



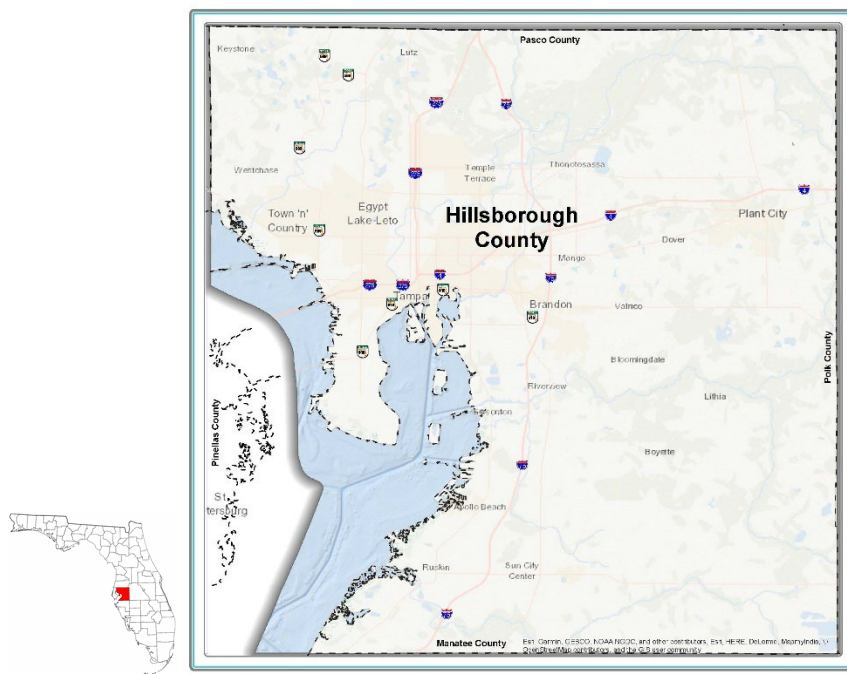
Fiscal Years 2025 & 2026

Hillsborough TPO Two-Year Unified Planning Work Program

Effective: July 1, 2024 – June 30, 2026

Adopted May 8, 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.

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

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Hillsborough County Transportation Planning Organization

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UPWP TPO Resolution

TPO Resolution #2024-1

Approving the FY 2024 & FY 2026

Unified Planning Work Program

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

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

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

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

Passed and Adopted at a regular meeting of the Hillsborough TPO Board this 8th day of May 2024.



Commissioner Gwen Myers

TPO Chair



Cameron Clark

TPO Attorney




Gail Reese

TPO Recording Secretary

Authentication

Authentication

The Hillsborough Transportation Planning Organization regular session, on May 8, 2024, endorsed the Fiscal Years 2025 & 2026 Unified Planning Work Program for Hillsborough County. By this action, the board directs the execution of all associated contracts and agreements by the Chair of Transportation Planning Organization or his designee.


Gwen Myers
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 2025-2026

Adopted 5/8/2024

Revision Number: Initial Adoption

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

Government Liaison

Title and District

DocuSigned by:

Suzanne Ziegler

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5/15/2024

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, 2024, to June 30, 2026.

The TPO shall:

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

Comprehensive Transportation Planning Activities

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

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

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

Federal Planning Factors and Emphasis Areas

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

The ten planning factors are listed below and are addressed in multiple ways throughout the TPO tasks:

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

The planning emphasis areas are listed below:

Hillsborough Transportation Planning Organization

- 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); and
- Data in Transportation Planning.

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

TABLE 1: FEDERAL PLANNING FACTORS

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

Hillsborough Transportation Planning Organization

TABLE 2: FEDERAL PLANNING EMPHASIS AREAS

		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
#	Task Name								
1	Transportation Planning Management								
		X	X	X	X	X	X	X	X
2	Systems & Corridor Planning								
	Congestion Mgmt., Crash Mitigation Planning and ITS	X	X	X	X	X	X	X	X
	Security & Emergency Preparedness Planning	X	X		X	X		X	X
	Complete Streets & Non- Motorized Planning		X	X	X		X	X	X
	Intermodal / Freight Planning	X	X		X	X	X	X	X
	Transit & Transportation Demand Mgmt. Planning	X	X	X	X	X		X	X
	Transportation Disadvantaged Planning	X	X	X	X			X	X
	Corridor, Sub-Area, & Environmental Studies	X	X	X	X		X	X	X
3	Long Range Transportation Plan & Data Monitoring								
		X	X	X	X	X	X	X	X
4	Transportation Improvement Program								
		X	X	X	X	X	X	X	X
5	Public Participation								
		X	X	X	X	X	X	X	X
6	Local / Regional Coordination & Planning								
		X	X	X	X	X	X	X	X

Air Quality

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

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

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

Federal Performance-Based Planning and Expectations

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

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

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

State Planning Factors and Emphasis Areas

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

Safety

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

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

Equity

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

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

Resilience

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

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

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

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

Emerging Mobility

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

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

- Smart Cities Mobility Alliance
- Electric Vehicle Infrastructure Plan Implementation

Priorities for the Metropolitan and Local Area

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

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

Plan Hillsborough Strategic Plan

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

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

Focus on Equity and Community

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

Task Performed with Funds Under Title 49

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

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

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

Consolidated Planning Grant (CPG) Participation

The FDOT and the Hillsborough Metropolitan Planning Organization (dba Hillsborough Transportation Planning Organization) 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". 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.

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 **\$826,138 in FY 2025 and \$692,335 in FY 2026**.

Indirect Costs

Regarding budgeting for work tasks, each task in the UPWP corresponds to an adopted budget and associated indirect cost rate detailed in the "Estimated Budget Detail" worksheet. The federal Office of Management and Budget defines indirect costs as "those costs that have been incurred for common or joint purposes that benefit more than one cost objective and cannot be readily identified with a particular objective without effort disproportionate to the results achieved." These costs are incurred by and originate in the agency carrying out the Federal Award and remain after

direct costs have been determined and assigned directly to Federal awards and other activities, as appropriate. Indirect Costs are typically charged to Federal awards using an indirect cost rate. The indirect cost rate is a device for determining in a reasonable manner the proportion of indirect costs each program should bear. It is the ratio (expressed as a percentage) of the indirect costs to a direct cost base. The **Hillsborough TPO's indirect rate for FY2025 – FY2026 is the De Minimis Rate of 10%**. The expenses paid out of the 10% De Minimis Rate include:

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

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

Public Participation & Agency Coordination

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

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

Hillsborough Transportation Planning Organization

- Economic development organizations,
- Faith-based and community-based organizations,
- Representatives of the business community,
- School district,
- Freight shippers, providers of freight services and other stakeholders concerned with freight and goods movement.

