting/conference/ participation that is reasonable, necessary, and allocable to the transportation planning process.</p>	<p>Training, meetings, conferences (As needed through June 2026)</p>

Consultants may assist with these tasks. FHWA, FTA, and other funds may be used in support of these tasks (**lobbying is an ineligible expense for federal funds**). All projects are consistent with federal and state regulations and detailed in invoices submitted to FDOT for reimbursement.

Responsible Agencies:

Lead Agency: Hillsborough TPO

Stakeholders: FDOT, HART, local governments, transportation authorities, committee member agencies (e.g. Port Tampa Bay, Hillsborough County Aviation Authority), other agencies involved in emergency preparedness and disaster and hazard mitigation, TMOs, committees (e.g. TDCB)

Task 3 Long Range Transportation Plan and Data Monitoring

PURPOSE: Maintain and implement the 2045 Long Range Transportation Plan (LRTP), develop and adopt 2050 LRTP, and maintain and implement 2050 LRTP. This includes all the state and federally required and supplemental elements, data, modeling, analysis, public outreach, multi-modal decision-making, financial planning, regional coordination, and amendments and updates necessary to preserve capacity, maximize personal mobility and freight movement, ensure assets are in good repair, user safety and system security, and maintain Hillsborough County’s multi-modal transportation system.

Completed: Adopted performance targets (annual), Health Impact Assessment of Complete Streets Projects in LRTP (2023); 2050 Needs Assessment for Equity (2023), Congestion Management and Crash Mitigation (2023), Real Choices When Not Driving (2023), Major Investments for Economic Growth (2024), State of Good Repair and Resilience (2023); 2050 Revenue Forecast (2023); Traffic Counts (2024)

ONGOING ACTIVITIES
Validate and enhance Tampa Bay Regional Planning Model
Maintain and update GIS database and inventory for transit, bicycle and sidewalk facilities
Updates to motorized and non-motorized transportation data
Collection and review of law enforcement crash data reports
ITS data collection and analysis
Update methodology & software database used to develop and maintain socioeconomic data
Participate with FDOT District 7 in surveys of travel behavior patterns and characteristics
Database monitoring and ad-hoc reporting
Monitor and amend the LRTP (2045, 2050)
Conduct technical studies
Conduct traffic and nonmotorized counts
Monitor land use amendments to adopted local comprehensive plans and revise the latest socioeconomic data sets for long- and short-range planning, and air quality conformity determinations

REQUIRED ACTIVITY	END PRODUCT
<p>Data Collection, Updates, Research, Analysis and Establish Baseline Conditions</p> <p>Compile and update data on conditions on the major road network and inventories of existing sidewalk and bikeway facilities, as needed.</p> <p>Update databases and the TPO’s GIS, including Traffic Counts, Lane Configuration, Jurisdiction, Volume/Capacity Ratio, Volume/Maximum Service Volume, Functional Classification, Other Statistical Information, Data Platform for Performance Monitoring and Project/Data Analytics Platform/Data Exploration.</p> <p>Refinement of the database to enable: Calculating project cost estimates, calculating multi-modal levels of service, easier integration of non-motorized data, including latent demand, rapid</p>	<p>Maintain and expand Data Platform/Database for performance monitoring and Project Evaluation (Ongoing through 2026)</p> <p>Support MMLOS reports (As needed through June 2026)</p> <p>Database enhancements to forecast crash and travel time reliability performance (ongoing through June 2026)</p>

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<p>data sharing among regional and local partners, updating Web Traffic Count System on the TPO website.</p> <p>Update data and associated database with urbanized area and roadway functional classifications.</p> <p>Support and research innovative approaches to implementing transportation improvements such as value capture, public-private partnerships, and special districts.</p> <p>Integrate findings from Autonomous, Connected Electric, and Shared (ACES) vehicle research sponsored by FDOT.</p> <p>Develop transportation model inputs in support of corridor or sub-area studies.</p> <p>Compare peer statistics from other communities, underlying demographics, trip purpose and trends over time.</p> <p>Comprehensive identification and documentation of the data and the public and private sources necessary to conduct metropolitan freight movement planning in Hillsborough County.</p> <p>Collect, analyze and summarize count data, including vehicular and bicycle and pedestrian counts, and data related to crashes, congestion and reliability, and multi-modal level of service to support planning studies.</p> <p>Design a relational database to be used as the basis of a freight movement management system for Hillsborough County.</p> <p>Analyze transit service levels, transit-supportive areas, and potential rapid-transit corridors for viability, ridership, and priority.</p> <p>Maintain datasets developed for the LRTP and revise as necessary.</p> <p>Maintain transportation databases enhancing the agency's technical capacity to aid in the decision-making process.</p> <p>Updated project reference information to satisfy reporting requirements in support of the LRTP.</p> <p>Support an Activity Based Model (ABM), coordinated through FDOT.</p> <p>Develop layers in GIS using data that may include land use, population, employment, and environmentally sensitive areas, to be used with the regional land use allocation.</p>	<p>Amendments to the adopted 2045 LRTP (Ongoing through Summer 2024)</p> <p>Amendments to the adopted 2050 LRTP (Fall 2024 through June 2026)</p> <p>Update technical memoranda to support LRTP decision-making (As needed through June 2026)</p> <p>TBRPM inputs to support corridor or sub-area studies (Ongoing through 2026)</p> <p>Updated web-based traffic count system (As needed through June 2026)</p> <p>Updates to motorized and non-motorized transportation data (As needed through June 2026)</p> <p>Updates and enhancements to transportation database for project planning, the regional transportation model, GIS, and tracking vehicle miles of travel (Ongoing through 2026)</p> <p>Air Quality Monitoring Network (Ongoing through June 2026)</p> <p>Multi-modal counts (As needed through June 2026)</p>
<p>National, State, Regional, and Local Coordination</p> <p>Coordinate to address the need for transportation infrastructure to better serve economic development and redevelopment areas.</p> <p>Compile data from local, regional, and state transit plans and GIS sources.</p>	<p>Enhancements to the Tampa Bay Regional Planning Model (Ongoing through June 2026)</p> <p>University of South Florida, Dept. of Urban Planning Fellowship Program (Ongoing through June 2026)</p>

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<p>Subject to interlocal agreements, pass through funding to reimburse eligible data collection costs.</p> <p>Work in coordination with partners to assemble publicly available data sources and augment a data-sharing portal to enable professionals, researchers, and the public to access data.</p> <p>Monitor land use amendments to adopted local comprehensive plans and update socioeconomic data sets for Traffic Analysis Zones (TAZs) in Hillsborough County for long- and short-range planning.</p>	<p>Tables, charts, and maps illustrating current highway, freight, transit, bicycle, and pedestrian conditions (Ongoing through June 2026)</p> <p>Up-to-date land use/socioeconomic database consistent with development patterns and local comprehensive plans (As needed through June 2026)</p> <p>Monitor and maintain socioeconomic data (As needed through June 2026)</p>
<p>Public Participation, Development and Support of LRTP, Environmental Activities and Related Efforts</p> <p>Develop and distribute LRTP informational material in various formats (e.g., newspaper supplements, brochures, foldout maps, interactive website).</p> <p>Per the TPO’s Public Participation Plan, proactive outreach including input from under-represented populations and areas.</p> <p>Complete analysis, update documentation and adopt 2050 LRTP, including preparation of Plan materials.</p> <p>Conduct federal and state Air Quality Non-Attainment Status compliance and Greenhouse Gas Reduction monitoring activities and requirements.</p> <p>Participate in the development of the State Implementation Plan for air quality/emissions.</p> <p>Collaborate with local and regional partners on public outreach strategies.</p> <p>Participate in community group presentations, events, and meetings to provide information and receive feedback.</p> <p>Record, analyze, and respond to public feedback.</p> <p>Evaluate candidate projects based on Environmental Justice and Title VI of the Civil Rights Act of 1964 criteria for disproportionate impacts on and distribution of benefits to low-income and minority populations.</p> <p>Develop strategies to avoid, minimize, or mitigate potential impacts to community health, school transportation, and affordable housing.</p> <p>Participate in peer reviews, as needed or appropriate.</p> <p>Follow federal and state guidance for data collection, such as Environmental Justice and Title VI of the Civil Rights Act of 1964</p>	<p>Public Engagement Plan for 2050 LRTP Update (FY 2025)</p> <p>ETDM Reviews (As needed through June 2026)</p> <p>2050 LRTP, including all documentation (FY 2025)</p> <p>State of the System Report (As needed through June 2026)</p> <p>Peer reviews (As needed through June 2026)</p> <p>Community Air Quality Support (As needed through June 2026)</p>

