

Fiscal Years 2023 & 2024 Hillsborough TPO Two-Year Unified Planning Work Program

Effective: July 1, 2022 – June 30, 2024

Adopted: May 11, 2022

Modified: March 16, 2023

Amended: May 10, 2023

Amended: June 14, 2023

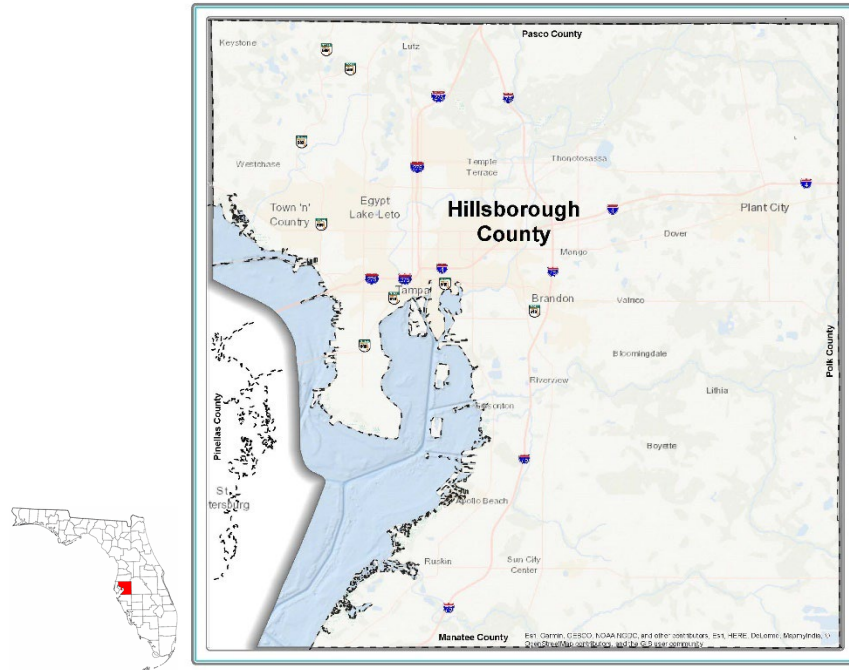
Amended: August 9, 2023

Non-financial Amendment: November 15, 2023

Modified: March 7, 2024

Amended: April 10, 2024

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.

- FPN: 439336-4-14-01; FHWA-Highway and Planning Construction Grant (PL); CFDA: 20.205; FAIN: 0059-060-M
- FPN: 439336-4-14-02; FHWA-Surface Transportation Block Grant (SU); CFDA: 20.205; FAIN: 0059-060-M
- FPN: 402255-1-14-22; Federal Transit Administration (FTA) Section 5305 Program; CFDA: 20.505 Metropolitan Transportation Planning and State and Non-Metropolitan Planning Research (FTA); FAIN: 1001-2021-7)

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, Joshua Barber at (813) 576-2313 or ADAcoordinator@plancom.org.

Hillsborough County Transportation Planning Organization

601 E Kennedy Blvd
P. O. BOX 1110, 18th Floor
Tampa, Florida 33602
Phone: 813/272-5940

www.planhillsborough.org

Contents

UPWP TPO Resolution.....	7
Authentication.....	8
Cost Analysis Certification.....	9
Acronyms.....	10
Introduction.....	12
The Unified Planning Work Program.....	12
Comprehensive Transportation Planning Activities.....	12
Federal Planning Emphasis Areas.....	13
Air Quality.....	15
Federal Performance-Based Planning and Expectations.....	15
State Planning Factors and Emphasis Areas.....	15
Safety.....	16
Equity.....	16
Resilience.....	16
Priorities for The Metropolitan Area and The Strategic Plan.....	18
Plan Hillsborough Strategic Plan.....	18
Focus on Equity and Community.....	20
Task Performed with Funds Under Title 49.....	20
Soft Match.....	21
Indirect Costs.....	21
Public Participation & Agency Coordination.....	22
Organization and Management.....	24
Inter-Agency Coordination and Agreements.....	25
Existing TPO Agreements Table.....	26
Operational Procedures and By-Laws.....	27
Statements and Assurances.....	27
TPO Work Elements and Planning Tasks	
.....	28
Task 1: Transportation Planning Management.....	29

ONGOING ACTIVITIES..... 29

REQUIRED ACTIVITY..... 29

END PRODUCT..... 29

 Task 2: System and Corridor Planning.....32

 Congestion Management, Crash Mitigation Planning, and ITS.....32

 Security and Emergency Preparedness Planning34

 Complete Streets Planning35

 Intermodal / Freight Planning / Goods Movement38

 Transit and Transportation Demand Management Planning.....39

 Transportation Disadvantaged and Health & Equity Planning.....42

 Corridor, Sub-Area, and Environmental Studies.....44

 Task 3 Long Range Transportation Plan and Data Monitoring46

 Task 4 Transportation Improvement Program.....51

 Task 5 Public Participation53

 Task 6 Regional Coordination – Not requiring shared or transferred funds...56

 Task 7 – SCTPA Support and Shared Task – Includes shared or transferred funds and MOU.....59

Funding and Budget Summary Tables

..... 60

Appendices 71

 Appendix A: FTA SF 424 Certifications and Assurances; Transportation Disadvantaged Grant Application, Assurances, and Resolution.....72

 Appendix B: Cost Allocation Plan and Certificate of Indirect Costs79

 Hillsborough County Metropolitan Planning Organization Schedule of Expenditures to Be Reimbursed by the 10% De Minimis Indirect Rate.....81

 Appendix C: Certifications and Assurances82

 Hillsborough TPO’s Nondiscrimination Statement in Plain English87

 Limited English Proficiency (LEP) Policy Statement.....88

 Appendix D: Disadvantaged Business Enterprise Policy Statement.....91

 Appendix E: Comments and Preliminary Draft UPWP93

 UPWP Review Process93

 Public Comments.....94

 FHWA Comments.....94

Hillsborough Transportation Planning Organization

FDOT Comments96
Appendix F: Committee Comments of Preliminary Draft of UPWP 103
Appendix G: FDOT District 7 Planning Program..... 104
Bicycle and Pedestrian Activities..... 104
Modal Development 107
Regional Goods Movement Study 107
Appendix H: HART Planning Program..... 109

Hillsborough County Transportation Planning Organization

Commissioner Gwen Myers, Hillsborough County, Chair

Mayor Andy Ross, City of Temple Terrace, Vice Chair

Councilmember Alan Clendenin, City of Tampa

Commissioner Harry Cohen., Hillsborough County

Commissioner Michael Owen, Hillsborough County

Commissioner Joshua Wostal, Hillsborough County

Councilmember Guido Maniscalco, City of Tampa

Councilmember Lynn Hurtak, City of Tampa

Commissioner Pat Kemp, Hillsborough County

Mayor Nate Kilton, City of Plant City

Mr. Scott Drainville, HART Board of Directors

Mr. Joe Lopano, Hillsborough County Aviation Authority

Mr. Paul Anderson, Port Tampa Bay

Mr. Greg Slater, Tampa-Hillsborough Expressway Authority

Commissioner Hemant Saria, Planning Commission

Ms. Jessica Vaughn, Hillsborough County School Board

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

Dr. Johnny Wong, PhD, Executive Director

Mr. Cameron Clark, Esq., TPO Attorney

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, Joshua Barber at (813) 576-2313 or ADAcordinator@plancom.org

UPWP TPO Resolution

TPO Resolution #2022-1

Approving the FY 2023 & FY 2024

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 2023 & 2024.

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 2023 & 2024 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 11th day of May 2022.



Commissioner Harry Cohen
TPO Chair



Cameron Clark
TPO Attorney

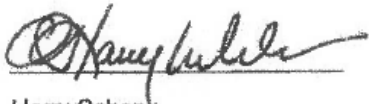


Gail Reese
TPO Recording Secretary

Authentication

Authentication

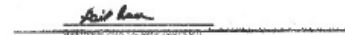
The Hillsborough Transportation Planning Organization regular session, on May 11, 2022, endorsed the Fiscal Years 2023 & 2024 Unified Planning Work Program for Hillsborough County. By this action, the board directs the execution of all associated contracts and agreements by the Chair of Transportation Planning Organization or his designee.



Harry Cohen
TPO Chair



Cameron Clark
TPO Attorney



Gail Reese
TPO Recording Secretary

Cost Analysis Certification



Florida Department of Transportation

RON DESANTIS
GOVERNOR

605 Suwannee Street
Tallahassee, FL 32399-0450

JARED W. PERDUE, P.E.
SECRETARY

525-010-06
POLICY PLANNING
02/19

Cost Analysis Certification

Hillsborough County MPO

Unified Planning Work Program - FY 2024

Amended 4/10/2024

Revision Number: Revision 7

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

Name: Suzanne Ziegler, FCCM

D7 Government Liaison Manager

Title and District

DocuSigned by:
Suzanne Ziegler
30427000433E4C5

4/15/2024

Signature

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

Hillsborough Transportation Planning Organization

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, 2022, to June 30, 2024.

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 Implementation – 8 Corridors Studies (2020)
- Nondiscrimination and Equity Plan (2021)
- Smart Cities Master Plan (2022)
- Linking Transit with Housing & Redevelopment: A Framework for Transformation (2021)
- Plant City Transit Feasibility Study (2021)
- Transportation Disadvantaged Service Plan (2021)
- Annual Evaluation of the Community Transportation Coordinator (2021)

Hillsborough Transportation Planning Organization

- Data Platform for Performance Monitoring & Project Evaluation and Data Analytics Portal (2021)
- Traffic Counts - Hillsborough County (2020)
- Traffic Counts - City of Tampa (2021)
- USF to Green ARTery Trail Study (2021-22)
- HART Bus Stop Assessment (2021)
- Review and development of regional UPWP tasks (2021, 2022)
- Joint certification of TPO (2021, 2022).
- 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.
- 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.
- Establishment of project priorities for TRIP and Regional Multiuse Trails funding, through the SCTPA.

Federal Planning Emphasis Areas

The TPO performs its planning activities in accordance with federal and state laws and rules. The Infrastructure Investment and Jobs Act (IIJA) build on the Fixing America's Surface Transportation (FAST) Act which requires TPOs to consider the Federal Planning Emphasis Areas of which the list and table follow.

- Tackling the Climate Crisis – Transition to a Clean Energy, Resilient Future
- 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)
- Data in Transportation Planning

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

TABLE 1: 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
7	HART Planning Program								
		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, which began on February 27, 2018.

State Planning Factors and Emphasis Areas

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

resources.

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, in 2018 was awarded a Federal Highway Administration (FHWA) Resiliency and Durability to Extreme Weather Grant. Using these funds, the TPO with their partner agencies have developed the "Resilient Tampa Bay: Transportation Pilot Program Project" which used scenario planning to identify potential threats and impacts to the transportation system of climate change, sea level rise, and other natural disaster scenarios. These scenarios were used to identify the impact of such threats and on critical and highly vulnerable transportation facilities and the long-term economic impact such disasters could have upon the region. The team has identified a variety of adaptation strategies to mitigate against these scenarios. This project was reviewed and accepted by 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.

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.

- NASA/TPO TBARTA Urban Air Mobility Vertiport Siting Tool
- USF Campus Autonomous Transit Feasibility Study
- Smart Cities Mobility Plan
- Electric Vehicle Facility Needs & Charging Stations Study (upcoming)

Priorities for The Metropolitan Area and The Strategic Plan

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 years 2023 & 2024. 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 March 2018, the Hillsborough TPO board met with the board of its host organization, the Hillsborough County City-County Planning Commission, and a third board which is also staffed by the same organization, the Hillsborough River Interlocal Planning Board. Together, the staff of these three boards is referred to as Plan Hillsborough, under the web address www.PlanHillsborough.org. 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 (2018-2023). The Strategic Plan outlines and highlights ways Plan Hillsborough staff can enhance work products related to their planning requirements, improve strategic aspects of how the agency interfaces with the public and its partners, and leverage resources to create a strong future and quality of life for the community. Plan Hillsborough identified the following strategic priorities, followed by performance measures and a briefing of how we are meeting the measure. Full details are listed in the [Annual Report](#).

- Planning Partnerships
 - One new partnership or sponsorship opportunity
 - Plan Hillsborough started the Future Leaders in Planning (FLiP) Jr. Ambassador Program, a partnership between children, families, and the Tampa Heights Junior Civic Association.
 - Host at least four educational events for the larger community or planning professionals
 - Plan Hillsborough hosted 10 educational events

- Enabling Transportation Choices
 - At least 3 studies / projects initiated each year either requested by a local government or other planning partner, and/or research in innovative planning topics and trends
 - Mobility section update of the Hillsborough County Comprehensive Plan
 - TPO Smart Cities Mobility Plan
 - NASA Air Siting Tool development
 - Initiate at least one item implementing the Vision Zero Action Plan
 - TPO Park Speed Zone Pilot Study

Hillsborough Transportation Planning Organization

- Technology and Innovation
 - Produce at least 200 maps quarterly
 - 1550 maps created, average is about 387 quarterly
 - Create at least one technological enhancement that either increases efficiency or better communicates information
 - Hybrid workplace and meetings
 - Vision Framework Mapping Application
- Citizen Engagement
 - 90% of customer service surveys returned with a positive result (good or excellent)
 - 100% of customer service surveys returned with a positive result (good or excellent)
 - Present to at least 25 business/community /stakeholder groups per year
 - 78 presentations to business, community, and stakeholder groups
- Regionalism
 - At least 90% of local government survey categories are outstanding or good
 - Characteristics – 100% outstanding
 - Core Values – 95% Outstanding, 5% good
 - Overall – 100% Outstanding or Good
 - Attendance and/or participation in at least ten regional forum or committee meetings
 - Participation in over 40 total regional meetings
- Linking Land Use and Transportation
 - At least three studies/projects each year either requested by a local government or other planning partner, and/or research on innovative planning topics and trends
 - HART TOD Policy Updates for the Tampa and Hillsborough Comprehensive Plans
 - Floor Area Ratio study on the appropriate use of this tool to encourage infill and redevelopment for the City of Tampa
 - Annexations and Future Land Use Map amendments within Temple Terrace
 - Research on mixed-use categories for the City of Tampa and privately initiated plan amendments for both Tampa and Hillsborough
 - TPO Air Quality Monitoring Pilot Study
- Internal Agency Enhancements
 - Host at least two morale committee events for staff
 - Two virtual morale committee events were held and an in-person staff retreat
 - Hold at least two conference knowledge sharing sessions for staff
 - Two conference sharing sessions and one institutional knowledge share

FIGURE 1: STRATEGIC PLAN FOCUS AREAS



Focus on Equity and Community

The Hillsborough TPO adopted a Nondiscrimination Plan in 2018. Guidance from USDOT provides a best practice of updating our Nondiscrimination Plan every three years. With the renewed interest in racial justice and equity nationwide and within Plan Hillsborough, and the passing of a [Racial Equity Resolution](#) in August 2020 by the TPO, it was decided that the 2021 update presents an opportunity to expand the TPO Nondiscrimination Plan to incorporate the Hillsborough City-County 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.