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

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

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

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

Organization and Management

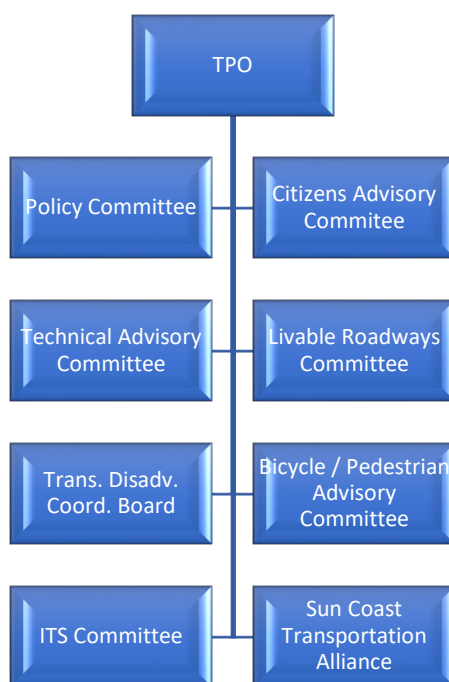
TPO Process and Participants

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

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

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

FIGURE 1: TPO COMMITTEE STRUCTURE



Inter-Agency Coordination and Agreements

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

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

*The TBARTA Board voted to dissolve itself in 2023.

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

TABLE 3: EXISTING TPO AGREEMENTS

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

a) Remains in effect until terminated by parties to agreement.

b) Five-year term with review by parties to agreement; automatic renewal every five years.

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

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

Operational Procedures and By-Laws

The TPO's Continuity of Operations (COOP) Plan is shared with the larger Plan Hillsborough agency and is incorporated as part of the Employee Handbook as Section 19, Disaster, Emergency, Workplace Violence, (pages 114-123). The Employee Handbook is updated annually and approved by the Plan Hillsborough Executive Director. The following pages include excerpts from the Employee Handbook as it relates to the COOP.

Continuity of Operations Plan (COOP)

As contained in Section 19 pages 114-123 of the Plan
Hillsborough Employee Handbook

Plan
Hillsborough

Employee Handbook

Welcome To Our Company



Hillsborough Transportation Planning Organization

Investigative Tasks

The following steps should be undertaken as appropriate:

Step	Action
1	Obtain full and written statements from all parties involved in the reporting, including but not limited to the complainant and accused (<i>if possible</i>). Secure all publicly available reports from police and/or other agencies concerning the reporting (<i>if appropriate</i>).
2	Take photographs/video of any injury or damage (<i>if possible and appropriate</i>).
3	Preserve all evidence and secure the evidence in a locked location. Document all evidence obtained. Investigator will be responsible for maintaining the chain of custody for the evidence.
4	Determine if there is a potential for risk occurrence. If there is a potential, take all measures appropriate to protect employees, visitors and property.
5	Complete an investigation report and provide all relevant and necessary information, including findings.

Documentation Findings

Based on the investigation, the investigator(s) must determine whether the allegation(s) were found, unfounded or inconclusive. This determination will be documented in writing and made part of the investigative report provided to the Executive Director.

Violation Founded: Where a violation is found, the employee who is the subject of the complaint will be notified of the finding and the specific or corrective remedial actions to be taken. The subject employee's supervisor will also receive notification, as appropriate. No details about the nature or extent of disciplinary or corrective actions will be disclosed to the complainant(s) and/or witness(es) except in accordance with Chapter 119, F.S., or if there is a compelling reason to do so (e.g., personal safety).

Violation Unfounded: In this situation, the complainant and the employee who is the subject of the complaint will receive a notification that the Agency thoroughly investigated the allegation(s) and found that the evidence did not support the claim.

Inconclusive Finding(s): Where the investigation does not conclusively indicate whether the allegation(s) was founded or unfounded, the complainant and the employee who is the subject of the complaint will receive notification that the Agency has completed its investigation but has been unable to establish whether a violation has occurred. Appropriate steps will be taken to ensure that the persons involved understand the requirements of the applicable policies and whenever appropriate will monitor the situation to ensure compliance to the organization's policies.

Section 19 – Disaster, Emergency, Workplace Violence

Disaster Planning

Planning Support Services prepares, manages and executes the Agency's Disaster Plan. The plan covers the various stages of a disaster, Disaster Team members, communications plan, external Agency coordination, etc.

Emergency Procedures

Fire

Portable fire extinguishers are located adjacent to each stairwell.

For the protection of all Planning Commission employees and visitors, a Fire Warden and two (2) Deputy Wardens have been selected to facilitate fire safety procedures and monitor compliance during emergency situations and drills. The Fire Warden is best trained and equipped to manage the procedures.

If you are alerted to evacuate by an alarm, loud-speaker, word of mouth from your fire warden or a firefighter, evacuate the building as quickly as possible. **Do not use the elevator.** We have two (2) stairwells on the 18th floor. They are located on the east and west side of the building. When evacuating, use the nearest stairs. Walk down the stairs quietly and in single file. After exiting the building, you must report to the Planning Commission's meeting location at Gas Light Park, located on Franklin Street across from the Police Station.

If you cannot walk down the stairwell or need assistance, let the Fire Warden know and they will notify both Security and Building Facilities. Anyone requiring assistance will wait near the stairwell door until the stairwell is empty, and then move into the stairwell landing until help arrives.

The Fire Warden and at least one (1) Deputy Warden will remain in the building until the floor has been vacated. All areas of the floor will be checked for staff and/or visitors. As rooms are inspected, doors will be closed and a "Post-It Note" should be placed on the door to verify that the room was checked and found empty. When the floor has been cleared, the Deputy Warden will evacuate to our meeting location.

The Fire Warden will remain on the floor with any staff and/or visitors who cannot walk down the stairs without assistance, and they will evacuate the building once help has arrived.

The Fire Warden will let you know when you are able to return to your workstation.

Helpful Tips

- **Do Not Use the Elevator.**
- Employees are encouraged to remove high-heeled shoes before walking downstairs. It is a good idea to keep a pair of flats on hand for such emergencies.
- If caught in smoke, take short breaths, breathe through your nose and crawl to escape. Air is better near the floor.
- Remember to walk down the stairs quietly and in single file. Do not yell or call out as this may cause panic.