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<p>compliance, the Statewide Planning and Research Program, Clean Air Act compliance monitoring, and Highway Performance Monitoring System.</p> <p>Comply with the Environmental Justice Executive Order by updating the demographic analysis of Hillsborough County to identify Communities of Concern.</p> <p>Incorporate the ETDM Planning Screen process in evaluating potential environmental effects of projects proposed for the LRTP.</p> <p>Address Greenhouse gas reduction requirements, coordinate land use and transportation strategies, as required.</p> <p>Conduct ETDM screening of projects advancing into the TIP.</p>	
<p>Community Transportation Vision, Implementation, and Evaluation</p> <p>Assess and prioritize long-range bicycle, pedestrian, congestion management, system preservation, intermodal, freight, safety, transit, TDM and ITS needs.</p> <p>Develop performance measures to quantify the benefits of these investments.</p> <p>Assist in developing multi-modal LOS districts, consistent with FDOT Quality/LOS and Multi-Modal District Handbooks.</p> <p>Evaluate multi-modal LOS criteria.</p> <p>Use the latest software to determine and certify the conformity of the LRTP TIP with air quality standards and/or emissions budgets established in the State Implementation Plan (SIP), if the region becomes an air quality non-attainment area,</p> <p>Use the methodology stipulated in the Final Conformity Determination Regulations promulgated by EPA/USDOT; base conformity determinations on emissions estimates developed from the most recent socioeconomic, travel, and congestion data.</p> <p>Develop draft conformity determination for the LRTP and TIP in consultation with the FHWA, FTA, EPA, FDEP, FDOT and HCEPC.</p> <p>Coordinated through the TIP process, Congestion Management Process, and the TPO Chair's Coordinating Committee, recommend travel reduction, traffic operations, or alternative fuel strategies to maintain air quality as part of the Congestion Management Process.</p> <p>Support USF and Hillsborough County Environmental Protection Commission in developing air quality monitoring opportunities to improve data about the distribution of air quality impacts on demographic groups.</p>	<p>Performance-based needs and investment programs related to maintaining assets in Good Repair, Vision Zero, Smart Cities, Real Choices, and Major Investments for Economic Growth (As need through June 2026)</p> <p>Acquire, research, develop and monitor air quality monitoring in support of research with the University of South Florida and Hillsborough County EPC (Ongoing through June 2026)</p> <p>Draft 2050 LRTP document and collateral material (As needed through June 2026)</p>

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Coordinate with FDOT and other partners to review performance measures and set targets, including the programming of LRTP projects into the TIP to desired outcomes.	
Analyze LRTP cumulative and indirect community health impacts.	
Provide learning opportunities for high school, undergraduate, and graduate students through experience with planning projects.	Learning opportunities for students through experience with planning projects (As needed through June 2026)
Training/meeting/conference/ participation that is reasonable, necessary, and allocable to the transportation planning process.	As needed through June 2026

Consultants may assist with these tasks. FHWA, FTA, and other funds may be used in support of these tasks (**lobbying is an ineligible expense for federal funds**). All projects are consistent with federal and state regulations and detailed in invoices submitted to FDOT for reimbursement.

Responsible Agencies:

Lead Agency: Hillsborough TPO

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

Task 4 Transportation Improvement Program

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

Completed: TPO Project Priorities for TIP (annual), approved TIP amendments (2022-2024), and TIP Public Hearing (June 2023 and 2024)

ONGOING ACTIVITIES
Maintain and update citizen-friendly online TIP viewer tool
TIP amendments

REQUIRED ACTIVITY	END PRODUCT
<p>Project Priority List Work with partner agencies to develop a list of priority projects including those related to safety, highway, bridge, transit, transit assets, bicycle, pedestrian, intermodal, air quality and transportation disadvantaged priorities for Hillsborough County.</p> <p>Evaluate project prioritization based on adopted LRTP.</p> <p>Coordinate priorities with public transit operators and private providers of freight.</p> <p>Advertise, conduct, and document annual public hearings for adoption of TIP priorities.</p>	<p>TPO Priority List (FY 2025 and FY 2026)</p>
<p>Grant Project Support Analyze available funding under Transportation Alternatives, Surface Transportation Program (urban attribute), and state intermodal programs.</p> <p>Coordinate with local and state partners to recommend projects for funding.</p> <p>Assist local agencies identify candidate projects and develop funding applications.</p>	<p>Analyze available funding under various discretionary grant opportunities and coordinate with partners when appropriate (Ongoing through June 2026)</p>
<p>TIP Development and Adoption Coordinate with agencies and local governments regarding roadway, transit, transportation disadvantaged, bicycle, pedestrian and intermodal improvements (including required certifications).</p> <p>Consult with agencies and officials responsible for tourism and natural disasters in developing TIP.</p> <p>Draft TIP and solicit feedback and adopt per PPP, including online project viewer and mapping.</p>	<p>Coordination of TIP materials (As needed through June 2026)</p> <p>Draft TIP document (FY 2025 and FY 2026)</p> <p>Final TIP document and online viewer (FY 2025 and FY 2026)</p>

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<p>Adopt and finalize TIP document.</p> <p>Ensure TIP addresses performance targets to comply with federal and state guidance.</p>	
<p>Coordination and Consistency</p> <p>Ensure the conformity of the TIP with air quality standards and/or emissions budgets established in the State Implementation Plan (SIP) as needed.</p> <p>Ensure Statewide TIP is consistent with the final TIP.</p> <p>Amend TIP as needed.</p> <p>Review TIP for consistency and coordination with comprehensive plans, local and state work programs, PD&E/sub-area/corridor studies, ITS planning, federal and state certification and federal air quality requirements.</p> <p>Coordinate with FDOT and HART following federal requirements.</p>	<p>Initiate and process TIP amendments (As needed through June 2026)</p> <p>Amendments to the currently adopted five-year TIP (As needed through June 2026)</p> <p>Air Quality Conformity Determination Report (As needed through June 2026)</p> <p>Annual Federal Obligation Report (As needed through June 2026)</p>
<p>Update and report on obligated federally funded projects</p>	<p>Produces an annual listing on MPO website of projects for which federal funds were obligated in the preceding year (June 2025 and June 2026)</p>
<p>Training/meeting/conference/ participation that is reasonable, necessary, and allocable to the transportation planning process.</p>	<p>As needed through June 2026</p>

Consultants may assist with these tasks. FHWA, FTA, and other funds may be used in support of these tasks (**lobbying is an ineligible expense for federal funds**). All projects are consistent with federal and state regulations and detailed in invoices submitted to FDOT for reimbursement.

Responsible Agencies:

Lead Agency: Hillsborough TPO

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

Task 5 Public Participation

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

Enhanced citizen awareness, comprehension, and participation. Timely response to inquiries and requests for data from citizens, public agencies, consultants, elected and appointed officials, and boards. Public participation throughout a transparent planning process. Document outreach results and effect on decisions. Evaluate the TPO's *Public Participation Plan*, including how protected populations are involved. Use this information to develop new methods to effectively engage the public. Public outreach and engagement for the 2050 LRTP update.