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, 5 and 10-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, an activity closely coordinated with the rideshare operations of the Tampa Bay Area Regional Transit Authority (TBARTA). 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 **\$783,397 in FY 2023 and \$663,402 in FY 2024**.

The level of effort in this UPWP is largely based on state and federal requirements, joint efforts with planning partners that support the transportation planning process, and the cycle of updates to the Long-Range Transportation Plan. The TPO conducts these activities in a manner consistent with the TPO's mission statement:

"To develop a comprehensive long-range transportation plan which supports the mobility needs and economic development of the community as reflected in the adopted comprehensive plans. An integral part of the plan will be policies to guide development of a balanced transportation system. These policies shall encourage preservation of neighborhoods, protect the environment, enhance the community's quality of life and promote public transportation. Cooperation and coordination between the community and agencies are required for the plan to work."

Indirect Costs

Regarding budgeting for work tasks, each task in the UPWP corresponds to an adopted budget and associated indirect cost rate detailed in the "Estimated Budget Detail" worksheet. The federal Office of Management and Budget defines indirect costs as "those costs that have been incurred for common or joint purposes that benefit more than one cost objective and cannot be readily identified with a particular objective without effort disproportionate to the results achieved." These costs are incurred by and originate in the agency carrying out the Federal Award and remain after direct costs have been determined and assigned directly to Federal awards and other activities, as appropriate. Indirect Costs are typically charged to Federal awards 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 FY2023 – FY2024 is the De Minimis Rate of 10%**. The expenses paid out of the 10% De Minimis Rate include:

- Agency-wide reasonable, necessary, and allocable Training/educational costs

Hillsborough Transportation Planning Organization

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

This cost has been applied to all 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, as identified in the 2021 Nondiscrimination and Equity Plan (e.g., low-income, minority, LEP, disabled populations, children who are at high-risk, and the elderly),
- Residents which may be directly affected by plans, and casual or disinterested participants,
- Emergency and security management agencies,
- Travel and tourism interests,
- Private transportation providers,
- Economic development organizations,
- Faith-based and community-based organizations,
- Representatives of the business community,
- School district,

Hillsborough Transportation Planning Organization

- Freight shippers, providers of freight services and other stakeholders concerned with freight and goods movement.

Planning tasks included in this UPWP were solicited in February - April 2022 from the public and other transportation agencies that receive state and federal funding, such as FDOT, HART, the Tampa-Hillsborough Expressway Authority, Hillsborough County Aviation Authority, and Port Tampa Bay. The UPWP was presented to the Citizens Advisory, Technical Advisory, Bicycle and Pedestrian Advisory, Intelligent Transportation Systems, and Livable Roadways Committees, along with the Transportation Disadvantaged Coordinating Board and the TPO Board's Policy Committee, in April 2022. In addition, it was presented to the TPO in April and May 2022. 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 mailing 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 Appendix F. The final draft version of the UPWP was reviewed by the TPO's Citizen, Technical, Bicycle/Pedestrian, and Livable Roadways advisory committees.

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 annually.

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 Joshua Barber at 813-576-2313, ADCoordinator@plancom.org at least 3 business days before the public meeting.

Organization and Management

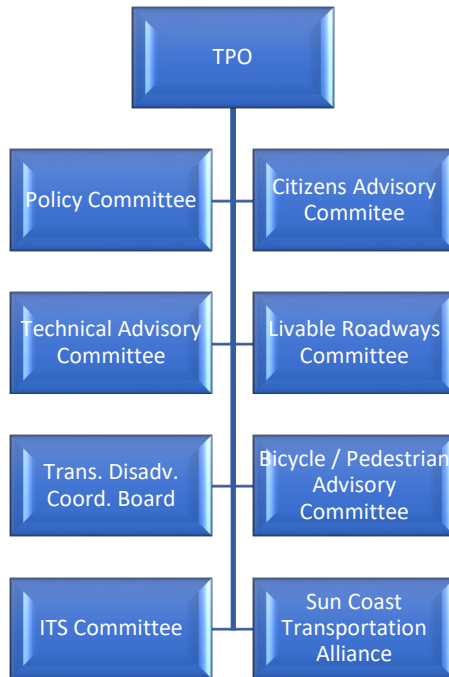
TPO Process and Participants

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 2011, the TPO revised its by-laws to formalize its standing advisory committees. 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 2: 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 (SDHC)

Hillsborough Transportation Planning Organization

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:

Existing TPO Agreements Table

#	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 12, 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	Federal Transit Administration Public Transportation Grant Agreement: Provides FTA funding to support TPO planning programs.	November 30, 2021	June 30, 2023
6	Fifth Amended and Restated Interlocal Agreement for Regional Transportation and Coordination in West Central Florida: Created the West Central Florida Metropolitan Planning Organization Chairs Coordinating Committee.	Approved by Hillsborough TPO January 7, 2020 – other TPO approvals pending	(See Note b)
7	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.



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 Chapter 4. Page 129.

<https://planhillsborough.org/wp-content/uploads/2022/04/COOP-Pages-from-Employee-Handbook-2022-Final-02242022.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/2022/04/TPO-ByLaws-March-2022_v1.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 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. (Add years where appropriate)

ONGOING ACTIVITIES
Grant Activities: administrative tasks, requirements, research, and potential collaborations
UPWP updates 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 (Task 6) and subcommittees, and correspondence with elected officials.
Attend professional trainings, seminars, meetings, workshops, and conferences

REQUIRED ACTIVITY	END PRODUCT
<p>UPWP Development and Management</p> <p>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>Manage FY 2023 & FY 2024 UPWP document, including amendments and modifications (Ongoing through June 2024)</p> <p>Develop FY 2025 & FY 2026 (Spring 2024)</p>
<p>Grant Management:</p> <p>Certify compliance with state and federal regulations regarding expenditure of funds for transportation planning.</p> <p>Keep grant records and effectively administer contracts and agreements.</p>	<p>Grant applications and budget submittals (Ongoing through June 2024)</p> <p>Timekeeping and grants management systems (Ongoing through June 2024)</p>

Hillsborough Transportation Planning Organization

<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>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 2024)</p> <p>Deobligation request (May 2024)</p> <p>Monitor DBE's by Consultant through FDOT GAP system (Ongoing through June 2024)</p>
<p>Comply with federal and state planning requirements including</p> <p>MPO Program Management Handbook (FDOT)</p> <p>Title VI of the Civil Rights Act of 1964</p> <p>Americans with Disabilities Act</p> <p>Open meetings and public records laws</p> <p>Environmental Justice</p> <p>Disadvantaged Business Enterprise Policy Statement</p> <p>Limited English Proficiency</p> <p>Metropolitan Transportation Planning Final Rule (23 CFR Part 450, 49 CFR Part 613)</p> <p>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 2024)</p> <p>State/Fed. Certification of MPO process (May 2023, May 2024)</p> <p>ADA Self-Evaluation and Transition Plan (June, 2024)</p> <p>Update Non-Discrimination Plan (As needed through June, 2024)</p>
<p>Reasonable, necessary, and allocable training and/or travel and participation in:</p> <p>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 2024)</p>

Hillsborough Transportation Planning Organization

<p>Procure, maintain, and dispose of equipment, hardware, and software, adhering to thresholds for federal prior approval:</p> <p>Upgraded and replacement computers, other related software/equipment, and furniture.</p> <p>Properly document and dispose of obsolete equipment.</p> <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>Procurement and disposal of capital equipment, hardware, software, and electronic file back-ups (Ongoing through June 2024)</p>
<p>Monitor and report on local, regional, state, and federal legislation and regulations including:</p> <p>Re-authorization of transportation funding programs of the U.S. Congress and Florida Legislature.</p> <p>Federal and state rulemaking.</p> <p>Reports 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>Proposed legislation including travel to legislative hearings.</p> <p>Maintaining 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 2024)</p> <p>Updated Interlocal Agreements, requirements & procedures (Ongoing through June 2024)</p>
<p>Update and maintain 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,2024)</p>
<p>Training/meeting/conference/ participation that is reasonable, necessary, and allocable to the transportation planning process.</p>	<p>As needed through June 2024</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: Detailed descriptions, previous work, required activities, and end products will be divided by the individual planning areas listed below:

- Congestion Management, Crash Mitigation Planning, and ITS
- Security and Emergency Preparedness Planning
- Complete Streets Planning
- Intermodal/Freight Planning
- Transit and TDM Planning
- Transportation Disadvantaged Planning
- Corridor, Sub-Area & Environmental Studies

Congestion Management, Crash Mitigation Planning, and ITS

PURPOSE:

Planning and funding for an integrated and inter-operable Intelligent Transportation System (ITS) within Hillsborough County. Maintain the Congestion Management/Crash Mitigation Process (CMCMP), coordinated with the rest of the region and the state. Includes analyzing crash events and patterns, effect on transportation system effectiveness, travel patterns, and system performance. Develop, prioritize, and recommend strategies to improve mobility within corridors and sub-areas.

Completed: Vision Zero Reports, Speed Management Action Plan and Implementation and Corridor Strategies. Smart Cities / ITS Master Plan, USDOT Resilience Disaster Recovery Tool Pilot Testing.

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

REQUIRED ACTIVITY	END PRODUCT
CMCMP Process and System Performance Report Update goals and performance metrics of LRTP consistent with evolving federal and state guidance for performance and targets.	CMCMP Feasibility Studies of high crash and/or congested corridors or sub-areas (As needed through June 2024)
ITS Committee: Discuss operations and maintenance issues and review performance measures. ITS Master Plan Jurisdictions' ITS operate as an integrated system Coordinate the operations, architecture, and communications	Electric Vehicle facility Needs including Charging Stations (June 2023)

Hillsborough Transportation Planning Organization

<p>Update the Hillsborough County portion of the Tampa Bay Regional ITS Architecture Ensure consistency with the National ITS Architecture, as facilitated by the ITS Committee.</p>	<p>Updates to Hillsborough County portion of Tampa Bay Regional ITS Architecture (As needed through June 2024)</p>
<p>Feasibility Studies Crash reduction Lane operation Other strategies identified in CMCMP Performance Report</p>	<p>Complete feasibility studies (As needed through June 2024)</p>
<p>Coordinate and Update Hillsborough County Smart Cities Action Plan TIP TSM&O and ITS priorities Identify, evaluate, and cost out candidate projects.</p>	<p>Smart Cities Action Plan Updates (As Needed through June 2024) Prioritized projects for consideration in TIP (Ongoing through June 2024) Projects for consideration in updates or changes in LRTP (As needed through June 2024)</p>
<p>Shared Data & Analytics Platform Maintain and update, as needed 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 2024)</p>
<p>CMCMP strategies Evaluate the effectiveness of implemented strategies using before and after studies and Crash Modification Factors Assist local governments in implementing recommendations of completed CMCMP studies and plans Seek public input in updating CMCMP Produce and distribute reports of CMCMP recommendations, safety, and education materials</p>	<p>Assist agencies in implementing management systems and CMCMP recommendations (Ongoing through June 2024) Public outreach for CMCMP (As needed through June 2024)</p>
<p>Local Coordination Participate in Hillsborough Community Traffic Safety Team. Participate in the Hillsborough County Smart Cities Alliance. Multimodal School Safety Study High school, undergraduate and graduate student planning internships and training State Motorcycle Safety Coalition</p>	<p>Tampa Multimodal School Safety Study – (June 2023)</p>
<p>Vision Zero Action Plan Coalition Building with focus on high crash corridors Seek grants to support Vision Zero as a free-standing initiative</p>	<p>Vision Zero Action Plan safety retrofit feasibility studies for high crash corridors (As needed through June 2024) Vison Zero Corridor studies, county roads in Tampa (Ongoing through June 2024) Vision Zero Mini-Summit – reporting progress made on the Top 50 High Injury Network corridors (Ongoing through June 2023)</p>

	<p>Vision Zero public outreach,(Ongoing through June 2024)</p> <p>Vision Zero Quarterly Reports, safety education and brochures, pamphlets, and other printed collateral products (As needed through June 2024)</p>
Training/meeting/conference/ participation that is reasonable, necessary, and allocable to the transportation planning process.	As needed through June 2024

Responsible Agencies: Lead Agency: Hillsborough TPO

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

Security and Emergency Preparedness Planning

PURPOSE:

Coordinate transportation planning with homeland security, disaster preparedness, and post-disaster redevelopment planning. Enhance the resiliency of the transportation system to withstand threats from man-made and natural disasters. Consider and plan for the long-term effects of extreme weather on the transportation system.