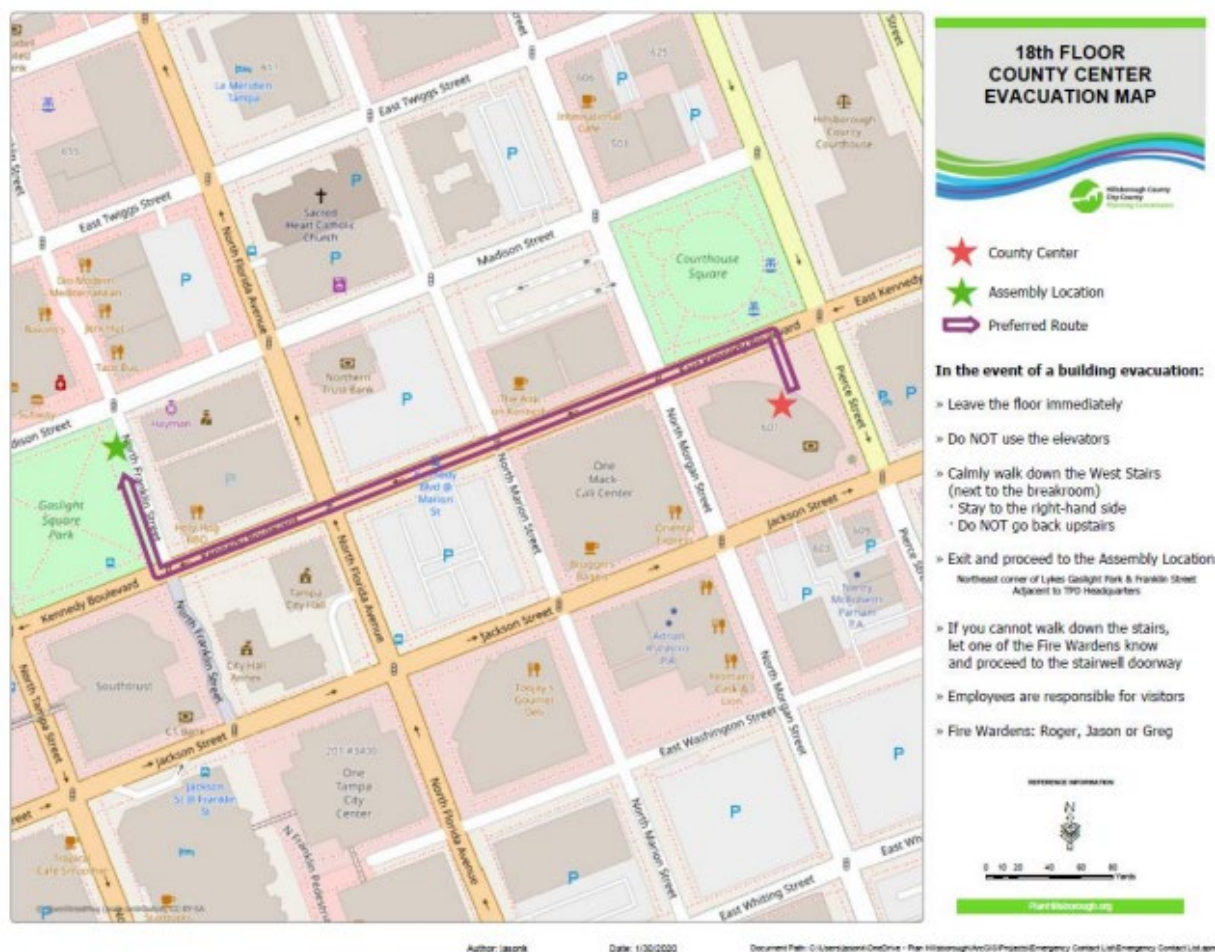
Physically Impaired Persons

Physically impaired persons shall be assisted by the person or persons previously assigned this responsibility by the fire warden. Individuals unable to walk down the stairs must remain

in the stairwell on the landing or on the stairs, standing along the outer wall in single file, to await either evacuation by the firefighter personnel or until an "All Clear" has been announced. Stairwell doors must be kept closed so the smoke evacuation and pressurization system can function effectively.

Every floor is equipped with an emergency evacuation device called the "Evac-U-Trac" to aid in the removal of an employee with mobility impairment. These devices are kept in a cabinet in the Service Elevator lobby on each floor. The evacuation devices are to be used at the sole discretion of the Tampa Fire Rescue Department and/or fire warden. Fire wardens and deputies are to be trained in the use of these devices for situations when the incident mandates that they remove the person with mobility impairment and not wait for the Fire Department personnel.

For people who are deaf or hard of hearing, get their attention (by tapping them on the shoulder) and direct them to follow the other employees down the stairs. For people with visual impairments, ask them to use the "buddy" system and hold on to your elbow or shoulder and follow you down the stairs.



Pandemic/Public Health Crisis

In-office precautions to avoid spread of a pandemic virus include:

- Employees will be strongly encouraged to wash their hands often and thoroughly with soap and water for 20 seconds, especially after coughing, sneezing, or blowing one's nose. If soap and water are not available, the Planning Commission will provide all staff with hand sanitizer.
- When a meeting is held in one of the Agency's meeting rooms, all tables and chairs must be wiped down as soon as the meeting is over. Capacity in meeting rooms may be limited per county, state and federal guidelines.
- Employees with any symptoms will not be allowed to work in the office until they have contacted their physician and have been cleared to return to work.
- If you think you may have been exposed to the virus/flu, you will be asked to work from home for 10-14 days to minimize exposure to other staff. If working from home is not viable, staff must wear a mask in the office after exposure.
- Employees will be provided with a mask to wear while working in the office. Masks are required any time you cannot meet appropriate social distancing guidelines from other staff or clients, as established by the county, state and/or federal government.
- Masks will be provided for any clients coming into the office.
- Business travel will not be permitted unless cleared by the Executive Director.
- All public meetings will be held virtually, unless approved by the Executive Director.
- Telecommuting is strongly encouraged.
- Additional temporary policies may be employed to meet county, state, and federal guidelines and to protect the health of staff.

Bomb Threat

If you receive a threatening telephone call that a bomb has been placed in the building, it is imperative that you remain calm and keep talking with the caller to gain as much information as possible. Keep the caller on the telephone as long as you can.

Bomb Threat Call Procedures are attached at the end of this section. The procedures include a list of questions to ask the caller and other important information.

All "Bomb Threats" are to be treated as authentic and handled accordingly. If a "bomb threat" has been received, you must immediately notify the Executive Director, the Tampa Police (911) and the Sheriff's Officer at the lobby desk (276-2213).

Follow the same evacuation procedures as used in the event of a fire. When employees leave the building following a Bomb Threat Evacuation, they are to meet at Gas Light Park on the corner of Kennedy Boulevard and Franklin Street. The threat of injuries from a bomb blast, flying metal, glass and concrete necessitates that all evacuees position themselves no closer than 500 feet from the threatened building and they must place a structure between them and the threatened building.