Completed: TPO Annual Report and Calendar (2023, 2024), 70+ annual advisory committee meetings and TPO public hearings (2023, 2024). Six regular meetings and one public meeting of the TDCB each year (2023, 2024). USF Student Fellowship Program (Annually) and public participation measures of effectiveness report and amendment to Public Participation Plan (2023-2024).

ONGOING ACTIVITIES
Comply with Title VI/Nondiscrimination Plan
Comply with Limited English Proficiency Plan
Responses to requests for information
Update website, www.planhillsborough.org
Monthly editions of Connections to Tomorrow electronic newsletter
Support for TPO Board and Committees

REQUIRED ACTIVITY	END PRODUCT
<p>TPO Board and Committee Support</p> <p>Organize, prepare materials, resolutions, and compile packets for advisory committees, TDCB, Planning Commission and TPO Board.</p> <p>Prepare, print and distribute materials, as needed and appropriate.</p> <p>Solicit and orient new TPO, advisory committee and TDCB members.</p>	<p>TPO Annual Report and Calendar (December 2024, December 2025)</p> <p>Multi-Use Trail Map (As needed through June 2026)</p> <p>Ride Guide (As needed through June 2026)</p> <p>Monthly meeting agendas, informational materials, and draft documents for regularly scheduled meetings of the TPO and its committees (Ongoing through June 2026)</p> <p>New member orientation (As needed through June 2026)</p>
<p>Consultation with Local and Regional Officials</p>	<p>Public notices, advertisements, and other multi-media tools for public</p>

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<p>Consult with local and regional officials on developing transportation plans and programs.</p> <p>Identify critical transportation issues to be put on agendas and research as needed.</p> <p>Collaboration with other agencies and plans for more effective public outreach.</p> <p>Provide timely notice and full access to key decisions; legal ads and required notice for public hearings.</p>	<p>(Ongoing through June 2026)</p> <p>Meetings, workshops, hearings, and TPO communications (Ongoing through June 2026)</p> <p>Complete public record of decisions and discussion, including minutes of all board and committee meetings (Ongoing through June 2026)</p> <p>Responses to and tracking of public information requests (Ongoing through June 2026)</p>
<p>Compliance with Applicable Laws, Rules and Procedures</p> <p>Ensure compliance with applicable laws, rules, and procedures when conducting meetings and Board and committee business.</p> <p>Prepare and update Measure of Effectiveness Reports.</p> <p>Produce written records of regular and special meetings.</p> <p>Update the TPO by-laws, as needed.</p>	<p>Bi-annual Measures of Effectiveness Report on the TPO's Public Participation Plan Update (FY 2025)</p> <p>Public Participation Plan Review and Amendments (As needed through June 2026)</p> <p>Updated Public Participation Plan (June 2026)</p> <p>Updated membership rosters, mailing lists, and bylaws (Ongoing through June 2026)</p>
<p>Access to TPO Board Meetings and Provided Information</p> <p>Provide multiple ways to access TPO Board meetings and provided information.</p> <p>Update TPO Website, including posting meeting calendar, agendas, agenda packets, minutes, and other meeting materials.</p> <p>Air Board meetings on government access television.</p> <p>Provide web-based options for viewing TPO Board meetings including input via social media for public hearings and video repositories for monthly meetings.</p>	<p>Updates to public information materials including the TPO website and other collateral materials (Ongoing through June 2026)</p> <p>Publicly available TPO Board Meetings (Ongoing through June 2026)</p> <p>Fund a limited number of door-to-door trips for persons with disabilities to TDCB and TPO meetings and events (As needed through June 2026)</p>
<p>Public Consultation and Engagement</p> <p>Engage the public through meetings, presentations to community groups, public events, surveys and questionnaires, and other means.</p> <p>Elicit feedback regarding equity impacts of transportation plans and projects.</p>	<p>Responses to requests for speakers associated with LRTP update and other TPO plans and studies (Ongoing through June 2026)</p> <p>Use of demographic data to identify key population groups with a stake in transportation planning decisions, and target information and</p>

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<p>Conduct public opinion research to measure awareness, priorities, preferences and trends regarding mobility and public transportation as needed.</p> <p>Engage Communities of Concern and identified Indian Tribes, public ports, private transportation providers, and the tourism industry through mailings, newsletters, and other regular communications.</p> <p>Seek co-sponsored public forums.</p> <p>Explore and implement innovative multi-media and web-based communication tools to enhance public engagement, using low-cost ways to involve more people.</p> <p>Continuously update mailing lists; investigate integrating the Inventory of Community Groups from Appendix E of the TPO's Nondiscrimination Plan into the email distribution/notification system database.</p>	<p>involvement efforts to key audiences (Ongoing through June 2026)</p> <p>Implementation of 2050 LRTP Plan: Public Engagement (FY 2025)</p> <p>Connections to Tomorrow eNews (Ongoing through June 2026)</p> <p>Updated mailing lists (Ongoing through June 2026)</p>
<p>ADA Compliance</p> <p>Hold TPO public meetings and events at ADA-accessible locations at a variety of times to maximize public participation opportunities.</p> <p>Ensure TPO documents and plans are ADA compliant.</p>	<p>ADA-accessible meeting locations (Ongoing through June 2026)</p> <p>Translation and other services as needed to comply with ADA, Title VI of the Civil Rights Act of 1964 and LEP requirements (Ongoing through June 2026)</p>
<p>Dissemination of Information and Transportation Plans</p> <p>Disseminate technical information and interpret transportation plans for citizens, public agencies, consultants, elected and appointed officials and boards.</p> <p>Create plain language summaries, brochures, displays, and other collateral materials to foster comprehension.</p> <p>Use large type and high contrast for printed materials about the transportation disadvantaged program.</p>	<p>TPO Annual Report (FY 2025 and FY 2026)</p> <p>TPO annual calendar (FY 2025 and FY 2026)</p> <p>Use large type and high contrast for printed materials about the transportation disadvantaged program (As needed through June 2026)</p>
<p>Provide student learning opportunities (high school, undergraduate, and graduate) to provide experience with planning projects.</p>	<p>University of South Florida, Dept. of Urban Planning Fellowship Program (Ongoing through June 2026)</p>
<p>Training/meeting/conference/ participation that is reasonable, necessary, and allocable to the transportation planning process.</p>	<p>As needed through June 2026</p>

Consultants may assist with these tasks. FHWA, FTA, and other funds may be used in support of these tasks (**lobbying is an ineligible expense for federal funds**). All projects are consistent with federal and state regulations and detailed in invoices submitted to FDOT for reimbursement.