Completed: Storm Evacuation Forecast and Shelter-in-Place Scenarios study

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

REQUIRED ACTIVITY	END PRODUCT
<p>Coordination: Tampa Bay Regional Planning Council (TBRPC) Hillsborough County Emergency Operations Environmental Protection Commission (EPC) Hillsborough County Local Mitigation Strategy group Other agencies as needed to safeguard life and property in the event of man-made or natural disasters.</p> <p>Support and participate in resiliency and sustainability efforts of jurisdictions, agencies, universities, and community organizations such as the Tampa Bay Resiliency Coalition and Tampa Bay Clean Air Coalition</p> <p>Seek and collaborate on grants in support of sustainability / resiliency efforts.</p>	<p>Presentations to local, regional, state, and federal agencies and organizations (Ongoing through June 2024)</p> <p>Provide transportation data and analysis (As needed through June 2024)</p>

Hillsborough Transportation Planning Organization

<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 2024)</p>
<p>Transportation Resiliency</p> <p>Disaster and post-disaster recovery scenarios to be considered in the LRTP</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 2024)</p> <p>USDOT Resilience Disaster Recovery Tool Development (July 2022-June 2023)</p> <p>Resiliency ROI Evaluation for projects (Ongoing through June 2024)</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>As needed through June 2024</p>
<p>Produce and distribute educational materials.</p>	<p>As needed through June 2024</p>
<p>Provide learning opportunities for students through high school, undergraduate, and graduate internships.</p>	<p>As needed through June 2024</p>
<p>Training/meeting/conference/ participation that is reasonable, necessary, and allocable to the transportation planning process.</p>	<p>As needed through June 2024</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, Hillsborough County, City of Tampa, and other agencies involved in emergency preparedness and disaster and hazard mitigation.

Complete Streets Planning

PURPOSE: Develop, support, and promote plans and projects that increase and improve cycling, walking, and other multimodal facilities, improve safety and security, and create access for all users. Increase all multi-modal choices as integral parts of the transportation network and ensure viable travel choices for people of all ages and abilities.

Completed: Trail Feasibility Study from USF to Temple Terrace, Park Speed zone study, FDOT 2022 bike/ped count study pilot project in conjunction with the Downtown Partnership, and City of Tampa

ONGOING ACTIVITIES
Review road construction projects for bike, pedestrian, and livable roadways considerations.
Data Collection on Nonmotorized Modes
Healthy Community Design Partnerships
Participation in local, regional, state, and federal trainings and meetings

REQUIRED ACTIVITY	END PRODUCT
<p>Data Collection, Updates, Research, and Baseline Conditions Analyze bicycle, pedestrian, and other modes count and crash data and develop countermeasures at select locations to create safer, more convenient, and attractive multimodal environments.</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>Multimodal counts (Ongoing through June 2024)</p>
<p>Coordination and Jurisdictional Support Provide Bicycle/Pedestrian Advisory Committee guidance on the update of the Walk/Bike Safety Plans.</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>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>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>School and Park Zone Speed Study (December 2022)</p> <p>Hillsborough County Bicycle Network Safety Improvements Program (June, 2024)</p>
<p>Policies, Programs, Documents</p>	<p>Plant City Canal Connector Trail Feasibility Study (September 2022)</p>

Hillsborough Transportation Planning Organization

<p>Conduct feasibility studies for trail segments that fill gaps in the network</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>Provide learning opportunities for high school, undergraduate, and graduate students through experience with planning projects.</p>	<p>Internships & fellowships where appropriate through June 2024</p>
<p>Implementation</p> <p>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>Follow-up reviews based on School Safety Study. Monitor transportation improvement projects, comprehensive and community plans, and land development proposals to ensure the needs of non-motorized travelers have been considered.</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 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 features and maintenance in facility construction (Ongoing through June 2024)</p> <p>Educational and informational programs on bicycle and pedestrian safety (Ongoing through June 2024)</p>
<p>Training/meeting/conference/ participation that is reasonable, necessary, and allocable to the transportation planning process.</p>	<p>As needed through June 2024</p>
<p>Bike/Ped/Livable Communities</p> <p>Organize and participate in programs, action plans or policies that improve bicycle and pedestrian safety</p> <p>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>Support Lights on Bikes Campaign</p>	<p>Participate and organize programs, action plans or policies to improve bicycle and pedestrian safety (Ongoing through June, 2024)</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 & Public Works, HART, BPAC Member Agencies, and Livable Roadways Committee Member Agencies

Intermodal / Freight Planning / Goods Movement

PURPOSE: Conduct and participate in planning for goods movement and intermodal transportation facilities including ports and airports. Identify needs and projects critical to the metropolitan area’s economic vitality.

Completed: Freight Priority Projects submitted to Florida MPOAC for consideration by FDOT (2021, 2022).

ONGOING ACTIVITIES
Freight needs assessment updates
Review road construction projects for freight and goods movement considerations.
Coordinate Hillsborough County freight planning components as part of FDOT District 7 Regional Goods Movement Strategic Plan.
Coordinate with the FDOT District 7 transportation providers advisory group.
Coordinate with state and regional port and aviation planning efforts.

REQUIRED ACTIVITY	END PRODUCT
<p>Hillsborough County commodity flow laws</p> <p>Participate in the update of existing policies, regulations, and laws 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>Freight Supply-Chain Mapping and Resilience Project and Resilience Pilot Project (As needed through June 2024)</p> <p>Freight Supply Chain Resilience Study (July, 2022)</p>
<p>Monitor and update key freight industry 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 2024)</p> <p>2050 Goods Movt & Truck Route Plan (June, 2024)</p>
<p>Participate in statewide Freight Prioritization Program through the Metropolitan Planning Organizations Advisory Council (MPOAC).</p>	<p>Freight Priorities submitted to MPOAC (As needed through June 2024)</p>

Hillsborough Transportation Planning Organization

<p>Participate in aviation and port planning activities</p> <p>Updates of aviation and port master plans, and statewide plans.</p> <p>Continuing Florida Aviation Systems Planning Process.</p>	<p>Update aviation and port master plans and statewide plans (As needed through June 2024)</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>Assist with Freight Logistics Zone implementation (As needed through June 2024)</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.</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 2024)</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>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 2024)</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>Freight needs and cost affordable projects for TIP (As needed through June 2024)</p> <p>Competitive grant applications (Ongoing through June 2024)</p>
<p>Provide learning opportunities for high school, undergraduate, and graduate students through experience with planning projects.</p>	<p>Internships & fellowships where appropriate through June 2024</p>
<p>Training/meeting/conference/ participation that is reasonable, necessary, and allocable to the transportation planning process.</p>	<p>As needed through June 2024</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, Port Tampa Bay, Hillsborough County Aviation Authority, Hillsborough County, & Hillsborough County Public Works

Transit and Transportation Demand Management Planning

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

Completed: Plant City Transit Feasibility Study (December 2020); HART Bus Stop Assessment Parts 1 and 2 (Feb. 2022), Linking Transit with Housing and Redevelopment: A Framework for Transformation Report

ONGOING ACTIVITIES
Review road construction projects for transit considerations
Participate in TBARTA Transportation Management Committee and FDOT Regional Transportation Interexchange (R-TIE)
Review Transit Development Plan (Annually)
HART Infrastructure and Technology Planning Studies (as needed)
Plant City Transit Master Plan

REQUIRED ACTIVITY	END PRODUCT
Develop and evaluate options for premium transit services and transit-oriented development for consideration in the LRTP.	Coordinate with HART, TBARTA and other organizations (As needed through June 2024)
Research best practices and federal and state guidance on Mobility as a Service (MaaS)	Research best practices and federal and state guidance on Mobility as a Service (MaaS) (As needed through June 2024)
<p>Research opportunities to provide premium transit service with lower-cost technologies by</p> <p>Re-evaluation of premium transit corridors identified in previous plans for, such as streetcar, BRT in managed lanes or commuter rail in existing freight rail right-of-way.</p> <p>Analyze pedestrian and bicycle facilities around transit stops and stations for existing and planned and recommend improvements.</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, TBARTA Regional Rapid Transit Study and/or FTA New Starts grant applications.</p> <p>May include analysis such as ridership, mobility benefits, cost estimates, environmental and land use impacts, and development potential.</p> <p>Participate in HART and TBARTA plans and studies to improve transit connections and TDM services. (e.g., Cashless Fare Pilot Study, and Update to HART ITS Plan)</p>	Streetcar Feasibility Study Phase 4 (As needed through June 2024)
<p>HART Coordination and Assistance Projects & Studies</p> <p>Coordinate on 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>HART TDP Review (Ongoing through June 2024)</p> <p>Assist with HART Transit Development Plan (Ongoing through June 2024)</p>

Hillsborough Transportation Planning Organization

<p>Assess needs and develop recommendations on enhancing transit connections in these areas.</p> <p>Annual update of the HART TDP, 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>Follow up on Bus Stop Assessment project.</p> <p>Research peer cities and best practices, review local conditions, and develop long-range transit strategies.</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>Transit studies to support economic development (As needed through June 2024)</p> <p>HART Bus Stop Assessment Project Follow Up (As needed through June 2024)</p>
<p>Provide information and analyses as needed or requested by members of TPO Board and Hillsborough County Commission.</p>	<p>Provide information and analyses as needed or requested by members of TPO Board and Hillsborough County Commission. (As needed through June 2024)</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>Conduct and support research on impacts of automated technology on transit operations and planning (As needed through June 2024)</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>Coordinate to improve mobility with various service providers (As needed through June 2024)</p>
<p>Provide learning opportunities for high school, undergraduate, and graduate students through experience with planning projects.</p>	<p>Internships & fellowships where appropriate through June 2024</p>
<p>Training/meeting/conference/ participation that is reasonable, necessary, and allocable to the transportation planning process.</p>	<p>As Needed through June 2024</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, TBARTA, Hillsborough County & Public Works, and TMOs.

Transportation Disadvantaged and Health & Equity Planning

PURPOSE: Identify transportation disadvantaged populations and their travel needs and monitor the Hillsborough County Transportation Disadvantaged Program. Assess the level of unmet needs and evaluate the performance of the Community Transportation Coordinator (CTC). Support the economic opportunities that the TD program brings to the local and regional economy. Conduct short-range coordinated transportation disadvantaged planning pursuant to Chapter 427, Florida Statutes and Rule Chapter 41-2, FAC.

Completed: Transportation Disadvantaged projects completed in the past UPWP cycle include a minor and major update to the Transportation Disadvantaged Service Plan, an evaluation of the Community Transportation Coordinator, staffing and supporting the TD Local Coordinating Board, review of the Annual Expenditures and Operating Reports, and review of Section 5310 applicants. Health and Equity Planning projects completed in the past UPWP cycle include the Plan Hillsborough Nondiscrimination and Equity Plan.

ONGOING ACTIVITIES
Annual Expenditures Report (annual)
Transportation Disadvantaged Service Plan (annual)
Annual Evaluation of the Community Transportation Coordinator (annual)
Review and evaluate requests for coordination contracts with the CTC (annual)
Priorities for Section 5310 and other transportation disadvantaged funds (annual)
Partnerships to improve community health (as needed)
Title VI and Nondiscrimination Plan (triennial)

REQUIRED ACTIVITY	END PRODUCT
Transportation Disadvantaged Service Plan (TDSP) annual updates. Collaborate with the Community Transportation Coordinator and the Local Coordinating Board.	Update TDSP (July 2022, July 2023) Annual Expenditures Report (July 2022, July 2023)
CTC Annual performance evaluation.	Annual Evaluation of CTC (February 2023, February 2024)
Maintain a local grievance process to assist in resolving complaints against the CTC	ROI analysis (February 2023)
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).	As needed through June 2024
Analyze the cumulative and indirect impacts of the LRTP to community health.	Community Health Impacts Assessment of 2045 LRTP (October 2022)
Title VI & Nondiscrimination Plan: Triennially update	Maintain Nondiscrimination and Equity Plan (Ongoing through June 2024)

Hillsborough Transportation Planning Organization

Review applications for transportation disadvantaged funding and recommend such funding to the Transportation Disadvantaged Coordinating Board (TDCB), TPO, FDOT, and Florida Commission for the Transportation Disadvantaged.	Priorities for state, federal and other transportation disadvantaged funds (Ongoing through June 2024)
With FDOT, Pinellas and Pasco TPOs, solicit and prioritize applications for FTA Section 5310 Elderly & Persons with Disabilities Program, in support of the Tri-County Access Plan.	As needed through June 2024
<p>Local Transportation Disadvantaged Program</p> <p>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>Study jobs/housing balance to provide local employment opportunities that may reduce overall commuting distances between residential and workplace locations.</p>	Update Regional Ride Guide (As needed through June 2024)
<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>	ADA Transition Plan (Ongoing June 2023, June 2024)
Sponsor Transportation Disadvantaged events in the City of Tampa, Temple Terrace, Plant City, and Unincorporated Hillsborough County, including Legislative Day in Tallahassee.	Sponsor Transportation Disadvantaged events in the City of Tampa, Temple Terrace, Plant City, and Unincorporated Hillsborough County. (As needed through June 2024)
Provide staff support to the Local Coordinating Board, TDCB, and its subcommittees including public notices and advertising as required.	Provide staff support to the Local Coordinating Board, TDCB (As needed through June 2024)
Monitor state and federal legislation pertaining to the transportation disadvantaged population.	Monitor state and federal legislation pertaining to the transportation disadvantaged population. (As needed through June 2024)
Work with the Dept. of Health, Children's Board, and other partners to study, develop informational materials and projects and assist with addressing transportation issues that impact public health.	<p>Coordinate & Assist Coalition of Community Gardens (As needed through June 2024)</p> <p>Update and incorporate Community Health Atlas data into TPO consolidated data base (Ongoing through June 2024)</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.	Explore opportunities for augmenting transportation disadvantaged services (As needed through June 2024)
Provide learning opportunities for high school, undergraduate, and graduate students through experience with planning projects.	Learning opportunities for students through experience with planning

Hillsborough Transportation Planning Organization

	projects. (As needed through June 2024)
Training/meeting/conference/ participation that is reasonable, necessary, and allocable to the transportation planning process.	Transportation Disadvantaged Day in Tallahassee (February 2023)

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

Corridor, Sub-Area, and Environmental Studies

PURPOSE: Identify policies and improvements addressing multi modal transportation objectives within major corridors and sub-areas. Analyze problems and opportunities that relate to creating an efficient transportation system. Issues include major investment planning, policy development, multi-modal transportation systems, congestion management, safety, access management, adverse impacts, land use, aesthetics, and urban design. Coordination of studies with multiple stakeholders and agencies. Participate, in the state’s ETDM process.

Completed:

ONGOING ACTIVITIES
Support for PD&E studies, district, community, neighborhood plans, other environmental assessments and alternatives analyses for corridors and sub-areas.
Assistance to local agencies and organizations in entering projects in the on-line screening tool for Environmental Technical Advisory Team (ETAT) review and the Area of Interest Analysis (AOI) Tool.
Participation in the statewide ETAT review of potential projects.