During the emergency, no one will be admitted into the building, either through the exterior first floor lobby doors or through the parking garage entry gates. Only after it has been determined that no further threat exists will the On-scene commander declare an "All Clear" and allow building evacuated personnel to return to the building. This announcement can be passed by word of mouth or over the fire warden radio net.

BOMB THREAT CALL PROCEDURES

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist (reverse side) immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of the call, do not hang up, but from a different phone, contact FPS immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call _____
- Handle note as minimally as possible.

If a bomb threat is received by email:

- Call _____
- Do not delete the message.

Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

DO NOT:

- Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
- Evacuate the building until police arrive and evaluate the threat.
- Activate the fire alarm.
- Touch or move a suspicious package.

WHO TO CONTACT (select one)

- Follow your local guidelines
- Federal Protective Service (FPS) Police
1-877-4-FPS-411 (1-877-437-7411)
- 911

BOMB THREAT CHECKLIST

Date: _____ Time: _____

Time Caller Hung Up: _____ Phone Number Where Call Received: _____

Ask Caller:

- Where is the bomb located?
(Building, Floor, Room, etc.)
- When will it go off?
- What does it look like?
- What kind of bomb is it?
- What will make it explode?
- Did you place the bomb? Yes No
- Why?
- What is your name?

Exact Words of Threat:

Information About Caller:

- Where is the caller located? (Background and level of noise)
- Estimated age:
- Is voice familiar? If so, who does it sound like?
- Other points:

Caller's Voice	Background Sounds:	Threat Language:
<input type="checkbox"/> Accent	<input type="checkbox"/> Animal Noises	<input type="checkbox"/> Incoherent
<input type="checkbox"/> Angry	<input type="checkbox"/> House Noises	<input type="checkbox"/> Message read
<input type="checkbox"/> Calm	<input type="checkbox"/> Kitchen Noises	<input type="checkbox"/> Taped
<input type="checkbox"/> Clearing throat	<input type="checkbox"/> Street Noises	<input type="checkbox"/> Irrational
<input type="checkbox"/> Coughing	<input type="checkbox"/> Booth	<input type="checkbox"/> Profane
<input type="checkbox"/> Cracking voice	<input type="checkbox"/> PA system	<input type="checkbox"/> Well-spoken
<input type="checkbox"/> Crying	<input type="checkbox"/> Conversation	
<input type="checkbox"/> Deep	<input type="checkbox"/> Music	
<input type="checkbox"/> Deep breathing	<input type="checkbox"/> Motor	
<input type="checkbox"/> Disguised	<input type="checkbox"/> Clear	
<input type="checkbox"/> Distinct	<input type="checkbox"/> Static	
<input type="checkbox"/> Excited	<input type="checkbox"/> Office machinery	
<input type="checkbox"/> Female	<input type="checkbox"/> Factory machinery	
<input type="checkbox"/> Laughter	<input type="checkbox"/> Local	
<input type="checkbox"/> Lisp	<input type="checkbox"/> Long distance	
<input type="checkbox"/> Loud		
<input type="checkbox"/> Male		
<input type="checkbox"/> Nasal		
<input type="checkbox"/> Normal		
<input type="checkbox"/> Ragged		
<input type="checkbox"/> Rapid		
<input type="checkbox"/> Raspy		
<input type="checkbox"/> Slow		
<input type="checkbox"/> Slurred		
<input type="checkbox"/> Soft		
<input type="checkbox"/> Stutter		

Other information: _____



Homeland Security

Civil Disorders (Riots)

Civil Disorder serious enough to cause evacuation is very unlikely. However, should it become necessary to evacuate a floor, the procedure to be followed is basically the same as that for fire evacuation. If a disorder should take place in your area or floor, the Tampa Police (911) and the Sheriff's Officer at the lobby desk (276-2213) should be notified who in turn should notify and assist in whichever way becomes necessary.

Severe Weather Alert

In case of a Severe Weather alert, it is imperative that the staff be evacuated to the lower floors of the building. The upper floors are asked to use the elevators and the lower floors are asked to use both elevators and stairways as it will clear the upper floors of the building more quickly.

Rather than using the fire alarm, the normal procedure will be initiated over the PA system and more detailed instructions will be provided over the telephone.

In the event the area is threatened by a tornado, an announcement will be made by security operations over the PA system informing everyone. If anyone sees a tornado approaching the downtown area, contact security operations (276-2213). Staff should close office doors and seek shelter in the stairwells and central core area of the building. If time permits employees should proceed down the stairs to the lower floors. You should not leave the building and anyone outside will be told to come in the building. Vacate the lobby and all occupied space, entering the core area around the loading dock for safety.

Aircraft Collision

The evacuation procedures for an aircraft collision (aircraft hits the building) is basically the same as other evacuation procedures. Staff in the area of the crash and on floors below and above the crash should be evacuated as quickly as possible to avoid the possibility of or further injury from ignited or non-ignited dispersed fuel in the vicinity of the impact.

Power Outage

The Sheriff's Security Operation will announce that a major outage has occurred affecting the entire building and advise people to remain calm and not to initiate any immediate evacuation steps until told to do so. Water fountains and restrooms may be inoperable because the water pumps are off. Passenger elevators will not be working. The emergency generator should come on as soon as power is lost. Emergency lights will continue to operate on all floors.

The Executive Director, or designee, shall make the determination as to when, and if, staff needs to be evacuated/released from duty, based on many of the following factors:

- Anticipated time delay before power can be restored
- Time of day
- Outside and inside temperatures
- Non-availability of water or the use of the restrooms
- Oxygen reduction without fresh air system being operational
- Loss of passenger elevator use
- Fire alarm system, sprinkler system, fire pump problems.

When it is determined that staff will evacuate, everyone, except those who are physically unable to walk down the stairs, will leave the building by way of the stairwells. All visitors must vacate the building along with staff.

After a 30-minute time frame in which the building has been operated through the emergency generator, enough power will be supplied to each bank of elevators to service one (1) cab in each area. That will provide one (1) elevator and the service elevator with sufficient power to operate during the power outage. These conveyances will only be used to evacuate disabled employees or those needing medical attention when a decision is rendered to vacate the building.

Employees can use the single garage elevator or exit the stairwells onto the garage floor where their vehicle is parked to remove their vehicle from the building. To prevent the build-up of exhaust fumes, employees should wait to turn on their car's engine until they can vacate their space and begin to exit the garage.

Hazardous Materials

If a hazardous material incident occurs near the County Center and it is evident that a cloud of extremely hazardous vapor is developing near the building, you should remain in the building and should not leave the building until an "all clear" is given. The building's air conditioning and ventilation systems will be shut down. This same procedure will be followed if a hazardous spill (incident) occurs at the Port Authority area and the emergency alarm siren is sounded. No action will be taken to issue an "all clear" until Tampa Fire Rescue and Law Enforcement authorities determine the area is safe.