Responsible Agencies:

Lead Agency: Hillsborough TPO

Task 6 Regional Coordination – Not requiring shared or transferred funds

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

Completed: Suncoast Transportation Planning Alliance and TMA Leadership Group meeting support (2022-2024), Gulf Coast Safe Streets Summit support (2022-2024), MPOAC Committee meetings (2022-2024), Pedestrian and Bicycle Safety Coalition (2022-2024), Florida Motorcycle Safety Coalition (2022-2024), Regional Needs Assessment for 2050 (2023); Regional performance targets (2023)

ONGOING ACTIVITIES
Develop Regional UPWP Task
Participate in the Florida Model Task Force
Participate in the Technical Review Team (TRT) meetings for the Tampa Bay Regional Planning Model
Participate in Sun Coast Transportation Planning Alliance (SCTPA)

REQUIRED ACTIVITY	END PRODUCT
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	Participation (Ongoing through June 2026)
Provide input to the Florida Transportation Commission and legislature on issues affecting the West Central Florida area.	Input (As needed through June 2026)
<p>Support SCTPA and TMA Leadership Review and refine Major Project Priorities including Transportation Regional Incentive Program (TRIP) priorities, regional multiuse trail priorities, while working together to ensure consistency of priorities throughout the region.</p> <p>Maintain the SCTPA website and social media pages, including the development of graphics and content, along with the coordination of message dissemination through social and media platforms. Improve transparency in the regional decision-making process with access to adopted priority lists, planning documents, and public meeting materials.</p> <p>Provide administrative services and oversight for outreach function purposes to provide cohesive messaging in accordance with federal, state, and local regulatory processes.</p> <p>Coordinate with the MPO's and TPOs of the SCTPA region to maintain a regional SharePoint site.</p>	<p>Major Project Priorities: including Regional TRIP Priorities and Regional Multiuse Trail Priorities (Annual by June 2025 and June 2026)</p> <p>Interlocal Agreement for Regional Planning & Coordination in West Central Florida SCTPA operating procedures (As needed through June 2026)</p> <p>SCTPA conflict resolution process (As needed through June 2026)</p> <p>Regional SharePoint Site (Ongoing through June 2026)</p> <p>TMA meetings (quarterly through June 2026) and SCTPA meetings (biannual through June 2026), including public notice, virtual and in-person access, minutes, video archive, and more (Ongoing through June 2026)</p>

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<p>Regional Transit and Transportation Disadvantaged Planning Support Coordinate with FDOT, Community Transportation Coordinators and local transit agencies.</p>	<p>Regional Transit Needs Assessment for 2050 Long Range Transportation Plan (Ongoing through June 2026)</p> <p>Transportation Disadvantaged (TD) Tampa Bay program (Ongoing through June 2026)</p>
<p>Regional Data Enhance the quality, usability, and value of data by coordinating regional performance measures and related data among TPOs and FDOT.</p> <p>Create a unified set of regional spatial and tabular data formats and metadata standards.</p>	<p>Regional Data Sharing Portal (Ongoing through June 2026)</p>
<p>Regional LRTP Coordinate project implementation phasing during development of the State Tentative Work Programs and the individual TPO TIPs to ensure progress toward implementation of the Regional LRTP.</p> <p>Coordinate with the TPOs of the SCTPA to develop a regional LRTP, highlighting the major planned transportation projects for the region.</p>	<p>Coordinate regional transportation projects (Annual through June 2026)</p> <p>Regional LRTP (Ongoing through June 2026)</p>
<p>Coordinate with the FDOT Regional Goods Movement Advisory Committee on the implementation of the Tampa Bay Regional Strategic Freight Plan</p>	<p>Implementation of Tampa Bay Regional Strategic Freight Plan (As needed through June 2026)</p>
<p>Coordination with Regional & Statewide Partner Planning efforts Coordinate with and development of, as appropriate, Florida SIS, Florida Transportation Plan, Regional Transit Development Plan, Transportation Pilot Program Project follow-up activities, tourism, freight planning activities, state Autonomous, Connected Electric and Shared (ACES) Vehicle Planning initiative.</p> <p>Support Florida MPO Advisory Council on rail and planning priorities.</p> <p>Coordinate with Scenic Highway Corridor Management entities for the Courtney-Campbell Causeway and Suncoast Parkway.</p> <p>Support regional bicycle and pedestrian planning, including access to regional facilities and participation in and support for the Regional Multiuse Trails committee and tri-county meetings.</p> <p>Coordinate on regional rideshare and vanpool programs and with transportation management organizations.</p> <p>Participate in and coordinate with regional and statewide modeling efforts including the Technical Review Team (TRT) for the Tampa Bay Regional Planning Model and the Florida Model Task Force.</p>	<p>Consistency in regional, statewide, and local plans (As needed through June 2026)</p> <p>TMA Leadership Group Priorities (Ongoing through June 2026)</p> <p>SCTPA Regional Transportation Priority Projects (Ongoing through June 2026)</p> <p>Regional Multiuse Trail Priorities (Ongoing through June 2026)</p> <p>Tri-county bicycle and pedestrian planning (Ongoing through June 2026)</p> <p>Support Regional rideshare, vanpool program and TD Tampa Bay program (As needed through June 2026)</p> <p>Regional and statewide modeling (As needed through June 2026)</p> <p>Coalition membership (Ongoing through June 2026)</p>

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<p>Provide a forum to ensure products, processes and activities are consistent with coordinating TPOs, and corresponding support for these efforts.</p> <p>Participate in statewide coalitions, including the Florida Pedestrian Bicycle Safety Coalition and Florida Motorcycle Safety Coalition</p>	
<p>Air Quality Interagency Agreement Develop an interagency coordination agreement for air quality planning as/if required by nonattainment airshed designation(s) or other federal regulations.</p> <p>Support the air quality planning process and monitoring of mobile source emissions.</p>	<p>Interagency Coordination Agreement for air quality planning (As needed through June 2026)</p>
<p>Regional Congestion Management and TSM&O Maintain the congestion management process (CMP) and database including supporting multi-county CMP initiatives and corridor studies.</p> <p>Support regional TSM&O activities.</p>	<p>CMP (Ongoing through June 2026)</p> <p>TSM&O Implementation (As needed through June 2026)</p>
<p>Regional Public Engagement Include implementation strategies from the regional PPP, updating the regional PPP as necessary.</p> <p>Integrating regional perspectives in local community presentations</p> <p>Review effectiveness of regional public involvement process</p>	<p>Regional public engagement Plan for the 2050 LRTP (Ongoing through June 2026)</p>
<p>Regional Planning Task(s) Develop and support regional UPWP tasks.</p> <p>Provide financial support to sponsoring TPO for specific regional planning tasks to be conducted pursuant to the SCTPA Interlocal Agreement that are above and beyond regularly recurring responsibilities.</p> <p>Each of the six member MPOs/TPOs will allocate \$5k annually in their budget tables allocated to the new Regional Task, SCTPA Support and Shared Task.</p>	<p>SCTPA regional task planning (As needed through June 2026)</p>
<p>Conduct a regional assessment of mobility, safety, and resilience needs, in advance of the development of the 2050 Long Range Transportation Plans.</p>	<p>Regional Mobility Needs Assessment (Ongoing through June 2026)</p> <p>Regional Resilience Needs Assessment (Ongoing through June 2026)</p>
<p>Training/meeting/conference/ participation that is reasonable, necessary, and allocable to the transportation planning process.</p>	<p>As needed through June 2026</p>
<p>Research, develop, review, and refine major components and priorities related to the merger of individual MPO/TPO's into one regional MPO considering local, state and regional impacts while working together to ensure consistency of priorities throughout the region.</p>	<p>Regional MPO Planning (Ongoing through June 2026)</p>

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Consultants may assist with these tasks. FHWA, FTA, and other funds may be used in support of these tasks (**lobbying is an ineligible expense for federal funds**). All projects are consistent with federal and state regulations and detailed in invoices submitted to FDOT for reimbursement.

Responsible Agencies:

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

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

Task 7 – Exploration of a Regional MPO

PURPOSE: Support the exploration of a Regional MPO for the Tampa Bay area through the creation of documents and processes necessary to the operations of the agency.

Previous Work: N/A

REQUIRED ACTIVITY	END PRODUCT
Research, develop, review and refine major components and priorities related to the merger of individual MPO/TPOs into one regional MPO, considering local, state and regional impacts, while working together to ensure consistency of priorities throughout the region.	Regional MPO Planning (Ongoing through June 2026)
Coordinate with the MPOs in the Tampa Bay Transportation Management Area to apportion the voting membership of a Regional MPO.	Regional MPO Apportionment Plan (Ongoing through June 2026)
Coordinate with the MPOs in the Tampa Bay Transportation Management Area to create internal operating procedures and documents necessary for a Regional MPO.	Agency Operating Documents (Ongoing through June 2026)
Provide administrative support for regional MPO programs, including administration and grant support, internal controls and procedures, to ensure compliance with federal and state regulations.	Compliance with federal and state regulations (Ongoing through June 2026)
Develop and support federally required administrative plans and programs, as needed.	Federally required documents (Ongoing through June 2026)

Consultants may assist with these tasks. FHWA, FTA, and other funds may be used in support of these tasks (**lobbying is an ineligible expense for federal funds**). All projects are consistent with federal and state regulations and detailed in invoices submitted to FDOT for reimbursement.