REQUIRED ACTIVITY	END PRODUCT
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 Florida Strawberry Festival Area, and the I-275 Conversion Concept	Study complex transportation and land use alternatives. (As needed through June 2024)
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 and other topics as needed to balance competing priorities for a community-supported multi-modal system.	Focused studies related to urban design, TOD, ROW preservation, integration of modes, strengthening economic development areas, & other topics, to balance competing priorities (As Needed through June 2024)

Hillsborough Transportation Planning Organization

	Electric Vehicle Facility Needs including Charging Stations (June, 2024)
Work cooperatively with local governments, FDOT and project stakeholders on the implementation of study recommendations (e.g.).	Participate in managed lanes studies and Interchange Justification or Modification Reports (As needed through June 2024.)
Hold public meetings and initiating outreach activities to engage the public in the study recommendations.	Hold public meetings and initiating outreach activities to engage the public in the study recommendations. (As needed through June 2024)
Support the implementation, and refinement of previous TPO corridor and sub-area studies.	Support the implementation, and refinement of previous TPO corridor and sub-area studies. (As needed through June 2024)
<p>Local / State Agency studies</p> <p>Participate in PD&E and other environmental/alternatives analyses, and other feasibility studies.</p> <p>Conduct research, analysis, outreach and/or other tasks in support of the studies, as needed.</p> <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>Recommendations derived from sub-area and corridor plans for projects to be considered in the update of the LRTP and/or TIP (Ongoing through June 2024)</p> <p>Updated data to support GIS analysis (Ongoing through June 2024)</p> <p>Comments and responses to ETAT comments regarding candidate projects (Ongoing through June 2024)</p> <p>Research, analysis, outreach, and other tasks in support of sub-area, focused area, and corridor studies by others (Ongoing through June 2024)</p> <p>Plant City Southeast Master Plan or other planning. (Ongoing through June, 2023 – June 2024)</p> <p>Temple Terrace Multi Modal District Planning or Other Planning (As needed through June 2024)</p>
Ensure that the planning process addresses the equitable distribution of mobility benefits among all users and stakeholders across transportation modes.	Ensure that the planning process has equitable distribution of mobility benefits among all users and modes. (As needed through June 2024)
Ensure that recommended improvements minimize or mitigate potential adverse environmental and health impacts including stormwater, air quality, noise, and other impacts.	Ensure that recommended improvements minimize or mitigate potential adverse environmental

Hillsborough Transportation Planning Organization

	and health impacts (As needed through June 2024)
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.	Conduct research with transportation partners and non-traditional partners to enhance travel and tourism in support of economic development. (As needed through June 2024)
Provide data and participate in the state's Efficient Transportation Decision Making (ETDM) process to obtain feedback from federal and state environmental resource and permitting agencies on potential direct and indirect impacts of potential projects.	Provide data and participate in the state's Efficient Transportation Decision Making (ETDM) process (As needed through June 2024)
Provide learning opportunities for high school, undergraduate, and graduate students through experience with planning projects.	Internships & fellowships where appropriate through June 2024
Apply for grants as appropriate	As needed through June 2024
Training/meeting/conference/ participation that is reasonable, necessary, and allocable to the transportation planning process.	As needed through June 2024

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, and other Transportation Authorities

Task 3 Long Range Transportation Plan and Data Monitoring

PURPOSE: Maintain and implement the 2045 Long Range Transportation Plan (LRTP) and begin update for 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: Data Analytics Portal, Traffic Counts – Hillsborough County (2020), Traffic Counts – City of Tampa (2021) – Base year LRTP socio-economic data based on 2020 census

ONGOING ACTIVITIES
Validate Tampa Bay Regional Planning Model (As needed)
Enhancements to the Tampa Bay Regional Planning Model (As needed)
Update bus routes and stops in GIS database (As needed)
Inventory of bicycle and sidewalk facilities on major road network (As needed)
Updates to motorized and non-motorized transportation data (As needed)

Hillsborough Transportation Planning Organization

Collection and review of law enforcement crash data reports (As needed)
ITS data collection and analysis (As needed)
Update methodology & software database used to develop and maintain socioeconomic data (As needed)
Participate with FDOT District 7 in surveys of travel behavior patterns and characteristics.
Database monitoring and ad-hoc reporting (As needed)
Amend the current 2045 LRTP (As needed)
Conduct technical studies (As needed)
Traffic Counts (As needed)
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 (As needed)

REQUIRED ACTIVITY	END PRODUCT
<p>Data Collection, Updates, Research, and Baseline Conditions</p> <p>Compile data on conditions on the major road network</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 data sharing among regional and local partners, updating Web Traffic Count System on the TPO website.</p> <p>Update data from urbanized area and roadway functional classifications into database, based on 2020 census.</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>Update inventories of existing sidewalk and bikeway facilities, as needed.</p>	<p>Equity Needs Assessment (Ongoing through 2024))</p> <p>Expand on Data Platform for performance monitoring and Project Evaluation (Ongoing through 2024)</p> <p>Produce technical manual to document work instructions for producing MMLOS reports (As needed through June 2024)</p> <p>Database Support, Data Platform for Performance Monitoring and Project Evaluation (June 2023)</p> <p>Database enhancements to forecast crash and travel time reliability performance (ongoing through June, 2024)</p> <p>Amendments to the adopted 2045 LRTP (Ongoing through June 2024)</p> <p>Update technical memoranda to support LRTP decision-making (As needed through June 2024)</p> <p>TBRPM inputs to support corridor or sub-area studies (Ongoing through 2024), including:</p> <p>Updated highway and transit model networks for 2020 base year, 2024 Existing + Committed, 2050 Needs, 2050 and 2040 Interim Cost-Feasible scenarios</p>

Hillsborough Transportation Planning Organization

<p>Collect and analyze data on bicycle and pedestrian counts, crashes congestion and reliability, and multi-modal level of service, as needed, to support planning studies.</p> <p>Collect and summarize traffic count data as requested by local governments.</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>Methods for new data analysis include use of secondary data, visual inspection of maps, aerials, and direct measurement.</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>Application of 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>Updated web-based traffic count system (As needed through June 2024)</p> <p>Updates to motorized and non-motorized transportation data (ongoing through June 2023)</p> <p>Updates and enhancements to transportation database for project planning, the regional transportation model, GIS, and tracking vehicle miles of travel (Ongoing through 2024)</p> <p>FTA Section 5305(d) will support tracking transit-related special generators and socio-economic factors (Ongoing through June 2024)</p> <p>Community Health Impacts of the 2045 LRTP (August 2023)</p> <p>Low-Cost Air Quality Monitoring Network (Ongoing through June 2024)</p> <p>Multi-modal counts (Ongoing through June, 2023)</p>
<p>National, State, Regional, and Local Coordination</p> <p>Coordinate to address the need for better transportation infrastructure to serve economic development and redevelopment areas.</p> <p>Compile data from local, regional, and state transit plans and GIS sources</p> <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>Enhancements to the Tampa Bay Regional Planning Model (Ongoing through June 2024)</p> <p>University of South Florida, Dept. of Urban Planning Fellowship Program (Ongoing through June 2024)</p> <p>Tables, charts, and maps illustrating current highway, freight, transit, bicycle, and pedestrian conditions (Ongoing through June 2024)</p> <p>Up-to-date land use/socioeconomic database consistent with development patterns and local comprehensive plans (As needed through June 2024)</p>

	<p>Updated socioeconomic data sets for TAZs in Hillsborough County to support travel demand modeling including 2020 base year estimates and projections through 2050. (Oct. 2023)</p> <p>Review of socioeconomic projections developed in cooperation with the TRT (Ongoing through June 2024)</p>
<p>Public Participation, Community, and Environment</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>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.</p> <p>Collaboration 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>Peer review with revisions to socio-economic datasets, as needed.</p> <p>Follow federal and state guidance for data collection, such as Environmental Justice and Title VI of the Civil Rights Act of 1964 compliance, the Statewide Planning and Research Program, Clean Air Act compliance monitoring, and Highway Performance Monitoring System.</p> <p>Comply with the Environmental Justice Executive Order by updating the demographic analysis of Hillsborough County to identify Communities of Concern.</p>	<p>Public Engagement Plan for 2050 LRTP Update (Dec. 2023)</p> <p>ETDM Reviews (As needed through June 2024)</p> <p>2050 LRTP Project Plan Oversight, needs assessments, revenue estimates, ACES scenarios, Goods Movt Needs, Safety reliability, Real Choices, Major Projects, State of Good Repair & Resilience, Cost Revenue Balancing and Document Production (Ongoing through June-2024)</p> <p>State of the System Report (As needed through June 2024)</p>

Hillsborough Transportation Planning Organization

<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>If the region becomes an air quality non-attainment area, use the latest software to determine and certify the conformity of the LRTP TIP with air quality standards and/or emissions budgets established in the State Implementation Plan (SIP).</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>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.</p> <p>Analysis of LRTP cumulative and indirect community health impacts</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 (May 2024)</p> <p>Acquire and pilot low-cost sensing air quality monitoring equipment in support of research with the University of South Florida and Hillsborough County EPC (Ongoing through June 2024)</p> <p>Draft 2050 LRTP document and collateral material (June 2024)</p>

Hillsborough Transportation Planning Organization

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 2024)
Training/meeting/conference/ participation that is reasonable, necessary, and allocable to the transportation planning process.	As needed through June 2024

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; Tampa Bay Area Regional Transit 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 MPO TIP, State TIP, and local Capital Improvement Programs. Develop approval priorities for the TIP documents.

Completed: MPO Project Priorities for TIP FY (2021 - 2022), approved TIP amendments during years 2019-2020 for Budget years (2021 - 2022), completed Federal Obligations Reports FY 20 & FY 21, and TIP public hearing (2021 & 2022)

ONGOING ACTIVITIES

Maintain and update citizen-friendly online TIP viewer tool.

REQUIRED ACTIVITY	END PRODUCT
<p>Work with partner agencies to solicit and develop a list of priority projects including: 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>Annual coordination of 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>TIPs for the next fiscal years, including: TPO Priority List (August 2022, August 2023) and Final TIP document, including on-line viewer too (August 2022, August 2023)</p> <p>Draft and Final TIP document, including interactive TIP project viewer map (FY2023 - 2024)</p>

Hillsborough Transportation Planning Organization

<p>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 2024)</p>
<p>Annual coordination with agencies and local government consolidate 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 plans and TIPS</p>	<p>Develop a tentative and final five-year multi-modal TIP (FY2023-2024)</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>Initiate and process TIP amendments (As needed through June 2024)</p> <p>Amendments to the currently adopted five-year TIP (As needed through June 2024)</p> <p>Air Quality Conformity Determination Report (As needed through June 2024)</p>
<p>Review TIP for consistency and coordination with:</p> <p>Comprehensive Plans Local and State Work Programs PD&E, Sub-Area, and Corridor Studies ITS Planning (Refer to Task 2.1) Federal & State MPO certification comments Federal Air Quality requirements for non-attainment areas</p>	<p>Review TIP for consistency and coordination with the listed plans, programs, and studies (As needed through June 2024)</p>
<p>Ensure TIP addresses performance targets set to comply with federal and state guidance</p>	<p>Ensure TIP addresses performance targets set to comply with federal and state guidance (Throughout June 2024)</p>
<p>Annual coordination between FDOT and HART</p>	<p>Develop Federal Obligation Report (June 2024)</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 2023 and June 2024)</p>
<p>Integrate the web-based TIP with online project viewer and mapping tool for enhanced public accessibility and stakeholder feedback</p>	<p>Integrate web-based TIP with online project viewer and mapping tool. (As needed through June 2024)</p>
<p>Training/meeting/conference/ participation that is reasonable, necessary, and allocable to the transportation planning process.</p>	<p>As needed through June 2024</p>

Hillsborough Transportation Planning Organization

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 (2021,2022), 70+ annual advisory committees meetings and TPO public hearings. Six regular meetings and one public hearing of the TDCB (2021-2022). USF Student Fellowship Program (Annually) and public participation measures of effectiveness report and amendment to Public Participation Plan (2021-2022).

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 Committee Members to maintain rosters and quorums

REQUIRED ACTIVITY	END PRODUCT
Organize, prepare materials, resolutions, and compile packets for advisory committees, TDCB, Planning Commission and TPO Board.	TPO Annual Report and Calendar (December 2022, December 2023), Multi-Use Trail Map (As needed through June 2024), Ride Guide (As needed through June 2024)

	<p>Monthly meeting agendas, informational materials, and draft documents for regularly scheduled meetings of the TPO and its committees (Ongoing through June 2024)</p>
<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>Public notices, advertisements, and other multi-media tools for public Ongoing through June 2024)</p> <p>meetings, workshops, hearings, and other TPO communications (Ongoing through June 2024)</p> <p>Complete public record of decisions and discussion, including minutes of all board and committee meetings (Ongoing through June 2024)</p> <p>Responses to and tracking of public information requests (Ongoing through June 2024)</p>
<p>Ensure compliance with applicable laws, rules, and procedures when conducting meetings and board and committee business.</p> <p>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 (July 2024)</p> <p>Public Participation Plan Review and Amendments (As needed through June 2024)</p> <p>Updated membership rosters, mailing lists, and bylaws (Ongoing through - June 2024)</p>
<p>Multiple ways to access TPO Board meetings and provided information</p> <p>TPO Website updates: Continue posting meeting calendar, agendas, agenda packets, minutes, and other meeting materials.</p> <p>Government access television coverage of TPO Board Meetings</p> <p>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 2024)</p> <p>Fund a limited number of door-to-door trips for persons with disabilities to TDCB and TPO events. (As needed through June 2024)</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>Connections to Tomorrow eNews (Ongoing through June 2024)</p>

Hillsborough Transportation Planning Organization

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.	Continuously update mailing lists (Ongoing through June 2024)
Solicit and orient new TPO, advisory committee and TDCB members.	Solicit and orient new TPO, advisory committee and TDCB members. (As needed through June 2024)
<p>Public Consultation and Engagement through:</p> <p>meetings, presentations to community groups, public events, surveys and questionnaires, and other means to:</p> <p>elicit equity impacts of transportation plans and projects.</p> <p>Conducting 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>Responses to requests for speakers associated with LRTP update and other TPO plans and studies (Ongoing through June 2024)</p> <p>Use demographic data to identify key population groups with a stake in transportation planning decisions, and target information and involvement efforts to key audiences. (Ongoing through June, 2024)</p> <p>2050 LRTP Plan: Public Engagement (June 2024)</p>
<p>ADA compliance with public access</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>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 2024)</p>
<p>Disseminate technical information and interpret transportation plans:</p> <p>for citizens, public agencies, consultants, elected and appointed officials and boards</p> <p>Create plain language summaries, brochures, displays, and other collateral materials foster comprehension.</p>	<p>TPO Annual Report Produce TPO annual calendar (January 2023, January 2024)</p> <p>Support State Rail Priorities (Ongoing through June, 2024)</p>
Use large type and high contrast for printed materials about the transportation disadvantaged program.	Use large type and high contrast for printed materials about the transportation disadvantaged program. (As needed through June 2024)
Provide student learning opportunities (high school, undergraduate, and graduate) to provide experience with planning projects.	University of South Florida, Dept. of Urban Planning Fellowship Program (Ongoing through June 2024)
Training/meeting/conference/ participation that is reasonable, necessary, and allocable to the transportation planning process.	As needed through June 2024

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.