Unauthorized Possession of a Weapon

Definitions

Weapon: A device, instrument or material which is used or intended to be used in the destruction of life, the infliction of bodily injury, and/or the destruction of property. Examples of a weapon include, but are not limited to antique firearm, tear gas gun, chemical weapon or device, destructive device, explosive, fireworks, metallic knuckles, slingshot or any other deadly weapon.

Firearm: A weapon (including a starter gun) which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any destructive device.

Lawful Possession: An employee is in lawful possession of a firearm if the employee has a current, valid, concealed-weapons permit.

Unauthorized possession of a weapon or firearm by employees on property owned or leased by the County or any other place while on duty is prohibited, except where otherwise authorized by County policy or applicable law.

Possession of a weapon shall be interpreted to include an employee:

- Having a concealed or unconcealed weapon on or about the person;
- Unlawfully or recklessly displaying a weapon; or
- Presenting a weapon for sale, loan or trade

Exceptions

- In accordance with Florida Statutes, Section 790.251, an employee is permitted to possess and store legally owned firearms and ammunition, for which the employee has a current, valid, concealed-weapons permit, within their private motor vehicle in a County parking lot, for self-defense and other lawful purposes. Such firearms must be:
 - Lawfully possessed by the employee in accordance with a current, valid, concealed-weapons permit; and
 - Locked inside a private motor vehicle in a County parking lot; and
 - Stored out of sight within the private motor vehicle.

Workplace Violence

Workplace Violence is any physical or non-physical act that results in threatened or actual harm to a person or threatened or actual damage to property. It includes any threatening words or actions whether verbal or non-verbal, which creates in the mind of any reasonable person the belief of receiving immediate or future harm to any person or property. Examples that may be considered as workplace violence includes, but is not limited to, the following:

- Verbal or physical threats of violence, whether any intention exists to carry out the threat
- The possession of a weapon (whether real or fake), as defined in Florida Statutes, on County property
- The display or use of any weapon, tool or other implement when such display or use would intimidate a reasonable person
- Any visual or physical actions or gestures that would have an intimidating effect on a reasonable person
- Any verbally abusive language, with or without the use of profanity that would have an intimidating or harassing effect on a reasonable person
- Any physical assault and/or battery
- Obscene and/or harassing phone calls
- Stalking
- Bomb threats
- Threatening comments regarding, or reference to, violent events and/or behavior
- Vandalism, arson, or sabotage
- Throwing objects regardless of whether a person is the target
- Intentional damage, destruction or sabotage of the Agency's property or equipment, another's property or equipment, or any substantial threat to destroy property and/or equipment
- Any other act or behavior that is judged offensive, inappropriate and/or violent in the workplace

All employees are responsible for maintaining a safe and secure work environment by reporting threats or acts of violence in the workplace, and by fully cooperating in the investigation of threats or acts of violence.

Workplace violence generally falls into three (3) categories. The specific response depends upon the applicable category. The suggested actions by category are:

Violence Has Occurred: Call 911 for law enforcement and emergency services as needed. Contact the Executive Director and County security at the earliest practical time. Evaluate the threat for additional violence, warn other potential victims, inform victims of available medical services, cooperate with law enforcement, and refer employee and media communications through the Executive Director. The Executive Director shall determine the appropriate course

of action to be taken to address the incident and facilitate an immediate response to ensure the safety of all employees.

Immediate Threat Exists: Employees should not put themselves or anyone else at risk during a threat in relation to any imminent danger that can be identified. If the situation does not defuse and come under control by eliminating all threat of danger and violence the employee should assess the danger to employees and public, warn potential targets, and take reasonable actions to immediately disengage from the situation exit the area and call 911 for law enforcement assistance. If the employee cannot call, assistance should be requested from a co-worker. At the earliest practical time, employees should report the incident to their team leader, or the Executive Director. In all cases, the Workplace Violence Incident Report shall be completed as soon as practical and submitted in accordance with the instructions on the form. The Executive Director will review the reported incident with the team leader to determine the appropriate course of action to be taken to address the incident and facilitate an immediate response to ensure the safety of all employees.

Threat Made, but No Immediate Danger Apparent: Employees should immediately report the incident to their team leader or the Executive Director. Employees shall document the circumstances associated with the event and complete the Workplace Violence Incident Report. Team Leaders shall include a report of information from all involved employees and witnesses. The Workplace Violence Incident Report shall be forwarded to the Executive Director. Team leaders shall develop a plan of action in collaboration with the Executive Director. The plan should include appropriate corrective and/or disciplinary action based upon assessment of the individual's actions and the incident.

Investigative Responsibilities

All reported incidents will receive immediate attention to ensure that appropriate safety measures are implemented to remedy or address the immediate threat and/or danger.

- Investigations shall be conducted expeditiously whenever practical.
- All employees are required to fully cooperate with investigative activities, including but not limited to, providing a statement as a witness and participating as a witness in the disciplinary process. Failure or refusal of an employee to fully cooperate in an investigation may result in disciplinary action, including termination.
- Enforcement of violations
- Employees who commit threatening or violent acts may be removed from the workplace, and may be subject to disciplinary action including termination, criminal prosecution, or both.

Retaliation

Retaliation for reporting workplace violence incidents or related to disciplinary actions (e.g., demotions and adverse employment decisions), or reporting of a concern or claim about such conduct, assisting the organization in the investigation of a complaint or any similar conduct is against the law and will not be tolerated. An employee found engaging in retaliatory conduct will be subject to disciplinary action, including termination. Employees who participate in an investigation of any of these issues are protected against retaliation.