Responsible Agencies:

Lead Agency: Hillsborough TPO

Responsible Agencies: Hillsborough TPO, Pasco MPO, Forward Pinellas

Task 8 – SCTPA Support and Shared Task – Includes shared or transferred funds and MOU

PURPOSE: Multi-county collaborative transportation planning requiring interlocal agreements and transfer of funds to further regional and statewide planning activities.

Previous Work: Regional Needs Assessment

ONGOING ACTIVITIES
Develop Regional UPWP Task
Participate in Sun Coast Transportation Planning Alliance (SCTPA)

	REQUIRED ACTIVITY	END PRODUCT	COMPLETION DATE
	Regional LRTP		
A*	Create a Regional Long Range Transportation Plan, reflective of the individual MPO Plan.	Regional Long Range Transportation Plan	Ongoing through FY 26
B*	Produce and create content materials, presentations, website, and graphics for the SCTPA.	Social Media content production, website maintenance and creation	Ongoing through FY 26

Consultants may assist with these tasks. FHWA, FTA, and other funds may be used in support of these tasks (**lobbying is an ineligible expense for federal funds**). All projects are consistent with federal and state regulations and detailed in invoices submitted to FDOT for reimbursement.

Responsible Agencies:

Lead Agency: Forward Pinellas

Responsible Agencies: Hillsborough TPO, Pasco MPO, Hernando/Citrus MPO, Sarasota/Manatee MPO, and Polk TPO

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

Funding and Budget Summary Tables

TABLE 4: TASK 1 FY25-26 BUDGET TABLE

Task 1 Transportation Planning Management				
2025				
Funding Source	FHWA			FY 2025 Total
Contract Number				
Source Level	PL	SU	Total	
MPO Budget Reference				
Lookup Name	2025 FHWA (PL)	2025 FHWA (SU)	2025 FHWA (Total)	
Personnel (salary and benefits)	\$ 361,500	\$ -	\$ 361,500	\$ 361,500
Consultant	\$ -	\$ -	\$ -	\$ -
Travel	\$ 20,000	\$ -	\$ 20,000	\$ 20,000
Direct Expenses	\$ 13,800	\$ -	\$ 13,800	\$ 13,800
Indirect Expenses	\$ 41,180	\$ -	\$ 41,180	\$ 41,180
Supplies	\$ 16,500	\$ -	\$ 16,500	\$ 16,500
Equipment	\$ -	\$ -	\$ -	\$ -
2025 Totals	\$ 452,980	\$ -	\$ 452,980	\$ 452,980
2026				
Funding Source	FHWA			FY 2026 Total
Contract Number				
Source	PL	SU	Total	
MPO Budget Reference				
Lookup Name	2026 FHWA (PL)	2026 FHWA (SU)	2026 FHWA (Total)	
Personnel (salary and benefits)	\$ 375,960	\$ -	\$ 375,960	\$ 375,960
Consultant	\$ -	\$ -	\$ -	\$ -
Travel	\$ 20,000	\$ -	\$ 20,000	\$ 20,000
Direct Expenses	\$ 13,800	\$ -	\$ 13,800	\$ 13,800
Indirect Expenses	\$ 42,626	\$ -	\$ 42,626	\$ 42,626
Supplies	\$ 16,500	\$ -	\$ 16,500	\$ 16,500
Equipment	\$ -	\$ -	\$ -	\$ -
2026 Totals	\$ 468,886	\$ -	\$ 468,886	\$ 468,886

TABLE 5: TASK 2 FY25-26 BUDGET TABLE

Task 2 System and Corridor Planning				
2025				
Funding Source	FHWA			FY 2025 Total
Contract Number				
Source Level	PL	SU	Total	
MPO Budget Reference				
Lookup Name	2025 FHWA (PL)	2025 FHWA (SU)	2025 FHWA (Total)	
Personnel (salary and benefits)	\$ 301,300	\$ -	\$ 301,300	\$ 301,300
Consultant	\$ 380,000	\$ 245,000	\$ 625,000	\$ 625,000
Travel	\$ -	\$ -	\$ -	\$ -
Direct Expenses	\$ 12,600	\$ -	\$ 12,600	\$ 12,600
Indirect Expenses	\$ 69,390	\$ 24,500	\$ 93,890	\$ 93,890
Supplies	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -
2025 Totals	\$ 763,290	\$ 269,500	\$ 1,032,790	\$ 1,032,790
2026				
Funding Source	FHWA			FY 2026 Total
Contract Number				
Source	PL	SU	Total	
MPO Budget Reference				
Lookup Name	2026 FHWA (PL)	2026 FHWA (SU)	2026 FHWA (Total)	
Personnel (salary and benefits)	\$ 326,493	\$ -	\$ 326,493	\$ 326,493
Consultant	\$ 300,000	\$ 295,000	\$ 595,000	\$ 595,000
Travel	\$ -	\$ -	\$ -	\$ -
Direct Expenses	\$ 12,600	\$ -	\$ 12,600	\$ 12,600
Indirect Expenses	\$ 63,909	\$ 29,500	\$ 93,409	\$ 93,409
Supplies	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -
2026 Totals	\$ 703,002	\$ 324,500	\$ 1,027,502	\$ 1,027,502

TABLE 6: TASK 3 FY25-26 BUDGET TABLE

Task 3 Long Range Transportation Plan and Data Monitoring							
2025							
Funding Source	FHWA				Federal Other		FY 2025 Total
Contract Number	PL	SU	STIC	Total	Federal	Total	
Source Level	PL	SU	STIC	Total	Federal	Total	
MPO Budget Reference							
Lookup Name	2025 FHWA (PL)	2025 FHWA (SU)	2025 FHWA (STIC)	2025 FHWA (Total)	Federal Other (Federal)	Federal Other (Total)	
Personnel (salary and benefits)	\$ 328,500	\$ -	\$ -	\$ 328,500	\$ -	\$ -	\$ 328,500
Consultant	\$ 126,336	\$ 250,455	\$ -	\$ 376,791	\$ -	\$ -	\$ 376,791
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Indirect Expenses	\$ 45,484	\$ 25,045	\$ -	\$ 70,529	\$ -	\$ -	\$ 70,529
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2025 Totals	\$ 500,320	\$ 275,500	\$ -	\$ 775,820	\$ -	\$ -	\$ 775,820
2026							
Funding Source	FHWA						FY 2026 Total
Contract Number	PL	SU		Total		Total	
Source	PL	SU		Total		Total	
MPO Budget Reference							
Lookup Name	2026 FHWA (PL)	2026 FHWA (SU)		2026 FHWA (Total)		2026 (Total)	
Personnel (salary and benefits)	\$ 328,500	\$ -	\$ -	\$ 328,500	\$ -	\$ -	\$ 328,500
Consultant	\$ 205,053	\$ 200,455	\$ -	\$ 405,508	\$ -	\$ -	\$ 405,508
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Indirect Expenses	\$ 53,355	\$ 20,045	\$ -	\$ 73,400	\$ -	\$ -	\$ 73,400
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2026 Totals	\$ 586,908	\$ 220,500	\$ -	\$ 807,408	\$ -	\$ -	\$ 807,408