Hillsborough Transportation Planning Organization

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: In FYs 2021 and 2022, the MPO participated in the development of the 2045 Regional Long Range Transportation Plan executive summary publication, as well as a new brand and website to provide public information, and updates of project priorities for funding.

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	Ongoing through June 2024
Provide input to the Florida Transportation Commission and legislature on issues affecting the West Central Florida area	As needed through June 2024
<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. (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: includes Regional TRIP Priorities and Regional Multiuse Trail Priorities (Annual by June 2023 and June 2024)</p> <p>Interlocal Agreement for Regional Planning & Coordination in West Central Florida SCTPA operating procedures (As needed through June 2024)</p> <p>SCTPA conflict resolution process (As needed through June 2024)</p> <p>Regional SharePoint Site (Ongoing through June 2024)</p> <p>TMA meetings (quarterly through June 2024) and SCTPA meetings (biannual through June 2024),</p>

Hillsborough Transportation Planning Organization

	including public notice, virtual and in-person access, minutes, video archive, and more (Ongoing through June 2024)
<p>Support regional transit planning and transportation disadvantaged planning Coordinate with TBARTA, FDOT, Community Transportation Coordinators and local transit agencies.</p>	<p>Regional Transit Needs Assessment for 2050 Long Range Transportation Plan (Ongoing through June 2024)</p> <p>Transportation Disadvantaged (TD) Tampa Bay program (Ongoing through June 2024)</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 2024)</p>
<p>Regional LRTP</p> <p>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 2024)</p> <p>Regional LRTP (Ongoing through June 2024)</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 2024)</p>
<p>Coordination with regional & statewide partner planning efforts includes: 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>Consistency in regional, statewide, and local plans (As needed through June 2024)</p>
<p>Coordinate with and support: Florida MPO Advisory Council on rail and planning priorities</p> <p>Scenic Highway Corridor Management entities for the Courtney-Campbell Causeway and Suncoast Parkway</p> <p>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>Regional rideshare and vanpool program planning with TBARTA and transportation management organizations</p> <p>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>TMA Leadership Group Priorities (Ongoing through June 2024)</p> <p>SCTPA Regional Transportation Priority Projects (Ongoing through June 2024)</p> <p>Regional Multiuse Trail Priorities (Ongoing through June 2024)</p> <p>Tri-county bicycle and pedestrian planning (Ongoing through June 2024)</p> <p>Support Regional rideshare, vanpool program and TD Tampa Bay</p>

Hillsborough Transportation Planning Organization

Provide a forum to ensure products, processes and activities are consistent with coordinating TPOs, and corresponding support for these efforts.	program (As needed through June 2024) Regional and statewide modeling (Ongoing through June 2024)
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 Support the air quality planning process and monitoring of mobile source emissions	Interagency Coordination Agreement for air quality planning (As needed through June 2024)
Maintain the congestion management process (CMP) and database including supporting multi-county CMP initiatives and corridor studies	CMP (Ongoing through June 2024)
Regional Public Engagement Include implementation strategies from the regional PPP, updating the regional PPP as necessary Integrating regional perspectives in local community presentations Review effectiveness of regional public involvement process	Regional public engagement Plan for the 2050 LRTP (Ongoing through June 2024)
Regional Planning Task(s) Develop and support regional UPWP tasks. 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. 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.	SCTPA regional task planning (As needed through June 2024)
Conduct a regional assessment of mobility, safety, and resilience needs, in advance of the development of the 2050 Long Range Transportation Plans	Regional Mobility Needs Assessment (Summer 2023) Regional Resilience Needs Assessment (Summer 2023)
Training/meeting/conference/ participation that is reasonable, necessary, and allocable to the transportation planning process.	As needed through June 2024

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 – 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 Long Range Transportation Plan Summary Publication

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

REQUIRED ACTIVITY	END PRODUCT
Regional LRTP	
Conduct a regional assessment of mobility, safety, and resilience needs, in advance of the development of the 2050 Long Range Transportation Plans	Regional Needs Assessment (June 2024)
Produce and create content materials, presentations, website, graphics and assist in administration of SCTPA.	Social Media content production, website maintenance and creation (ongoing through June 2024)

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 2: TASK 1 FY23-24 BUDGET TABLE

Task 1 Transportation Planning Management							
2023							
Funding Source	FHWA			FTA 5305(d)			FY 2023 Total
Contract Number	G2773		G2259				
Source Level	PL	Total	Federal	Local	Total		
Personnel (salary and benefits)	\$ 440,727	\$ 440,727	\$ 6,517	\$ 717	\$ 7,234	\$ 447,961	
Travel	\$ 18,000	\$ 18,000	\$ -	\$ -	\$ -	\$ 18,000	
Direct Expenses	\$ 13,800	\$ 13,800	\$ -	\$ -	\$ -	\$ 13,800	
Indirect Expenses	\$ 48,903	\$ 48,903	\$ 724	\$ 70	\$ 794	\$ 49,697	
Supplies	\$ 16,500	\$ 16,500	\$ -	\$ -	\$ -	\$ 16,500	
2023 Totals	\$ 537,930	\$ 537,930	\$ 7,241	\$ 787	\$ 8,028	\$ 545,958	
2024							
Funding Source	FHWA			FTA 5305(d)			FY 2024 Total
Contract Number	G2773		G2259				
Source	PL	Total			Total		
Personnel (salary and benefits)	\$ 332,024	\$ 332,024	\$ -	\$ -	\$ -	\$ 332,024	
Travel	\$ 11,636	\$ 11,636	\$ -	\$ -	\$ -	\$ 11,636	
Direct Expenses	\$ 13,800	\$ 13,800	\$ -	\$ -	\$ -	\$ 13,800	
Indirect Expenses	\$ 37,396	\$ 37,396	\$ -	\$ -	\$ -	\$ 37,396	
Supplies	\$ 16,500	\$ 16,500	\$ -	\$ -	\$ -	\$ 16,500	
2024 Totals	\$ 411,356	\$ 411,356	\$ -	\$ -	\$ -	\$ 411,356	
	FY 2023 & 2024 TOTAL						
Personnel (salary and benefits)	\$ 779,985						
Travel	\$ 29,636						
Direct Expenses	\$ 27,600						
Indirect Expenses	\$ 87,093						
Supplies	\$ 33,000						
Total	\$ 957,314						

TABLE 3: TASK 2 FY23-24 BUDGET TABLE

Task 2 System and Corridor Planning									
2023									
Funding Source	FHWA			FTA 5305(d)			CTD		FY 2023 Total
Contract Number	G2773			G2259					
Source Level	PL	SU	Total	Federal	Local	Total	State	Total	
Personnel (salary and benefits)	\$ 423,584	\$ -	\$ 423,584	\$ 26,125	\$ 2,875	\$ 29,000	\$ 45,905	\$ 45,905	\$ 498,489
Consultant	\$ 364,079	\$ 216,818	\$ 580,897	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 580,897
Direct Expenses	\$ 12,600	\$ -	\$ 12,600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,600
Indirect Expenses	\$ 80,027	\$ 21,682	\$ 101,709	\$ 2,903	\$ 319	\$ 3,222	\$ 4,591	\$ 4,591	\$ 109,522
2023 Totals	\$ 880,290	\$ 238,500	\$ 1,118,790	\$ 29,028	\$ 3,194	\$ 32,222	\$ 50,496	\$ 50,496	\$ 1,201,508
2024									
Funding Source	FHWA			FTA 5305(d)			CTD		FY 2024 Total
Contract Number	G2773			G2259					
Source	PL	SU	Total			Total	State	Total	
Personnel (salary and benefits)	\$ 275,158	\$ -	\$ 275,158	\$ -	\$ -	\$ -	\$ 52,873	\$ 52,873	\$ 328,031
Consultant	\$ 58,636	\$ 100,000	\$ 158,636	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 158,636
Direct Expenses	\$ 12,600	\$ -	\$ 12,600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,600
Indirect Expenses	\$ 34,640	\$ 10,000	\$ 44,640	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 44,640
2024 Totals	\$ 381,034	\$ 110,000	\$ 491,034	\$ -	\$ -	\$ -	\$ 52,873	\$ 52,873	\$ 543,907
*Notes: De-obligated FY 22 SU Task 2 \$95,000 and PL \$50,170									
	FY 2023 & 2024 TOTAL								
Personnel (salary and benefits)	\$		826,520						
Consultant	\$		739,533						
Direct Expenses	\$		25,200						
Indirect Expenses	\$		154,162						
Total	\$		1,745,415						

Table 4: Task 3 FY23-24 Budget Table

Task 3 Long Range Transportation Plan and Data Monitoring										
2023										
Funding Source	FHWA				FTA 5305(d)			Federal Other		FY 2023 Total
Contract Number	G2773				G2259					
Source Level	PL	SU	STIC	Total	Federal	Local	Total	Federal	Total	
Personnel (salary and benefits)	\$ 361,545	\$ -	\$ -	\$ 361,545	\$ 33,264	\$ 3,659	\$ 36,923	\$ -	\$ -	\$ 398,468
Consultant	\$ 166,182	\$ 342,273	\$ -	\$ 508,455	\$ -	\$ -	\$ -	\$ 388,375	\$ 388,375	\$ 896,830
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Indirect Expenses	\$ 52,773	\$ 34,227	\$ -	\$ 87,000	\$ 3,696	\$ 407	\$ 4,103	\$ -	\$ -	\$ 91,103
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2023 Totals	\$ 580,500	\$ 376,500	\$ -	\$ 957,000	\$ 36,960	\$ 4,066	\$ 41,026	\$ 388,375	\$ 388,375	\$ 1,386,401
2024										
Funding Source	FHWA				FTA 5305(d)					FY 2024 Total
Contract Number	G2773				G2259					
Source	PL	SU	STIC	Total			Total		Total	
Personnel (salary and benefits)	\$ 350,221	\$ -	\$ -	\$ 350,221	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350,221
Consultant	\$ 54,893	\$ 409,248	\$ 53,500	\$ 517,641	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 517,641
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Expenses	\$ -	\$ -	\$ 34,500	\$ 34,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 34,500
Indirect Expenses	\$ 40,511	\$ 40,924	\$ -	\$ 81,435	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 81,435
2024 Totals	\$ 445,625	\$ 450,172	\$ 88,000	\$ 983,797	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 983,797
*Notes: De-obligated FY 22 SU Task 3 \$50,000 and PL \$0										
	FY 2023 & 2024 TOTAL									
Personnel (salary and benefits)	\$	748,689								
Consultant	\$	1,414,471								
Indirect Expenses	\$	172,538								
Total	\$	2,370,198								

TABLE 5: TASK 4 FY23-24 BUDGET TABLE

Task 4 Transportation Improvement Program							
2023							
Funding Source	FHWA			FTA 5305(d)			FY 2023 Total
Contract Number	G2773			G2259			
Source Level	PL	SU	Total	Federal	Local	Total	
Personnel (salary and benefits)	\$ 102,500	\$ -	\$ 102,500	\$ 24,965	\$ 2,746	\$ 27,711	\$ 130,211
Indirect Expenses	\$ 10,250	\$ -	\$ 10,250	\$ 2,774	\$ 305	\$ 3,079	\$ 13,329
2023 Totals	\$ 112,750	\$ -	\$ 112,750	\$ 27,739	\$ 3,051	\$ 30,790	\$ 143,540
2024							
Funding Source	FHWA			FTA 5305(d)			FY 2024 Total
Contract Number	G2773			G2259			
Source	PL	SU	Total			Total	
Personnel (salary and benefits)	\$ 111,988	\$ -	\$ 111,988	\$ -	\$ -	\$ -	\$ 111,988
Indirect Expenses	\$ 11,199	\$ -	\$ 11,199	\$ -	\$ -	\$ -	\$ 11,199
2024 Totals	\$ 123,187	\$ -	\$ 123,187	\$ -	\$ -	\$ -	\$ 123,187

TABLE 6: TASK 5 FY23-24 BUDGET TABLE

Task 5 Public Participation							
2023							
Funding Source	FHWA			FTA 5305(d)			FY 2023 Total
Contract Number	G2773			G2259			
Source Level	PL	SU	Total	Federal	Local	Total	
Personnel (salary and benefits)	\$ 418,616	\$ -	\$ 418,616	\$ 77,023	\$ 8,472	\$ 85,495	\$ 504,111
Direct Expenses	\$ 26,000	\$ -	\$ 26,000	\$ -	\$ -	\$ -	\$ 26,000
Indirect Expenses	\$ 44,461	\$ -	\$ 44,461	\$ 8,558	\$ 941	\$ 9,499	\$ 53,960
2023 Totals	\$ 489,077	\$ -	\$ 489,077	\$ 85,581	\$ 9,413	\$ 94,994	\$ 584,071
2024							
Funding Source	FHWA			FTA 5305(d)			FY 2024 Total
Contract Number	G2773			G2259			
Source	PL	SU	Total			Total	
Personnel (salary and benefits)	\$ 384,502	\$ -	\$ 384,502	\$ -	\$ -	\$ -	\$ 384,502
Consultant	\$ -	\$ 50,909	\$ 50,909	\$ -	\$ -	\$ -	\$ 50,909
Direct Expenses	\$ 30,182	\$ -	\$ 30,182	\$ -	\$ -	\$ -	\$ 30,182
Indirect Expenses	\$ 41,468	\$ 5,091	\$ 46,559	\$ -	\$ -	\$ -	\$ 46,559
2024 Totals	\$ 456,152	\$ 56,000	\$ 512,152	\$ -	\$ -	\$ -	\$ 512,152
FY 2023 & 2024 TOTAL							
Personnel (salary and benefits)	\$	888,613					
Consultant	\$	50,909					
Direct Expenses	\$	56,182					
Indirect Expenses	\$	100,519					
Total	\$	1,096,223					