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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, as amended on March 8, 2023 are shown below:

- BY-LAWS OF
THE HILLSBOROUGH COUNTY
TRANSPORTATION PLANNING ORGANIZATION
AND ITS COMMITTEES
Amended March 8, 2023**
- 1.0 PURPOSE:** These By-laws are adopted by the Hillsborough County Metropolitan Planning Organization to govern the performance of the MPO's duties as well as those of MPO committees and to inform the public of the nature of the MPO's internal organization, operations and other related matters.
- 1.1 DOING BUSINESS AS:** Consistent with the Fictitious Name Act (s.865.09, F.S.), and as registered with the Florida Department of State, the MPO will conduct business as the "Hillsborough Transportation Planning Organization," hereinafter called the "TPO".
- 2.0 DEFINITIONS:**
- 2.1 EMERGENCY:** Any occurrence or threat thereof, whether accidental or natural, caused by man, in war or in peace, which necessitates immediate action because it results or may result in substantial injury or harm to the population or the TPO or substantial damage to or loss of property or public funds.
- 2.2 GOOD CAUSE:** A substantial reason which is put forward in good faith.
- 2.3 INTERESTED PERSON:** Any person who has or may have or who represents any group or entity which has or may have some concern, participation or relation to any matter which will or may be considered by the TPO.
- 2.4 MEMBER(S):** The TPO consists of sixteen (16) official members, with FDOT designated as a non-voting advisor. Each member government or authority may also appoint an alternate member, who may vote at any TPO meeting in place of a regular member. TPO committee membership is as provided in these By-laws.
- 2.5 PUBLIC HEARING:** A meeting of the TPO convened for the purpose of receiving public testimony regarding a specific subject and for the purpose of taking action on amendment to or adoption of a plan or program. A public hearing may be convened with less than a quorum present; however, no official action other than adjournment or continuation of the public hearing to another time may be taken unless a quorum is present.
- 2.6 REGULAR MEETING:** The regular scheduled meeting of the TPO at which all official business may be transacted.
- 2.7 SPECIAL MEETING:** A meeting of the TPO held at a time other than the regularly scheduled meeting time. All official business may be transacted at a special meeting.
- 2.8 WORKSHOP:** A conference where members are present and are meeting to discuss a specific subject. A workshop may be convened with less than a quorum present; however, no official action other than adjournment or continuation of the workshop to another time may be taken.
- 3.0 MPO OFFICERS:** There shall be a Chair and a Vice-Chair. All officers shall be voting members of the TPO.
- 3.1 TENURE:** All officers shall hold office for one (1) year or until a successor is elected. However, any officer may be removed by a majority of the total members. No officer may serve for more than two years consecutively.
- 3.2 SELECTION:** At the regular meeting in December, the members shall nominate one or more candidates to fill each office. Immediately following the close of nominations, the TPO shall vote to fill each office, with the vote for each office being taken in the order in which candidates for that office were nominated, until one is elected. New officers shall take office immediately upon the conclusion of the election of officers.
- 3.3 VACANCY IN OFFICE:** A vacant office shall be filled by the TPO at its first regular meeting following the vacancy. The officer so elected shall serve the remainder of their predecessor's term in office.
- 3.4 DUTIES:** The officers shall have the following duties:
- 3.4.1 CHAIR:** The Chair shall:
- Preside at all regular and special meetings, workshops and public hearings.
 - Represent the TPO on the West Central Florida MPO Chairs Coordinating Committee (CCC), doing business as Suncoast Transportation Planning Alliance (SCTPA), and the Florida MPO Advisory Council (MPOAC).
 - Establish such ad hoc committees as the Chair may deem necessary and appoint their members and chairs.
 - Call special meetings and workshops and public hearings.
 - Sign all contracts, resolutions, and other official documents of the TPO, unless otherwise specified by the By-laws or Policies.
 - Express the position of the TPO as determined by vote or consensus of the TPO.
 - See that all actions of the TPO are taken in accordance with the By-laws, Policies and applicable laws.
 - Perform such duties as are usually exercised by the Chair of a commission or board, and perform such other duties as may from time to time be assigned by the TPO.
- 3.4.2 Vice-Chair:** The Vice-Chair shall, during the absence of the Chair or the Chair's inability to act, have and exercise all of the duties and powers of the Chair, and shall perform such other duties as may from time to time be assigned to the Chair by the TPO.
- 4.0 COMMITTEES**
- 4.1 AD HOC COMMITTEES:**
- 4.1.1 Chair and Expiration:** An ad hoc committee shall consist of a committee chair, who shall be a member of the TPO. All ad hoc committees shall have an expiration time identified by the Chair at the time of creation or shall dissolve at the expiration of the Chair's term.
- 4.1.2 Purpose:** The purpose of establishing ad hoc committees is to facilitate the accomplishment of a specific task identified by the Chair.
- 4.2 STANDING COMMITTEES:**
- 4.2.1 Appointment of Committee Members:** Members and alternate members of all committees shall be appointed by action of the TPO. Members representing an organization on a committee, as specified in the committee membership list, shall be nominated in writing by their organization. Members representing the citizens of Hillsborough County, and not representing any particular entity as specified in the committee membership list, shall complete application forms for the TPO Board's consideration. Using the same procedure, alternate members may be designated to act on behalf of regular members with all the privileges accorded thereto. The TPO shall not appoint committee applicants who are affiliated with private TPO consultants or contractors. If such an affiliation occurs, an existing committee member shall be deemed to have resigned.
- 4.2.2 Termination of Committee Membership:** Any member of any committee may resign at any time by notice in writing to the Chair. Unless otherwise specified in such notice, such resignation shall take effect upon receipt thereof by the Chair. Each member of each committee is expected to demonstrate his/her interest in the committee's activities through attendance of the scheduled meetings, except for reasons of an unavoidable nature. In each instance of an unavoidable absence, the absent member should ensure that his/her alternate will attend. The TPO may review, and consider rescinding, the appointment of any member of any committee who fails to attend three (3) consecutive meetings. In each case, the TPO will warn the member in writing, and if applicable the member's nominating organization, thirty days in advance of an action to rescind membership. The TPO Chair may immediately terminate the membership of any committee member for violations of standards of conduct, defined as conduct inconsistent with Section 7.0 of these By-laws. At a minimum, committee member attendance will be reviewed annually. In the case of members representing an organization on a committee as specified in the committee membership list, the individual's membership may also be rescinded by the nominating organization, by letter to the Chair.
- 4.2.3 Officers of Standing Committees:** The committee shall hold an organizational meeting each year for the purpose of electing a committee chair (unless designated by the TPO), a committee vice-chair, and, at the discretion of the committee chair, an officer-at-large. Officers shall be elected by a majority vote of a quorum of the members. Except as otherwise provided in these By-laws, officers shall serve a term of one year starting with the next meeting. The powers and duties of the committee chair shall be to preside at all meetings; to express the position of the committee as determined by vote or consensus of the committee; and to ensure that all actions of the committee are taken in accordance with the bylaws and applicable law. The committee vice chair shall have these same powers and responsibilities in the absence of the committee chair. The officer-at-large shall, during the absence of both the committee chair and the committee vice-chair or their inability to act, have these same duties and responsibilities, and in addition shall perform other duties as may from time to time be assigned by the committee chair.
- 4.2.4 Conduct of Committee Meetings:** Sections 5 through 9, excluding Section 8.1, of these TPO By-laws shall be used for the conduct of all TPO committee meetings.
- 4.2.5 Standing Committee Sub-Committees:** An TPO standing committee or the MPO may establish such sub-committees to a standing committee as deemed necessary to investigate and report on specific subject areas within the scope of the standing committee. Such sub-committees shall be of limited duration and shall dissolve at such time as designated at the time of establishment or upon completion of the task(s) specified at the time of establishment. These TPO By-laws shall be used for the conduct of such sub-committees meetings in the same manner as the TPO committees.
- 4.2.6 TPO Technical Advisory Committee (TAC):** Established pursuant to Section 339.175, Florida Statutes, the TAC shall be responsible for considering safe access to schools in the review of transportation project priorities, long-range transportation plans and transportation improvement programs and shall advise the TPO on such matters. In addition, the TAC shall be responsible for assisting in the development of transportation planning work programs, coordinating transportation planning and programming; review of all transportation studies, reports, plans and/or programs, and making