TABLE 7: TASK 4 FY25-26 BUDGET TABLE

Task 4 Transportation Improvement Program				
2025				
Funding Source	FHWA			FY 2025 Total
Contract Number				
Source Level	PL	SU	Total	
MPO Budget Reference				
Lookup Name	2025 FHWA (PL)	2025 FHWA (SU)	2025 FHWA (Total)	
Personnel (salary and benefits)	\$ 100,455	\$ -	\$ 100,455	\$ 100,455
Consultant	\$ -	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -	\$ -
Direct Expenses	\$ -	\$ -	\$ -	\$ -
Indirect Expenses	\$ 10,045	\$ -	\$ 10,045	\$ 10,045
Supplies	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -
2025 Totals	\$ 110,500	\$ -	\$ 110,500	\$ 110,500
2026				
Funding Source	FHWA			FY 2026 Total
Contract Number				
Source	PL	SU	Total	
MPO Budget Reference				
Lookup Name	2026 FHWA (PL)	2026 FHWA (SU)	2026 FHWA (Total)	
Personnel (salary and benefits)	\$ 104,455	\$ -	\$ 104,455	\$ 104,455
Consultant	\$ -	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -	\$ -
Direct Expenses	\$ -	\$ -	\$ -	\$ -
Indirect Expenses	\$ 10,445	\$ -	\$ 10,445	\$ 10,445
Supplies	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -
2026 Totals	\$ 114,900	\$ -	\$ 114,900	\$ 114,900

TABLE 8: TASK 5 FY25-26 BUDGET TABLE

Task 5 Public Participation				
2025				
Funding Source	FHWA			FY 2025 Total
Contract Number				
Source Level	PL	SU	Total	
MPO Budget Reference				
Lookup Name	2025 FHWA (PL)	2025 FHWA (SU)	2025 FHWA (Total)	
Personnel (salary and benefits)	\$ 394,000	\$ -	\$ 394,000	\$ 394,000
Consultant	\$ 50,000	\$ -	\$ 50,000	\$ 50,000
Travel	\$ -	\$ -	\$ -	\$ -
Direct Expenses	\$ 32,000	\$ -	\$ 32,000	\$ 32,000
Indirect Expenses	\$ 47,600	\$ -	\$ 47,600	\$ 47,600
Supplies	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -
2025 Totals	\$ 523,600	\$ -	\$ 523,600	\$ 523,600
2026				
Funding Source	FHWA			FY 2026 Total
Contract Number				
Source	PL	SU	Total	
MPO Budget Reference				
Lookup Name	2026 FHWA (PL)	2026 FHWA (SU)	2026 FHWA (Total)	
Personnel (salary and benefits)	\$ 409,760	\$ -	\$ 409,760	\$ 409,760
Consultant	\$ 26,500	\$ -	\$ 26,500	\$ 26,500
Travel	\$ -	\$ -	\$ -	\$ -
Direct Expenses	\$ 32,000	\$ -	\$ 32,000	\$ 32,000
Indirect Expenses	\$ 46,826	\$ -	\$ 46,826	\$ 46,826
Supplies	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -
2026 Totals	\$ 515,086	\$ -	\$ 515,086	\$ 515,086

TABLE 9: TASK 6 FY25-26 BUDGET TABLE

Task 6 Regional Coordination not requiring shared or transferred funds				
2025				
Funding Source	FHWA			FY 2025 Total
Contract Number	PL	SU	Total	
Source Level	PL	SU	Total	
MPO Budget Reference				
Lookup Name	2025 FHWA (PL)	2025 FHWA (SU)	2025 FHWA (Total)	
Personnel (salary and benefits)	\$ 107,000	\$ -	\$ 107,000	\$ 107,000
Consultant	\$ -	\$ 50,000	\$ 50,000	\$ 50,000
Travel	\$ -	\$ -	\$ -	\$ -
Direct Expenses	\$ -	\$ -	\$ -	\$ -
Indirect Expenses	\$ 10,700	\$ 5,000	\$ 15,700	\$ 15,700
Supplies	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -
2025 Totals	\$ 117,700	\$ 55,000	\$ 172,700	\$ 172,700
2026				
Funding Source	FHWA			FY 2026 Total
Contract Number	PL	SU	Total	
Source	PL	SU	Total	
MPO Budget Reference				
Lookup Name	2026 FHWA (PL)	2026 FHWA (SU)	2026 FHWA (Total)	
Personnel (salary and benefits)	\$ 102,080	\$ -	\$ 102,080	\$ 102,080
Consultant	\$ -	\$ 50,000	\$ 50,000	\$ 50,000
Travel	\$ -	\$ -	\$ -	\$ -
Direct Expenses	\$ -	\$ -	\$ -	\$ -
Indirect Expenses	\$ 10,208	\$ 5,000	\$ 15,208	\$ 15,208
Supplies	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -
2026 Totals	\$ 112,288	\$ 55,000	\$ 167,288	\$ 167,288

TABLE 10: TASK 7 FY25-26 BUDGET TABLE

Task 7 Exploration of a Regional MPO				
2025				
Funding Source	FHWA			FY 2025 Total
Contract Number				
Source Level	PL	SU	Total	
MPO Budget Reference				
Lookup Name	2025 FHWA (PL)	2025 FHWA (SU)	2025 FHWA (Total)	
Personnel (salary and benefits)	\$ 20,000	\$ -	\$ 20,000	\$ 20,000
Consultant	\$ -	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -	\$ -
Direct Expenses	\$ -	\$ -	\$ -	\$ -
Indirect Expenses	\$ 2,000	\$ -	\$ 2,000	\$ 2,000
Supplies	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -
2025 Totals	\$ 22,000	\$ -	\$ 22,000	\$ 22,000
2026				
Funding Source	FHWA			FY 2026 Total
Contract Number				
Source	PL	SU	Total	
MPO Budget Reference				
Lookup Name	2026 FHWA (PL)	2026 FHWA (SU)	2026 FHWA (Total)	
Personnel (salary and benefits)	\$ 30,000	\$ -	\$ 30,000	\$ 30,000
Consultant	\$ -	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -	\$ -
Direct Expenses	\$ -	\$ -	\$ -	\$ -
Indirect Expenses	\$ 3,000	\$ -	\$ 3,000	\$ 3,000
Supplies	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -
2026 Totals	\$ 33,000	\$ -	\$ 33,000	\$ 33,000

TABLE 11: TASK 8 – SCTPA SUPPORT AND SHARED TASK FY25-26 BUDGET TABLE

SCTPA Support and Shared Task					
2025					
Funding Source	FHWA			FY 2025 Total	
Contract Number					
Source Level	PL	SU	Total		
Detail					
MPO Budget Reference					
Lookup Name	2025 FHWA	(P)25 FHWA	(S)5 FHWA	(Total)	
Personnel (salary and benefits)					
Personnel (salary and benefits)	\$ -	\$ -	\$ -	\$ -	\$ -
Consultant					
	\$ 5,000		\$ 5,000	\$ 5,000	\$ 5,000
Consultant Subtotal	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	\$ 5,000
Travel					
			\$ -	\$ -	\$ -
Travel Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Expenses					
			\$ -	\$ -	\$ -
Direct Expenses Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Indirect Expenses					
			\$ -	\$ -	\$ -
Indirect Expenses Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies					
			\$ -	\$ -	\$ -
Supplies Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment					
			\$ -	\$ -	\$ -
Equipment Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	\$ 5,000