TABLE 7: TASK 6 FY23-24 BUDGET TABLE

Task 6 Regional Coordination not requiring shared or transferred funds							
2023							
Funding Source	FHWA			FTA 5305(d)			FY 2023 Total
Contract Number	G2773			G2259			
Source Level	PL	SU	Total	Federal	Local	Total	
Personnel (salary and benefits)	\$ 128,546	\$ -	\$ 128,546	\$ 49,873	\$ 5,485	\$ 55,358	\$ 183,904
Consultant	\$ 31,728	\$ -	\$ 31,728	\$ -	\$ -	\$ -	\$ 31,728
Indirect Expenses	\$ 16,027	\$ -	\$ 16,027	\$ 5,541	\$ 610	\$ 6,151	\$ 22,178
2023 Totals	\$ 176,301	\$ -	\$ 176,301	\$ 55,414	\$ 6,095	\$ 61,509	\$ 237,810
2024							
Funding Source	FHWA			FTA 5305(d)			FY 2024 Total
Contract Number	G2773			G2259			
Source	PL	SU	Total			Total	
Personnel (salary and benefits)	\$ 151,790	\$ -	\$ 151,790	\$ -	\$ -	\$ -	\$ 151,790
Consultant	\$ -	\$ 30,000	\$ 30,000	\$ -	\$ -	\$ -	\$ 30,000
Indirect Expenses	\$ 15,179	\$ 3,000	\$ 18,179	\$ -	\$ -	\$ -	\$ 18,179
2024 Totals	\$ 166,969	\$ 33,000	\$ 199,969	\$ -	\$ -	\$ -	\$ 199,969
*Notes: De-obligated FY 22 SU Task 6 \$ 0 and PL \$5000							
	FY 2023 & 2024 TOTAL						
Personnel (salary and benefits)	\$		335,694				
Consultant	\$		61,728				
Indirect Expenses	\$		40,357				
Total	\$		437,779				

TABLE 8: TASK 7 – SCTPA SUPPORT AND SHARED TASK (NEW) FY23-24 BUDGET TABLE

SCTPA Support and Shared Task					
2023					
Funding Source	FHWA				FY 2023 Total
Contract Number	G2773				
Source Level	PL	SU	Other	Total	
Detail					
MPO Budget Reference					
Lookup Name	FHWA G2773	FHWA G2773	FHWA G2773	(FHWA G2773 (Total))	
Personnel (salary and benefits)				\$ -	\$ -
Personnel (salary and benefits)	\$ -	\$ -	\$ -	\$ -	\$ -
Consultant					
	\$ 10,000			\$ 10,000	\$ 10,000
				\$ -	\$ -
Consultant Subtotal	\$ 10,000	\$ -	\$ -	\$ 10,000	\$ 10,000
Travel					
				\$ -	\$ -
Travel Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Expenses					
				\$ -	\$ -
Direct Expenses Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Indirect Expenses					
				\$ -	\$ -
				\$ -	\$ -
Indirect Expenses Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies					
				\$ -	\$ -
Supplies Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment					
				\$ -	\$ -
Equipment Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 10,000	\$ -	\$ -	\$ 10,000	\$ 10,000

2024					
Funding Source	FHWA				FY 2024 Total
Contract Number	G2773				
Source Level	PL	SU	Other	Total	
Detail					
MPO Budget Reference					
Lookup Name	FHWA G2773	FHWA G2773	FHWA G2773	(FHWA G2773 (Total))	
Personnel (salary and benefits)				\$ -	\$ -
Personnel (salary and benefits)	\$ -	\$ -	\$ -	\$ -	\$ -
Consultant					
	\$ 5,000			\$ 5,000	\$ 5,000
				\$ -	\$ -
Consultant Subtotal	\$ 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

SCTPA Support and Shared Task Detailed Breakdown					
2023					
Funding Source	Transfer from		FHWA		FY 2023
Source Level			PL	Total	Total
Regional LRTP					
<i>Lead Agency:</i>	Forward Pinellas	No	\$ 10,000	\$ 10,000	\$ 10,000
<i>(Other contributing Agencies)</i>	Hillsborough	Yes	\$ 10,000	\$ 10,000	\$ 10,000
	Hernando Citrus	Yes	\$ 10,000	\$ 10,000	\$ 10,000
	Pasco MPO	Yes	\$ 10,000	\$ 10,000	\$ 10,000
	Polk County MPO	Yes	\$ 10,000	\$ 10,000	\$ 10,000
	Sarasota Manatee	Yes	\$ 10,000	\$ 10,000	\$ 10,000
Regional LRTP Subtotal			\$ 60,000	\$ 60,000	\$ 60,000
Total			\$ 60,000	\$ 60,000	\$ 60,000
2024					
Funding Source	Transfer from				FY 2024
Source Level			PL	Total	Total
Regional LRTP					
<i>Lead Agency:</i>	Forward Pinellas	No	\$ 5,000	\$ 5,000	\$ 5,000
<i>(Other contributing Agencies)</i>	Hillsborough	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 9: FUNDING SOURCE TABLE FY23-24

											Funding Source	
Contract	Funding Source	Source Level	2023	2024	FY 2023 Funding Source				FY 2024 Funding Source			
					Soft Match	Federal	State	Local	Soft Match	Federal	State	
	CTD	State	\$ 50,496	\$ 52,873	\$ -	\$ -	\$ 50,496.00	\$ -	\$ -	\$ -	\$ 52,873.00	
		CTD TOTAL	\$ 50,496	\$ 52,873	\$ -	\$ -	\$ 50,496	\$ -	\$ -	\$ -	\$ 52,873	
	Federal	Federal	\$ 388,375	\$ -	\$ -	\$ 388,375.00	\$ -	\$ -	\$ -	\$ -	\$ -	
	Other	Federal Other TOTAL	\$ 388,375	\$ -	\$ -	\$ 388,375	\$ -	\$ -	\$ -	\$ -	\$ -	
G2773	FHWA	Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
		PL	\$ 2,786,848	\$ 1,989,323	\$ 614,650.84	\$ 2,786,848.00	\$ -	\$ -	\$ 438,753.41	\$ 1,989,323.00	\$ -	
		STIC	\$ -	\$ 88,000	\$ -	\$ -	\$ -	\$ -	\$ 19,408.76	\$ 88,000.00	\$ -	
		SU	\$ 615,000	\$ 649,172	\$ 135,640.79	\$ 615,000.00	\$ -	\$ -	\$ 143,177.57	\$ 649,172.00	\$ -	
		FHWA G2773 TOTAL	\$ 3,401,848	\$ 2,726,495	\$ 750,292	\$ 3,401,848	\$ -	\$ -	\$ 601,340	\$ 2,726,495	\$ -	
G2259	FTA 5305(d)	Federal	\$ 241,963	\$ -	\$ -	\$ 241,963.00	\$ -	\$ -	\$ -	\$ -	\$ -	
		Local	\$ 26,606	\$ -	\$ -	\$ -	\$ -	\$ 26,606.00	\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
		FTA 5305(d) G2259 TOTAL	\$ 268,569	\$ -	\$ -	\$ 241,963	\$ -	\$ 26,606	\$ -	\$ -	\$ -	
TOTAL			\$ 4,109,288	\$ 2,779,368	\$ 750,292	\$ 4,032,186	\$ 50,496	\$ 26,606	\$ 601,340	\$ 2,726,495	\$ 52,873	

TABLE 10: AGENCY PARTICIPATION TABLE FY23-24

Agency Participation									
<i>Funding Source</i>	<i>CTD</i>		<i>Federal Other</i>		<i>FHWA G2773</i>		<i>FTA 5305(d) G2259</i>		
<i>Contract</i>									
<i>Fiscal Year</i>	2023	2024	2023	2024	2023	2024	2023	2024	
<i>Total Budget</i>	\$ 50,496	\$ 52,873	\$ 388,375	\$ -	\$ 3,401,848	\$ 2,726,495	\$ 268,569	\$ -	
Task 1 Transportation Planning Management									
Sub Total	\$ -	\$ -	\$ -	\$ -	\$ 537,930	\$ 411,356	\$ 8,028	\$ -	
Task 2 System and Corridor Planning									
Sub Total	\$ 50,496	\$ 52,873	\$ -	\$ -	\$ 1,118,790	\$ 491,034	\$ 32,222	\$ -	
Task 3 Long Range Transportation Plan and Data Monitoring									
Sub Total	\$ -	\$ -	\$ 388,375	\$ -	\$ 957,000	\$ 983,797	\$ 41,026	\$ -	
Task 4 Transportation Improvement Program									
Sub Total	\$ -	\$ -	\$ -	\$ -	\$ 112,750	\$ 123,187	\$ 30,790	\$ -	
Task 5 Public Participation									
Sub Total	\$ -	\$ -	\$ -	\$ -	\$ 489,077	\$ 512,152	\$ 94,994	\$ -	
Task 6 Regional Coordination not requiring shared or transferred funds									
Sub Total	\$ -	\$ -	\$ -	\$ -	\$ 176,301	\$ 199,969	\$ 61,509	\$ -	
Sub Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
SCTPA Support and Shared Task									
Sub Total	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ 5,000	\$ -	\$ -	
TOTAL PROGRAMMED	\$ 50,496	\$ 52,873	\$ 388,375	\$ -	\$ 3,401,848	\$ 2,726,495	\$ 268,569	\$ -	

Appendices

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


FTA SF 424

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

Hillsborough Transportation Planning Organization

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

Hillsborough Transportation Planning Organization

Application for Federal Assistance SF-424	
16. Congressional Districts Of:	
* a. Applicant	12,14
* b. Program/Project	
Attach an additional list of Program/Project Congressional Districts if needed.	
<input type="text"/> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>	
17. Proposed Project:	
* a. Start Date:	07/01/2021
* b. End Date:	06/30/2022
18. Estimated Funding (\$):	
* a. Federal	514,953,000.00
* b. Applicant	0.00
* c. State	0.00
* d. Local	0.00
* e. Other	0.00
* f. Program Income	0.00
* g. TOTAL	514,953,000.00
* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?	
<input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on <input type="text"/> .	
<input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review.	
<input checked="" type="checkbox"/> c. Program is not covered by E.O. 12372.	
* 20. Is the Applicant Delinquent On Any Federal Debt? (if "Yes," provide explanation in attachment)	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If "Yes", provide explanation and attach	
<input type="text"/> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>	
21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)	
<input checked="" type="checkbox"/> ** I AGREE	
** The list of certifications and assurances, or an Internet site where you may obtain this list, is contained in the announcement or agency specific instructions.	
Authorized Representative:	
Prefix:	Ms.
* First Name:	Elizabeth
Middle Name:	
* Last Name:	Alden
Suffix:	
* Title:	Executive Director
* Telephone Number:	813-272-5940
Fax Number:	813-301-7172
* Email:	aldenb@plancom.org
* Signature of Authorized Representative:	DocuSigned by: 
* Date Signed:	10/13/2021

6C119FD111E9454...

FEDERAL FISCAL YEAR 2021 CERTIFICATIONS AND ASSURANCES FOR FTA ASSISTANCE PROGRAMS

(Signature pages alternate to providing Certifications and Assurances in TRAMS.) Name of Applicant: Hillsborough County Metropolitan Planning Organization.

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

Or,

The Applicant certifies to the applicable provisions of the categories it has selected:

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

FEDERAL FISCAL YEAR 2021 FTA CERTIFICATIONS AND ASSURANCES SIGNATURE PAGE
(Required of all Applicants for federal assistance to be awarded by FTA in FY 2021)

AFFIRMATION OF APPLICANT

Name of the Applicant: Hillsborough County Metropolitan Planning Organization

BY SIGNING BELOW, on behalf of the Applicant, I declare that it has duly authorized me to make these Certifications and Assurances and bind its compliance. Thus, it agrees to comply with all federal laws, regulations, and requirements, follow applicable federal guidance, and comply with the Certifications and Assurances as indicated on the foregoing page applicable to each application its Authorized Representative makes to the Federal Transit Administration (FTA) in federal fiscal year 2021, irrespective of whether the individual that acted on his or her Applicant's behalf continues to represent it.

FTA intends that the Certifications and Assurances the Applicant selects on the other side of this document should apply to each Award for which it now seeks, or may later seek federal assistance to be awarded during federal fiscal year 2021.

The Applicant affirms the truthfulness and accuracy of the Certifications and Assurances it has selected in the statements submitted with this document and any other submission made to FTA, and acknowledges that the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. § 3801 *et seq.*, and implementing U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR part 31, apply to any certification, assurance or submission made to

Hillsborough Transportation Planning Organization

Certifications and Assurances

Fiscal Year 2021

FTA. The criminal provisions of 18 U.S.C. § 1001 apply to any certification, assurance, or submission made in connection with a federal public transportation program authorized by 49 U.S.C. chapter 53 or any other statute

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

Signature Beth Alden Date: 10/13/2021

Name Elizabeth Alden, Executive Director Authorized Representative of Applicant

AFFIRMATION OF APPLICANT'S ATTORNEY

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

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

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

DocuSigned by: Cameron Clark Date: 10/13/2021

Name Cameron Clark, TPO Attorney Attorney for Applicant


Each Applicant for federal assistance to be awarded by FTA must provide an Affirmation of Applicant's Attorney pertaining to the Applicant's legal capacity. The Applicant may enter its electronic signature in lieu of the Attorney's signature within TrAMS, provided the Applicant has on file and uploaded to TrAMS this hard-copy Affirmation, signed by the attorney and dated this federal fiscal year.