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recommendations to the TPO that are pertinent to the subject documents based upon the technical sufficiency, accuracy, and completeness of and the needs as determined by the studies, plans and/or programs. The TAC shall coordinate its actions with the School Board of Hillsborough County and other local programs and organizations within Hillsborough County that participate in school safety activities and shall also coordinate its actions with the appropriate representatives of the Florida Department of Transportation.

TAC Membership: The TAC shall be composed of technically qualified representatives for the purpose of planning, programming and engineering of the transportation system within the Hillsborough County Transportation Planning Organization area boundary.

The membership shall be composed of: three (3) members from Hillsborough County, two (2) members from City of Tampa, two (2) members from the Hillsborough County City-County Planning Commission, one (1) member from the Tampa Hillsborough Expressway Authority, one (1) member from the Hillsborough Area Regional Transit Authority, one (1) member from Environmental Protection Commission, one (1) member from the Tampa Port Authority, one (1) member from City of Temple Terrace, one (1) member from the Tampa Bay Regional Planning Council, one (1) member from the Florida Department of Environmental Protection, one (1) member from City of Plant City, one (1) member from the Hillsborough County Aviation Authority, one (1) member from the Tampa Bay Area Regional Transportation Authority, one (1) member from the Tampa Historic Streetcar, Inc., one (1) member from the Department of Health-Hillsborough and one (1) member from the Florida Trucking Association.

Terms of Membership: Members shall serve terms of indefinite length at the pleasure of their respective nominating organizations and the TPO.

- 4.2.7 TPO Citizens Advisory Committee (CAC):** The CAC shall be responsible for providing information and overall community values and needs into the transportation planning program of the TPO; evaluating and proposing solutions from a citizen's perspective concerning alternative transportation proposals and critical issues; providing knowledge gained through the CAC into local citizen group discussions and meetings; and establishing comprehension and promoting credibility for the TPO Program.

CAC Membership: The CAC shall be composed of appointed citizens (transportation agency staff are not eligible) who together shall represent a broad spectrum of social and economic backgrounds and who have an interest in the development of an efficient, safe and cost-effective transportation system. Racial and ethnic minorities, women,

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- 4.2.9 Transportation Disadvantaged Coordinating Board (TDCB):** The primary purpose of the TDCB is to assist the TPO in identifying local service needs and providing information, advice, and direction to the Community Transportation Coordinator (CTC) on the coordination of services to be provided to the transportation disadvantaged pursuant to Section 427.0157, Florida Statutes.

The following agencies or groups shall be represented on the TDCB as voting members:

- an elected official serving on the Hillsborough County TPO who has been appointed by the TPO to serve as TDCB Chairperson;
- a local representative of the Florida Department of Transportation;
- a local representative of the Florida Department of Children & Families;
- a local representative of the Public Education Community, which could include, but is not limited to, a representative of Hillsborough County Public Schools, School Board Transportation Office or Head Start Program;
- a local representative of the Florida Division of Vocational Rehabilitation or the Division of Blind Services, representing the Department of Education;
- a person recommended by the local Veterans Service Office representing the veterans in the county;
- a person who is recognized by the Florida Association for Community Action (President) as representing the economically disadvantaged in the county;
- a person over sixty years of age representing the elderly citizens in the county;
- a person with a disability representing the disabled citizens in the county;
- two citizen advocates in the county, one of whom must be a user of the transportation services of the coordinated transportation disadvantaged system as their primary means of transportation;
- a local representative for children at risk;
- the chairperson or designee of the local mass transit system's board except when they are also the CTC;
- a local representative of the Florida Department of Elder Affairs;
- a local representative of the local for-profit transportation industry;
- a local representative of the Florida Agency for Health Care Administration;
- a local representative of the Regional Workforce Development Board;
- a representative of the local medical community, which may include, but is not limited to, kidney dialysis centers, long term care facilities, assisted living facilities, hospitals, local health department or other home and community based services, and;

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persons below median income, youth, the elderly, and persons with disabilities, and persons from different geographic areas across the county must be adequately represented on the CAC to the maximum extent feasible.

All members must be residents of Hillsborough County. Membership will be as follows: One committee member nominated by each voting member serving on the TPO Board, and twenty (20) at-large members selected to improve proportionate representation of countywide geographical and demographic characteristics. Annually, a review of current members will be conducted to establish recruitment goals for any vacant seats for the coming year, and establish the basis for recommending candidates to the TPO board. The annual review will consider: (1) Geographic representation, assessed with respect to randomly-generated districts of approximately equal populace;(2) Demographic characteristics, including income, gender, race, ethnicity, disability status, and age, assessed with respect to their proportions in the general population. All committee members will be approved by a vote of the TPO Board.

Terms of appointment for at-large members and unelected members of the TPO Board shall be for a period of up to three (3) two-year terms. Term limits for appointees of elected members of the TPO Board shall be consistent with the term of that appointing board member, or up to six years, whichever is first. Terms are subject to Section 4.2.2 of these bylaws, and the terms of appointment notwithstanding, CAC members shall serve at the pleasure of the TPO.

- 4.2.8 TPO Policy Committee:** The TPO Policy Committee shall be responsible for the review and in-depth discussion of items and issues proposed to come before the TPO and for development of recommendations to the TPO, as appropriate, regarding such items and issues in order to facilitate the accomplishment of the TPO's responsibilities to manage a continuing, cooperative and comprehensive transportation planning process and the development of transportation plans and programs.

Membership: The Policy Committee shall be composed of at least five (5) members of the TPO who shall serve on a voluntary basis. Volunteers for membership will be solicited at the TPO meeting at which the Chair is elected and at any TPO meeting thereafter if the total membership of the Policy Committee falls below five (5). Those TPO members requesting to be made Policy Committee members in response to such solicitation or upon the initiative of an individual TPO member shall be so appointed by action of the TPO and shall serve terms that last until the next TPO meeting at which the Chair is elected.