2026					
Funding Source	FHWA			FY 2026 Total	
Contract Number					
Source Level	PL	SU	Total		
Detail					
MPO Budget Reference					
Lookup Name	2026 FHWA	(P)26 FHWA	(S)6 FHWA	(Total)	
Personnel (salary and benefits)			\$ -	\$ -	\$ -
Personnel (salary and benefits)	\$ -	\$ -	\$ -	\$ -	\$ -
Consultant					
	\$ 5,000		\$ 5,000	\$ 5,000	\$ 5,000
Consultant Subtotal	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	\$ 5,000
Travel					
			\$ -	\$ -	\$ -
Travel Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Expenses					
			\$ -	\$ -	\$ -
Direct Expenses Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Indirect Expenses					
			\$ -	\$ -	\$ -
Indirect Expenses Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies					
			\$ -	\$ -	\$ -
Supplies Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment					
			\$ -	\$ -	\$ -
Equipment Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	\$ 5,000

SCTPA Support and Shared Task Detailed Breakdown					
2025					
Funding Source	Transfer from		FHWA		FY 2025
Source Level			PL	Total	Total
MPO Budget Reference					
<i>Lead Agency:</i>	Forward Pinellas	No	\$ 5,000	\$ 5,000	\$ 5,000
<i>(Other contributing Agencies)</i>	Hillsborough TPO	Yes	\$ 5,000	\$ 5,000	\$ 5,000
	Hernando Citrus	Yes	\$ 5,000	\$ 5,000	\$ 5,000
	Pasco MPO	Yes	\$ 5,000	\$ 5,000	\$ 5,000
	Polk County MPO	Yes	\$ 5,000	\$ 5,000	\$ 5,000
	Sarasota Manatee	Yes	\$ 5,000	\$ 5,000	\$ 5,000
Subtotal			\$ 30,000	\$ 30,000	\$ 30,000
Total			\$ 30,000	\$ 30,000	\$ 30,000
2026					
Funding Source	Transfer from		FHWA		FY 2026
Source Level			PL	Total	Total
MPO Budget Reference					
<i>Lead Agency:</i>	Forward Pinellas	No	\$ 5,000	\$ 5,000	\$ 5,000
<i>(Other contributing Agencies)</i>	Hillsborough TPO	Yes	\$ 5,000	\$ 5,000	\$ 5,000
	Hernando Citrus	Yes	\$ 5,000	\$ 5,000	\$ 5,000
	Pasco MPO	Yes	\$ 5,000	\$ 5,000	\$ 5,000
	Polk County MPO	Yes	\$ 5,000	\$ 5,000	\$ 5,000
	Sarasota Manatee	Yes	\$ 5,000	\$ 5,000	\$ 5,000
Subtotal			\$ 30,000	\$ 30,000	\$ 30,000
Total			\$ 30,000	\$ 30,000	\$ 30,000

TABLE 10: FUNDING SOURCE TABLE FY25-26

										Funding Source
Contract	Funding Source	Source Level	2025	2026	FY 2025 Funding Source			FY 2026 Funding Source		
					Soft Match	Federal	State	Soft Match	Federal	State
						CTD		\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		CTD TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Federal Other	Federal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Federal Other TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	FHWA	PL	\$ 2,495,390	\$ 2,539,070	\$ 550,368.57	\$ 2,495,390.00	\$ -	\$ 560,002.38	\$ 2,539,070.00	\$ -
		STIC	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		SU	\$ 600,000	\$ 600,000	\$ 132,332.48	\$ 600,000.00	\$ -	\$ 132,332.48	\$ 600,000.00	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		FHWA TOTAL	\$ 3,095,390	\$ 3,139,070	\$ 682,701	\$ 3,095,390	\$ -	\$ 692,335	\$ 3,139,070	\$ -

TABLE 13: AGENCY PARTICIPATION TABLE FY25-26

Agency Participation							
<i>Funding Source</i>	<i>CTD</i>		<i>Federal Other</i>		<i>FHWA</i>		
<i>Contract</i>							
<i>Fiscal Year</i>	2025	2026	2025	2026	2025	2026	
<i>Total Budget</i>	\$ -	\$ -	\$ -	\$ -	\$ 3,095,390	\$ 3,139,070	
Task 1 Transportation Planning Management							
Sub Total	\$ -	\$ -	\$ -	\$ -	\$ 452,980	\$ 468,886	
Task 2 System and Corridor Planning							
Sub Total	\$ -	\$ -	\$ -	\$ -	\$ 1,032,790	\$ 1,027,502	
Task 3 Long Range Transportation Plan and Data Monitoring							
Sub Total	\$ -	\$ -	\$ -	\$ -	\$ 775,820	\$ 807,408	
Task 4 Transportation Improvement Program							
Sub Total	\$ -	\$ -	\$ -	\$ -	\$ 110,500	\$ 114,900	
Task 5 Public Participation							
Sub Total	\$ -	\$ -	\$ -	\$ -	\$ 523,600	\$ 515,086	
Task 6 Regional Coordination not requiring shared or transferred funds							
Sub Total	\$ -	\$ -	\$ -	\$ -	\$ 172,700	\$ 167,288	
Task 7 Exploration of a Regional MPO							
Sub Total	\$ -	\$ -	\$ -	\$ -	\$ 22,000	\$ 33,000	
SCTPA Support and Shared Task							
Sub Total	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000	
Sub-Total (less the de-obligated funds)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,234,460	
Total De-ob. Funds (PL)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total De-ob. (Other Source)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTAL PROGRAMMED	\$ -	\$ -	\$ -	\$ -	\$ 3,095,390	\$ 3,139,070	



Hillsborough TPO
Transportation
Planning Organization

Appendices

812-Appendix A: Transportation Disadvantaged Grant Application, Assurances, and Resolution


To Be added once new grant
Info is received



Transportation Disadvantaged Planning Grant Recipient Information

Legal Name	Hillsborough County Metropolitan Planning Organization		
Federal Employer Identification Number	50-0261001		
Registered Address	601 E. Kennedy Blvd, 18th Floor		
City and State	Tampa, FL	Zip Code	33602
Contact Person for this Grant			
Contact Person for this Grant	Amber Simmons	Phone Number Format 111-111-1111	813-547-3379
E-Mail Address [Required]	simmons@plancom.org		
Project Location [County(ies)]			
Project Location [County(ies)]	Hillsborough County		
Budget Allocation			
		Grant Amount Requested	\$52,873.00
		Total Project Amount	\$ 0.00

I, the authorized Grant Recipient Representative, hereby certify that the information herein is true and accurate and is submitted in accordance with the 2023-24 Program Manual and Instructions for the Planning Grant.


Digitally signed by Beth Alden
 DN: cn=Beth Alden, o=Plan
 Hillsborough, ou=Hillsborough
 MPO, email=alden@plancom.org

Signature of Grant Recipient Representative

5/11/23
Date

Name: Beth Alden

Title: Executive Director

To Be added once resolution is passed

Resolution 2023-1
A RESOLUTION OF THE HILLSBOROUGH COUNTY METROPOLITAN PLANNING ORGANIZATION
TRANSPORTATION DISADVANTAGED TRUST FUND PLANNING GRANT AUTHORIZING RESOLUTION

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

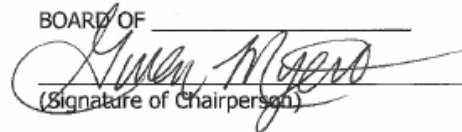
WHEREAS, this BOARD is eligible to receive a Transportation Disadvantaged Planning Grant and to undertake a transportation disadvantaged service project as authorized by Section 427.0159, Florida Statutes, and Rule 41-2, Florida Administrative Code.

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

1. The BOARD has the authority to enter into this grant agreement.
2. The BOARD authorizes the Hillsborough County Transportation Planning Organization's Executive Director, hereinafter DIRECTOR, to execute the grant agreement, amendments, warranties, certifications, and any other documents which may be required in connection with the agreement with the Florida Commission for the Transportation Disadvantaged on behalf of the Board
3. The BOARD'S Registered Agent in Florida is DIRECTOR, The Registered Agent's address is **PO Box 1110, 601 East Kennedy Boulevard, 18th Floor, Tampa, FL 33601-1110**


DULY PASSED AND ADOPTED THIS 14th DAY OF June 2023.