Transportation Disadvantaged Planning Grant Recipient Information

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	Amber Simmons	Phone Number <small>Format 111-111-1111</small>	813-547-3379
E-Mail Address [Required]	simmonsa@plancom.org		
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=aldenb@plancom.org

Signature of Grant Recipient Representative

5/11/23
Date

Name: Beth Alden
Title: Executive Director

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

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

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



Date

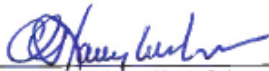
FLORIDA DEPARTMENT OF TRANSPORTATION
**UNIFIED PLANNING WORK PROGRAM (UPWP)
STATEMENTS AND ASSURANCES**

026-010-08
POLICY PLANNING
05/18

LOBBYING CERTIFICATION for GRANTS, LOANS and COOPERATIVE AGREEMENTS

In accordance with Section 1352 of Title 31, United States Code, it is the policy of the 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: Commissioner Harry Cohen
Title: MPO Chairman (or designee)

5/11/2022
Date

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

525-010-00
POLICY PLANNING
05/18

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



Date

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

525-010-08
POLICY PLANNING
05/16

APPENDICES A and E

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

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

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

525-010-08
POLICY PLANNING
05/18

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

Hillsborough 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, sub recipients and contractors to continually survey/assess the needs of eligible service populations in order to determine whether certain critical outreach materials should be translated into other languages.

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

There are several steps which can assist recipients in providing such oral assistance. They range from hiring bilingual staff or staff interpreters competent in the skill of interpreting, to contracting qualified outside in-person or telephonic interpreter services, to 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 the language assistance.

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

Maintaining Files

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

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

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

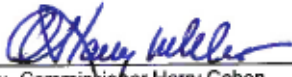
525-010-08
POLICY PLANNING
05/18

DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION

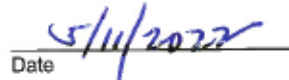
It is the policy of the Hillsborough County MPO that disadvantaged businesses, as defined by 49 Code of Federal Regulations, Part 26, shall have an opportunity to participate in the performance of MPO contracts in a nondiscriminatory environment. The objectives of the Disadvantaged Business Enterprise 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)



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 14.5% as of April 2022. 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 and Preliminary Draft UPWP

UPWP Review Process


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

- City of Plant City
- City of Tampa
- City of Temple Terrace
- Federal Aviation Administration
- Federal Highway Administration
- Federal Transit Administration
- Florida Department of Environmental Protection
- Florida Department of Transportation
- Hernando County MPO
- Hillsborough Area Regional Transit Authority
- Hillsborough County
- Hillsborough County Grants Administration Office
- Hillsborough County Aviation Authority
- Hillsborough County City-County Planning Commission
- Hillsborough County Environmental Protection Commission
- Pasco County MPO
- Pinellas County MPO
- Polk TPO
- Sarasota/Manatee MPO
- School District of Hillsborough County
- Tampa Bay Area Regional Transit Authority
- Seminole Tribe of Florida
- Tampa Bay Regional Planning Council
- Port Tampa Bay
- Tampa-Hillsborough Expressway Authority



Public Comments

FHWA Comments

 <p>Federal Highway Administration Florida Division Office 3500 Financial Plaza, Suite 400 Tallahassee, Florida 32312 (850) 552-2201 www.fhwa.dot.gov/fldiv</p>		<p>Federal Transit Administration Region 4 Office 230 Peachtree St. NW, Suite 1400 Atlanta, Georgia 30303 (404) 865-5600</p>	
Planning Comments –			
Document Name: Hillsborough TPO UPWP FY 2023-2024		MPO: Hillsborough TPO	
Date of Document: March 15, 2022	Date Received: March 15, 2022	Date Reviewed: March 23, and April 5, 2022	District: 7
Reviewed by Teresa Parker			

COMMENTS:

Page #	Comment Type	Comment Description	TPO Response
	Critical/Enh/Edit Critical	4th paragraph: CPG discussion. Please correct the narrative for the following: ““These funds are annually apportioned to FDOT as the direct recipient and allocated to the TPO by FDOT utilizing formulas approved coordinated by the MPOs, FDOT, and FHWA, and approved by FHWA and FTA in accordance with 23 CFR 420.109 and 49 U.S.C. Chapter 53. The FDOT is fulfilling the CPG’s required 18.07% non-federal share (match) using Transportation Development Toll Revenue Expenditures as credits for as a soft match as permitted by 23 CFR USC 120(j) and FTA C 8100.1D”	Pg. 21 The TPO corrected the text as instructed, to read, “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 18.07% non-federal share (match) using <u>Toll Revenue Expenditures</u> as credits for a soft match as permitted by 23 CFR USC 120(j) and FTA C 8100.1D”
Pages 36, 37, 38,39, 43-45...	Critical	What are the END PRODUCTS for Data Collection, Updates, Research, and Baseline Conditions, Bike/Ped/Livable Communities, Intermodal / Freight Planning / Goods Movement, Corridor, Sub-Area, and Environmental Studies? Please review the entire Draft UPWP and provide the end products and completion dates for all required activities for 2023. Example use: Ongoing through 2023 or 2024 or both...	The TPO has added end products and completion dates for all required activities for 2023

Hillsborough Transportation Planning Organization

Page 58	Critical	There are some inconsistencies regarding the Regional UPWP Task 7.1 SCTPA. The description and language should be identical to align with the Lead Agency of (Forward Pinellas MPO).	The TPO has changed the description and language to be identical with Forward Pinellas UPWP Regional Task.
	Critical	When submitting the final UPWP for approval, please include a copy of all the reviewing agencies' comments and how the MPO addressed each comment. This can be included as an appendix in the UPWP.	This is Included as part of Appendix E
Page. 66	Enhancement/Editorial	Table 8 Task 7 seems to be incomplete or is Pasco not participating (SCTPA)?	This was an oversight. Pasco has been added to task and task tables.
	Enhancement	Please include in the appropriate Task an activity to capture the MPO's activities to monitor and prepare for the release of 2020 U.S. Census results.	Task 3 LRTP and Data Collection Completed Activities.
	Enhancement	Acronyms add CPG	CPG added to acronyms
	Enhancement	New Federal Aid Project Number 0059- 060-M	New Federal Aid Project Number 0059-060-M added
	General	Please note that any equipment purchases equal to or greater than \$5,000 must have prior review and approval from FHWA unless the UPWP contains sufficient detailed information for this review. Currently as drafted, this UPWP does not and will require this information to be submitted to FHWA for approval.	Any equipment purchases that the TPO intends to make that has an individual price of \$5,000 or more will be included and submitted for prior review and approval from FHWA. Currently, no such items are being planned.
Appendix	General	Signed and approved resolution approving the final UPWP	Signed and approved resolution approving the final UPWP May 11, 2022
Appendix	General	Please include signed and approved cost analysis.	A signed and approved cost analysis will be included with the final document.
Appendix	General	Cost Allocation Plan and Certificate of Indirect Costs	Cost Allocation Plan and Certificate of Indirect Costs included in final document.
Appendix	General	All Agreements or Certifications including Debarment and Suspension, Contracts, Grants, and Cooperative Agreements, Title VI Nondiscrimination Policy Statement and Disadvantaged Business Enterprise (DBE) statements should be signed and dated and included in the final copy of the document.	All Agreements or Certifications including Debarment and Suspension, Contracts, Grants, and Cooperative Agreements, Title VI Nondiscrimination Policy Statement and Disadvantaged Business Enterprise (DBE) statements will be signed and dated and included in the final copy of the document.
	General	Please note that individual professional membership are unallowable and that all training/meeting/conference participation must be reasonable, necessary and allowable to the transportation planning process.	The TPO will not pay for individual professional memberships and all training/meeting/conference participation must be reasonable, necessary and allowable to the transportation planning process.



FDOT Comments



FLORIDA DEPARTMENT OF TRANSPORTATION
OFFICE OF POLICY PLANNING

2/2022 - v5

UNIFIED PLANNING WORK PROGRAM (UPWP) REVIEW CHECKLIST

MPO: *Hillsborough TPO*

UPWP Draft # or Date: *Board Approved
5/12/22*

Review #: *3*

Date of Review: *05/16/2022*

Reviewed By: *SM*

The following UPWP Review Checklist is provided to assist in the review of the MPO's UPWP. This Review Checklist is to be completed by the MPO Liaison and included in the UPWP Appendix.

Comments should be categorized as:

Editorial: Comments may be addressed by MPO, but would not affect approval of the document, i.e., grammatical, spelling, and other related errors.

Enhancement: Comments may be addressed by MPO, but would not affect approval of the document, i.e., improve the quality of the document and the understanding for the public (improving graphics, re-packaging of the document, use of plain language, reformatting for clarity, removing redundant language).

Critical: Comment MUST be addressed to meet minimum state and federal requirements to obtain approval. The reviewer must clearly identify the applicable state or federal policies, regulations, guidance, procedures, or statutes that the document does not conform with.

A space for comments for each section is provided at the bottom of each section.

UPWP Cover & Title Page

Does the cover or title page include the following information?

- MPO name, address, website? *Yes If yes, page number: 2*
- CFDA number (FHWA – PL & SU: 20.205, FTA 5305: 20.505)? *Yes If yes, page number: 2*
- Identification of agencies providing funds for the UPWP? *Yes If yes, page number: 2, 12*
- Financial Project Number (FPN) for each contract shown in UPWP? *Yes If yes, page number: 2*
- Federal Award Identification Number (FAIN) for FHWA contracts (or the Federal Aid Project Number [FAP])? *Yes if yes, page number: 2*
- Correct State Fiscal Years? *Yes If yes, page number: 1*
- Statement of nondiscrimination? *Yes If yes, page number: 2*
- DRAFT UPWP: Space for adoption date and revision dates? *Yes If yes, page number: 1*
- FINAL UPWP: Adoption date and space for revision dates? *Yes*

No comment

**Unified Planning Work Program (UPWP)
Review Checklist**

Required Content

Does the UPWP have the following information?

- Introduction? [Yes](#) If yes, page number: 12
- Organization and Management? [Yes](#) If yes, page number: 24
- UPWP Planning Task Pages? [Yes](#) If yes, page number: 28-59
- Funding Source Budget Table and Summary Budget Table? [Yes](#) If yes, page number: 60-70
- Definition of acronyms used in UPWP? [Yes](#) If yes, page number: 10-11
- District Planning Activities? [Yes](#) If yes, page number: 114-118
- Indirect Rate Approval (if required)? [Yes](#) If yes, page number: 21-22
 - Cost Allocation Plan and Certificate of Indirect Cost in an appendix? [Yes](#) If yes, page number: 79
- In TMAs, the MPO must identify and include cost estimates for transportation planning, research and technology transfer activities funded with other federal or state and/or local funds being conducted within the MPO area (this includes planning and feasibility studies by other entities) (23 CFR 420.111(e)). [Yes](#) If yes, page number: 58, 66
- DRAFT UPWP:
 - A place for the signed Resolution adopting the final UPWP? [Yes](#) If yes, page number: 7
 - A place for the draft Resolution to adopt Travel Policy if not using FDOT policy (if required)? [Not Applicable](#) If yes, page number: [Click or tap here to enter text.](#)
 - A place for the Cost Analysis Certification Statement? [Yes](#) If yes, page number: 9
 - A place for the FHWA Certifications and Assurances? [Yes](#) If yes, page number: 82-89
- FINAL UPWP:
 - The signed Resolution adopting the UPWP? [Yes](#)
 - The signed Resolution adopting the Travel Policy if not using FDOT policy (if required)? [Not Applicable](#)
 - The signed Cost Analysis Certification Statement? [Not Applicable](#)
 - The signed FHWA Certifications and Assurances? [Yes](#)
 - UPWP Comments? [Yes](#)
- Appendix to include items previously mentioned: Travel Policy (if required), Cost Allocation Plan and Certificate of Indirect Cost (if required), and UPWP Comments? [Yes](#)

[No comment](#)

Introduction

Does the introduction include the following elements?

- Definition and purpose of the UPWP? [Yes](#) If yes, page number: 12
- Overview of MPO's comprehensive transportation planning activities? [Yes](#) If yes, page number: 12
- Discussion of planning priorities, both MPO and local? [Yes](#) If yes, page number: 18, 22

Hillsborough Transportation Planning Organization

Unified Planning Work Program (UPWP) Review Checklist

- Statement of CPG participation: "The FDOT and the (insert organization name) participate in the Consolidated Planning Grant (CPG). The CPG enables FDOT, in cooperation with the MPO, FHWA, and FTA, to annually consolidate Florida's FHWA PL and FTA 5305(d) metropolitan planning fund allocations into a single grant that is administered by the FHWA Florida Division. These funds are annually apportioned to FDOT as the direct recipient and allocated to the MPO by FDOT utilizing formulas approved by the MPO, FDOT, FHWA and FTA in accordance with 23 CFR 420.109 and 49, U.S.C. Chapter 53. The FDOT is fulfilling the CPG's required 18.07% non-federal share (match) using Transportation Development Credits as permitted by 23 CFR 120(i) and FTA C 8100.1D". [Yes](#) If yes, page number: 21
- Definition of 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" amount being utilized to match the FHWA funding in the UPWP is 18.07% of FHWA program funds for a total of \$_____? [No](#) If yes, page number: 21
- Description of public involvement process used in development of MPO's UPWP? [Yes](#) [No](#) Page number: 22-23
- Description of how the MPO's addresses the [Federal Planning Factors](#)-(23 CFR 450.306(b)) – can be demonstrated using a matrix? [Yes](#) If yes, page number: 14
- Description of how the MPO's UPWP addresses the [Florida Planning Emphasis Areas 2021](#) and the [2021 Federal Planning Emphasis Areas](#)? [Yes](#) If yes, page number: 15-17
- If MPO is not in attainment, description of transportation related air quality planning activities regardless of funding sources or agencies conducting activities? [Not Applicable](#)

Critical Page 21, Please remove (PL and SU) from "The "soft match" based on the amount being utilized to match the FHWA funding in the UPWP is 18.07 % of FHWA program funds (PL and SU) for a total of \$783,397 in FY 2023 and \$663,402 in FY 2024.

TPO Response: Pg 21 removed (PL and SU) from the "soft match" statement.

MPO Organization and Management

At a minimum, does the UPWP include information on the following items?

- Identification of participants and description of role in the UPWP planning process? [Yes](#) If yes, page number: 24-26
- Discussion of agreements, including date executed
 - Metropolitan Planning Agreement (FHWA funds)? [Yes](#) If yes, page number: 26
 - Public Transportation Grant Agreements (prior year FTA funds)? [Yes](#) If yes, page number: 26
 - Interlocal Agreement for the Creation (or Redesignation) of the Metropolitan Planning Organization? [Yes](#) If yes, page number: 26

Hillsborough Transportation Planning Organization

Unified Planning Work Program (UPWP) Review Checklist

- Intergovernmental Coordination and Review and Public Transportation Coordination Joint Participation Agreement (ICAR)? **Yes** If yes, page number: 26
- Memorandum of Understanding between MPOs and/or FDOT if transferring funds to accomplish Regional Activities? **Yes** If yes, page number: 26
- Discussion and identification of operational procedures and bylaws including date executed?
 - Continuity of Operations (COOP): **Yes** If yes, page number: 27
 - MPO Bylaws: **Yes** If yes, page number: 27
- Does the MPO include the following SIGNED Certifications and Assurances section?
 - Disadvantaged Business Enterprise Utilization? **Yes** If yes, page number: 91
 - Debarment and Suspension Certification? **Yes** If yes, page number: 82
 - Lobbying Certification for Grants, Loans and Cooperative Agreements? **Yes** If yes, page number: 83
 - Title VI/Nondiscrimination Assurances? **Yes** If yes, page number: 84
 - Appendices A and E? **Yes** If yes, page number: 85-86
- Discussion of Indirect Rate Plan, and in an appendix include signed Cost Allocation Plan and Certificate of Indirect Cost, if applicable? **Yes** If yes, page number: 79

No comment

Work Elements/Tasks Sheets

At a minimum, does the UPWP have the following distinct tasks or subtasks?

- MPO Administration? **Yes** If yes, page number: 30
- Transportation Improvement Program (TIP)? **Yes** If yes, page number: 51
- Long Range Transportation Plan (LRTP)? **Yes** If yes, page number: 46
- MPO Regional Activities Task (if required)? **Yes** If yes, page number: 59

No comment

Do each of the Work Element/Task Summary Pages include the following?

- Is each Task Sheet named and numbered? **Yes**
- Does each Task Sheet include Purpose, Previous Work, Required Activities? **Yes**
- Do the required activities list who will be completing the work? **Yes**
- Does each Task Sheet indicate who is the responsible agency or agencies? **Yes**
- Does each Task Sheet include end products/deliverables with scope and estimated completion date? **No**
- Does supporting narrative for each task provide sufficient detail to determine eligibility, necessity, and reasonableness of the purchase? **Yes**
- If memberships are listed as an expense, does it state that the memberships are for organizational memberships, not individual memberships? **No** If yes, page number: xx

**Unified Planning Work Program (UPWP)
Review Checklist**

Critical Task 1: Transportation Planning Management under "Required Activity", the "Reasonable, necessary, and allocable training and/or travel and participation in:" activity needs to have an end date. For example, TPO Response: "(ongoing through June 2024)". **Added an end date -Ongoing through June, 2024**

Work Elements/Tasks Sheets Budget Tables

Did the MPO use the UPWP Budget Table template provided by Central Office for task budget tables? **Yes**

Did the MPO prepare Task Summary Budget tables for year 1 and year 2 (either individually or combined)? **Select response page number: 61**

Does MPO **Administration Task** have subcategory for:

- o Personnel Services? **Yes** If yes, page number: **61**
- o Equipment? Equipment costing more than \$5,000 per item should be listed separately. **Yes** If yes, page number: **61**
- o Travel? **Yes** If yes, page number: **61**
- o Supplies? Supplies costing more than \$1,000 per item should be listed separately. **Yes** If yes, page number: **61**
- o Direct Expenses? **Yes** If yes, page number: **61**
- o Indirect Expenses (only required if MPO has an approved indirect rate)? **Yes** If yes, page number: **61**
- o Are Atypical expenses (see [Guide for UPWP Development](#)) clearly described? **No** If yes, page number: **xx**
- o Is Annual Audit expense included, if required? **Yes** If yes, page number: **29**

Do each of the other Work Element/Task Summary **Estimated Budget Tables** include the following?

- Personnel Services? **Yes**
- Consultant Services (if using consultant on task)? **Yes**
- Travel (if needed)? **Yes**
- Direct Expenses (if needed)? **Yes**
- Indirect Expenses (only required if MPO has an approved indirect rate)? **Yes**
- Supplies (if needed)? **Yes**
- Equipment (if needed)? **Yes**

No comment

MPO Regional Activities Task (required if MPO is transferring funds between MPOs and/or FDOT to complete regional planning activities)

Does the MPO have distinct tables to reflect MPO funding and overall regional task funding? In the UPWP Budget Table template provided by Central Office, these tables are called MPO Regional Activities and All Regional Accounting. **Yes page number: 67-68**

Do the Regional Work Element/Task Budget Table(s):

Unified Planning Work Program (UPWP) Review Checklist

- Show ALL agencies (e.g., other MPOs, FDOT) that are included in the regional activities? [Yes If yes, page number: 68](#)
- Show amounts to be transferred by the MPO to other agencies (if applicable)? [Yes If yes, page number: 68](#)
- Show amounts to be received by the MPO from other agencies (if applicable)? [Yes](#)
- Show activities the funds are being used for? [Yes If yes, page number: 59](#)
- Do all participating MPOs use identical:
 - Descriptions of the activities to be completed [Yes If yes, page number: 59](#)
 - Task name, activity description(s) and budgeted funds [Yes If yes, page number: 68](#)

[No comment](#)

Funding Source Budget Table

Did the MPO use the UPWP Budget Table template provided by Central Office for Funding Source Budget Table?

[Yes](#)

Total FY 2023 contract amounts:

- DRAFT UPWP:
 - PL funds, which include FDOT FY 23 FTA 5305(d) and FY 23 PL funds (refer to Chris Bratton's PL Spreadsheet *total should not include estimated amount to be de-ob'd from FY 2021-22*)? [Yes If yes, page number: 69](#)
 - STBG or other federal funds (FY 2023 amount shown in FDOT Tentative Work Program)? [Yes](#)
 - Prior year active FTA contracts (PTGAs) with estimated amount? (contracts will be trued up in the fall once we have remaining balances at end of fiscal year.) [Yes](#)
- FINAL UPWP:
 - PL funds, which include FDOT FY 23 FTA 5305(d) and FY 23 PL funds (refer to Chris Bratton's UPDATED PL Spreadsheet which will include the MPO Board approved de-ob'd amount)? [Yes](#)
 - STBG funds or other federal funds (FY 2023 amount shown in FDOT Tentative Work Program) + MPO Board approved de-ob'd funds (if applicable) [Yes](#)
 - Prior year active FTA contracts (PTGAs) with estimated amount? (contracts will be true-d up in fall once we have remaining balances at end of fiscal year.) [Yes](#)
- Does Funding Source Budget Table include soft match amounts? [Yes](#)

[No comment](#)

Total FY 2024 contract amounts:

- DRAFT UPWP:
 - PL funds, which include FDOT FY 24 FTA 5305(d) and FY 24 PL funds (refer to Chris Bratton's PL Spreadsheet)? [Yes If yes, page number: 69](#)

Hillsborough Transportation Planning Organization

Unified Planning Work Program (UPWP) Review Checklist

- STBG or other federal funds (FY 2024 amount shown in FDOT Tentative Work Program)? [Yes](#)
- FINAL UPWP:
 - PL funds, which include FDOT FY 24 FTA 5305(d) and FY 23 PL funds (refer to Chris Bratton's UPDATED PL Spreadsheet)? [Yes](#)
 - STBG funds or other federal funds (FY 2023 amount shown in FDOT Tentative Work Program) + MPO Board approved de-ob'd funds (if applicable) [Yes](#)
- Does Funding Source Budget Table include soft match amounts? [Yes](#)

No comment

Since the UPWP is the "Scope of Service" for the MPO Agreement, it is important to confirm that the total of Year 1 and Year 2 amounts in the UPWP also match what is shown on the MPO Agreement.

- Does FINAL UPWP PL amounts shown in FY 2023 plus FY 2024 match what is shown on new MPO Agreement? [Yes](#)
- Does Other FHWA funding (i.e., SU, CMAQ, etc.,) amounts shown in FY 2023 and FY 2024 match what is shown on new MPO Agreement? [Yes](#)

No comment

Summary Budget Table

Did the MPO use the UPWP Budget Table template provided by Central Office for the Summary Budget Table?

[Yes](#)

Do the **total FY 2023 contract amounts** match what is shown on Funding Source Budget Table? [Yes](#)

Do the **total FY 2024 contract amounts** match what is shown on Funding Source Budget Table? [Yes](#)

No comment

General UPWP Comments

Critical Page numbers are missing throughout the document.

TPO Response: [Page numbers added.](#)
Page 4 Table of Contents has "Appendix C: Certifications and Assurances – TO BE SIGNED...", please remove "TO BE SIGNED". Page 82's heading has "Appendix C: Certifications and Assurances – TO BE SIGNED...", please remove "TO BE SIGNED".

TPO Response: [Appendix C -the "To be signed" has been deleted and both the Appendix C and table of contents have been updated.](#)

Appendix F: Committee Comments of Preliminary Draft of UPWP

Citizen Advisory Committee (CAC) was presented the UPWP at their meeting of April 6, 2022, and had suggestions for the presentation, but had no objections to the preliminary draft FY 23 & FY24 UPWP and on May 4, 2022 approved the final version for approval and adoption by the TPO Board.

Intelligent Transportation System Committee was presented the UPWP at their meeting of April 14, 2022 and had no objections to the draft FY23 & FY24 UPWP and forwarded to TPO Board for approval.

Livable Roadways Committee (LRC) was presented the UPWP at their meeting of April 27, 2022 and had no objections to the draft FY23 & FY24 UPWP and forwarded to TPO Board for approval.

Technical Advisory Committee (TAC) was presented the UPWP at their meeting of April 4th 2022, and had no objections to the draft FY23 & FY24 UPWP and on May 2, 2022 approved the final version for approval and adoption by the TPO Board.

Transportation Disadvantaged Service Board (TDCB) was presented the UPWP at their meeting of April 22, 2022 and had no objections to the draft FY23 & FY24 UPWP and forwarded to TPO Board for approval.

The TPO Board was presented the UPWP at their meeting of May 11, 2022 and had no objection to the FY23 & FY24 UPWP and made a motion to approve the document.

Appendix G: FDOT District 7 Planning Program

PLANNING ACTIVITIES



Florida Department of Transportation - District Seven

Access Management

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

Air Quality Analysis

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

Bicycle and Pedestrian Activities

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

Community/Government Liaison

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

Corridor Planning Studies

Hillsborough Transportation Planning Organization

Conduct studies of major corridors to identify and evaluate travel issues and determine the effectiveness and impacts of proposed alternatives to address those issues. The results may range from a set of recommended improvements that address specific problems to a comprehensive action plan for improving the corridor.

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

Design Traffic Forecast

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

Development of Regional Impact (DRI)

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

Efficient Transportation Decision Making (ETDM) Process

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

Comprehensive Plan Amendments

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

Intelligent Transportation Systems (ITS) Planning

Hillsborough Transportation Planning Organization

The Department will support the MPO's efforts to plan the ITS program and to structure ITS into their respective organizations. These ITS planning activities include developing an ITS Management Plan and Program Plan for each county, developing the MPO's capability to manage the Regional ITS Architecture and developing ITS programs and projects for the MPO's Long Range Transportation Plan and Transportation Improvement Program. Further, this support includes integrating intra-regional ITS deployment and operations, as well as assuring that intra-regional and inter-regional operations are coordinated.

Interchange Analysis

Conduct analysis of interchanges to identify and evaluate travel issues and determine the effectiveness and impacts of proposed alternatives to address those issues. The results may range from a set of recommended improvements that address specific problems to a comprehensive rebuild of the interchange for improving the safety and operation of the ramps and the entire interchange. Provide coordination with the Federal Highway Administration and Central Office and provide technical support and review for interchange operations, interchange modification, and new interchanges.

Level of Service (LOS)

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

Long Range Transportation Plan (LRTP) Update and Maintenance

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

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

Develop, validate, and maintain a set of systems planning models, land use allocation models and other analytical tools needed by the Department and MPOs to maintain their LRTPs and other planning studies and analysis. Models are used to validate the Tampa Bay Regional Planning

Hillsborough Transportation Planning Organization

Model and Tampa Bay Regional Land Use Allocation Model, including initial design and development of enhancements and initial testing of model performance and also validate special modeling techniques and analysis methodologies, as needed, for corridor, sub-area, and special transportation studies.

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

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

Mapping/Database Development

Create maps of the District's multi-modal facilities using GIS and ArcMap®. This includes maps of the FDOT Five-Year Work Program showing capacity projects, resurfacing projects, public transit, and other special areas. For each Legislative District in District 7, capacity and resurfacing project maps are produced. Maps of existing bicycle and pedestrian facilities are also produced. GIS maps of all past PD&E Studies, with a summary of the recommended improvements are maintained by the District. Provides technical support to other FDOT disciplines and areas as requested.

Modal Development

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

Multi-Modal Transportation Studies

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

Regional Goods Movement Study

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

Hillsborough Transportation Planning Organization

Management Systems to address goods movement issues and advance goods movement programs and improvements to the MPO.

Regional Transportation Planning Coordination

Support and participate in all levels of regional coordination and proposed activities among the Tampa Bay Area Regional Transportation Authority (development of a regional transportation master plan) and District MPOs including the Sun Coast Transportation Planning Alliance (SCTPA) (broad level policy direction for development of the regional transportation system); and the Tampa Bay Regional Planning Model Technical Review Team (coordination of the development and update of the MPOs Long Range Transportation Plans).

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

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

Travel Characteristics

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

Consultants may assist with tasks listed.

Appendix H: HART Planning Program

HART Planning Projects FY 2023

No projects received by time of adoption.