BOARD OF _____


(Signature of Chairperson)

Commissioner Gwen Myers
(Typed name of Chairperson)

ATTEST:

Signature 

Appendix B: Cost Allocation Plan and Certificate of Indirect Costs

To Be added in final draft

**10% DE MINIMIS INDIRECT COST RATE CERTIFICATION
HILLSBOROUGH COUNTY METROPOLITAN PLANNING ORGANIZATION
EFFECTIVE FISCAL YEAR 2022/23**

CERTIFICATION OF ELIGIBILITY:

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

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

CERTIFICATION OF FINANCIAL MANAGEMENT SYSTEM:

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

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

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

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

- General ledger and job costing ledgers.
- Subsidiary general ledgers.
- Chart of accounts.
- Audited financial statements.
- Time keeping records.
- Documents supporting actual costs (e.g. invoices, canceled checks).
- Accounting policy and procedure manuals specific to the agency.


Hillsborough Transportation Planning Organization

Finally, I understand:

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

I declare that the foregoing is true and correct.

Governmental Unit: Hillsborough County Metropolitan Planning Organization

Signature: 

Name of Official: Elizabeth Alden

Title: Executive Director

Telephone No.: 813-272-5940

E-mail: aldenb@plancom.org

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

Hillsborough County Metropolitan Planning Organization Schedule of Expenditures to Be Reimbursed by the 10% De Minimis Indirect Rate

Agency Wide Reasonable, necessary, and allocable Training/Educational Costs

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

Appendix C: Certifications and Assurances

DRAFT – final version will include updated Certifications & Assurances

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

525-010-08
POLICY PLANNING
05/18

DEBARMENT and SUSPENSION CERTIFICATION

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

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

Name: Gwen Myers
Title: MPO Chair

Date

FLORIDA DEPARTMENT OF TRANSPORTATION
UNIFIED PLANNING WORK PROGRAM (UPWP)
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LOBBYING CERTIFICATION for GRANTS, LOANS and COOPERATIVE AGREEMENTS

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

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

Name: Gwen Myers
Title: MPO Chair

Date

FLORIDA DEPARTMENT OF TRANSPORTATION
**UNIFIED PLANNING WORK PROGRAM (UPWP)
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DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION

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

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

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

Name: Gwen Myers
Title: MPO Chair

Date

FLORIDA DEPARTMENT OF TRANSPORTATION
**UNIFIED PLANNING WORK PROGRAM (UPWP)
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525-010-08
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TITLE VI/ NONDISCRIMINATION ASSURANCE

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

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

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

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

Name: Gwen Myers
Title: MPO Chair

Date

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UNIFIED PLANNING WORK PROGRAM (UPWP)
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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, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* may determine to be appropriate, including, but not limited to:
 - a. Withholding of payments to the Contractor under the contract until the Contractor complies, and/or
 - b. Cancellation, termination or suspension of the contract, in whole or in part.

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

Hillsborough TPO's Nondiscrimination Statement in Plain English

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

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

The Hillsborough TPO adheres to a Title VI/Nondiscrimination Policy Statement that is reaffirmed annually. The 2017 reaffirmation¹ states:

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

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

1. Designate a Title VI Liaison that has a responsible position within the organization and access to the Recipient's Chief Executive Officer.
2. Issue a policy statement signed by the Chief Executive Officer, which expresses its commitment to the nondiscrimination provisions of Title VI. The policy statement shall be circulated throughout the Recipient's organization and to the general public. Such information shall be published where appropriate in languages other than English.
3. Insert the clauses of Appendices A and E (Title VI Nondiscrimination Contract Provisions²) of this agreement in every contract subject to the Acts and the Regulations.
4. Develop a complaint process and attempt to resolve complaints of discrimination against sub-recipients. Complaints against the Recipient shall immediately be forwarded to the FDOT District Title VI Coordinator.
5. Participate in training offered on Title VI and other nondiscrimination requirements.
6. If reviewed by FDOT or USDOT, take affirmative action to correct any deficiencies found within a reasonable time period, not to exceed 90 calendar days.
7. Have a process to collect racial and ethnic data on persons impacted by your agency's programs.

Limited English Proficiency (LEP) Policy Statement

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

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

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

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

It may sometimes be difficult to draw a distinction between vital and non-vital documents, particularly when considering outreach or other documents designed to raise awareness of rights or services. It is impossible from a practical and cost-effective perspective to translate every piece of outreach material into every language; and Title VI and E.O. 13166 do not require this of their recipients. However, in some circumstances lack of awareness of the existence of a particular program may effectively deny LEP individuals meaningful access. It is important for recipients, 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 are a necessary part of the exchange of information. Thus, a recipient that limits its language assistance to the provisions of written materials may not be allowing LEP persons “effectively to be informed of or to participate in the program.”

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

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

- Conducting an annual analysis of the Four Factors Test:
 - a) the number or proportion of LEP persons in the eligible service population;
 - b) the frequency with which LEP individuals come into contact with the program or activity;
 - c) the importance of the service provided by the program;
 - d) the resources available to the recipient.
- Public Meetings / Workshops

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

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

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

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

Maintaining Files

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

Review Process

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

Discrimination-Complaint Procedures

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

Annual Update

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

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

Appendix D: Disadvantaged Business Enterprise Policy Statement

DRAFT – final UPWP will include updated version

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

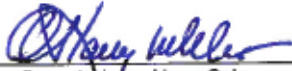
525-010-05
POLICY PLANNING
0515

DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION

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

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

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



Name: Commissioner Harry Cohen
Title: MPO Chairman (or designee)

5/11/2022
Date

Hillsborough TPO DBE Utilization

The TPO currently has nine (9) general planning consultants (GPCs). Each firm has a team that certified DBE sub consultants for the TPO's use on an as-needed basis. The sub consultants have specialties ranging from public engagement to data collection. The current DBE two-year average is 13% as of March 2024. The TPO authorized the following tasks and amounts assigned to DBE consultants since the last federal certification review:

Task 2 System & Corridor Planning

- Quest – Update Storm Evacuation Forecast & Shelter in Place Scenarios (FY 21 - \$9178)
- Steinbeck & Assoc. – Trail Feasibility Study: USF to Temple Terrace (FY 21 - \$7250)
- PGA/N – Park Speed Zone Study (FY 21 - \$14,722)
- PSG – Plant City Canal Connector Trail Feasibility Study (FY 22 - \$13,000)
- PGA – Tampa Multi-modal School Safety Study (FY 22 - \$20,787)
- Vrana – Freight Supply-Chain Resilience Study (FY 22 - \$12, 413)

Task 3 Long Range Transportation Planning and Data Collection

- Adams – Traffic Counts – City of Tampa (FY 21 - \$72,000)
- PSG – Community Health Impacts of the LRTP (FY 22 - \$5280)

Appendix E: Comments on Preliminary Draft UPWP

UPWP Review Process

The UPWP is developed per the guidelines in the Florida Department of Transportation Metropolitan Planning Organization Program Management Handbook. This Handbook specifies a process for coordinating with partner agencies and providing an opportunity to review the UPWP before its adoption. A preliminary draft of the UPWP was provided to the FDOT District 7 liaison who made the draft document available to the following agencies, governments, and organizations:

- ADD list once confirmed with FDOT after draft is distributed



Hillsborough TPO
Transportation
Planning Organization

Comments

(Anticipated comments from FHWA, FDOT and Committees, which will be included in final draft)

Appendix F: FDOT District 7 Planning Program

PLANNING ACTIVITIES (to be provided by FDOT)

Appendix G: HART Planning Program

HART Planning Projects FY 25-FY26

(DRAFT – to be added once received from HART or note “No projects received by Plan adoption.”)