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- A local representative of the Agency for Persons with Disabilities

TDCB Terms of Appointment. Except for the TDCB Chairperson, the members of the TDCB shall be appointed for three (3) year terms which shall be staggered equally among the membership. The TDCB Chairperson shall serve until elected term of office has expired or is otherwise replaced by the TPO.

TDCB Duties. The TDCB shall perform the following duties which include those specified in Chapter 41-2, Florida Administrative Code and Section 427.0157, Florida Statutes.

- a. Maintain official meeting minutes, including an attendance roster, reflecting official actions and provide a copy of same to the Commission for the Transportation Disadvantaged and the TPO Chairperson;
- b. Review and approve the CTC's memorandum of agreement and the transportation disadvantaged service plan;
- c. On a continuing basis, evaluate services provided under the transportation disadvantaged service plan. Not less than annually provide the TPO with an evaluation of the CTC's performance relative to the standards adopted by the Commission for the Transportation Disadvantaged and the TPO. Recommendations relative to performance and the renewal of the CTC's memorandum of agreement with the Commission for the Transportation Disadvantaged shall be included in the report;
- d. In cooperation with the CTC, review and provide recommendations to the Commission for the Transportation Disadvantaged and the TPO on all applications for local, state, or federal funds relating to transportation of the transportation disadvantaged in the county to ensure that any expenditures within the county are provided in the most cost effective and efficient manner;
- e. Review coordination strategies for service provision to the transportation disadvantaged in the county to seek innovative ways to improve cost effectiveness, efficiency, safety, working hours, and types of service in an effort to increase ridership to a broader population. Such strategies should also encourage multi-county and regional transportation service agreements between area CTCs and consolidation of adjacent counties when it is appropriate and cost effective to do so;
- f. Appoint a Grievance Subcommittee to process, investigate, resolve complaints, and make recommendations to the TDCB for improvement of service from agencies, users, or potential users, of the systems in the county. This Subcommittee shall meet as often as necessary to resolve complaints in a timely manner;

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- g. In coordination with the CTC, jointly develop applications for funds that may become available;
- h. Prepare quarterly reports outlining the accomplishments and activities or other areas of interest to the Commission for the Transportation Disadvantaged and the TPO;
- i. Consolidate the annual budget of local and federal government transportation disadvantaged funds estimates and forward them to the Commission for the Transportation Disadvantaged. A copy of the consolidated report shall also be used by the TDCB for planning purposes;
- j. Develop and maintain a vehicle inventory and utilization plan of those vehicles purchased with transportation disadvantaged funds for inclusion in the transportation disadvantaged service plan for the Commission for the Transportation Disadvantaged;
- k. Assist the TPO in preparing a Transportation Disadvantaged Element in their Transportation Improvement Program (TIP);
- l. Assist the CTC in establishing eligibility guidelines and priorities with regard to the recipients of nonsponsored transportation disadvantaged services that are purchased with Transportation Disadvantaged Trust Fund moneys;
- m. Work cooperatively with regional workforce boards established in Chapter 445, Florida Statutes, to provide assistance in the development of innovative transportation services for participants in the welfare transition program.

4.2.10 TPO Intelligent Transportation Systems (ITS) Committee: The ITS Committee is responsible for assisting in the development of Intelligent Transportation System (ITS) planning work programs, as well as reviewing ITS related studies, reports, plans, projects (including consistency with regional architecture and other standards and/or programs) and making recommendations to the TPO and/or other agencies. ITS Committee recommendations to the TPO shall be based upon the technical sufficiency, accuracy, and completeness of studies, plans and/or programs. The ITS Committee shall coordinate its actions with the appropriate representatives of the Florida Department of Transportation.

ITS Committee Membership: The ITS Committee shall be composed of members technically qualified in the planning, programming, engineering and/or implementation of intelligent transportation systems or projects within the Hillsborough County Metropolitan Planning Organization area boundary or in the case of the member nominated by the Environmental Protection Committee, technically qualified in the area of air quality impacts of transportation. The membership shall be composed of: one (1) member each from Hillsborough County, the City of Tampa, the Environmental Protection Commission, Tampa-Hillsborough Expressway Authority, Hillsborough Area Regional Transit

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process. The LRC shall coordinate its actions with the appropriate representatives of the Florida Department of Transportation.

LRC Membership: The LRC shall be composed of representatives of local government departments, transportation agencies and other organizations. They may be elected officials, appointed officials, organization members, designated representatives or staff, but may not be staff to the TPO. Members will represent the following: City of Plant City; City of Tampa Parks and Recreation Department, Public Works, Transportation Division, or Urban Development Department (up to two members); City of Temple Terrace; Hillsborough County Planning and Infrastructure (up to two members); Hillsborough Area Regional Transit; Hillsborough County TPO Board Member (appointed by the TPO to serve as chair of the committee); Hillsborough County City-County Planning Commission; Tampa Hillsborough Expressway Authority and five members from professional organizations whose mission is consistent with the principles of Livable Roadways (such as American Planning Association; American Society of Landscape Architects; Urban Land Institute; Institute of Transportation Engineers; Congress for New Urbanism and American Institute of Architects); University of South Florida; New North Transportation Alliance; Tampa Downtown Partnership; Westshore Alliance; Person with disabilities; Neighborhood representative; Transit user representative; Citizen advocate for livable communities and/or multimodal transportation; and School District and/or School Parent representative.

5 MEETINGS:

5.1 SCHEDULE OF MPO MEETINGS:

- 5.1.1 Regular Meetings:** Regular meetings shall take place on the first Tuesday of each month, unless otherwise decided by the TPO and shall be held in the Chamber of the Hillsborough County Board of County Commissioners or at another suitable location designated by the Chair.
- 5.1.2 Special Meetings and Workshops:** Special meetings and workshops shall be held at the call of the Chair or majority of officers. Special meetings and workshops shall convene at a time designated by the Chair and shall be held in the Chambers of the Hillsborough County Board of County Commissioners or at another suitable location designated by the Chair.
- 5.1.3 Public Hearings:** Public hearings of the TPO shall be held at a time designated by the Chair. A public hearing can be continued until a date and time certain, with due allowance of time for public notice of the continuation of the public hearing. Public hearings shall be held in the Chambers of the Hillsborough County Board of County Commissioners or at another suitable location designated by the Chair.

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Authority, the USF Center for Urban Transportation Research, the City of Plant City and the City of Temple Terrace as well as a non-voting advisor from the FDOT. Members and Alternate Members shall serve terms of indefinite length at the pleasure of their respective governmental bodies or agencies and the TPO.

4.2.11 TPO Bicycle/Pedestrian Advisory Committee (BPAC): The BPAC shall be responsible for making recommendations to the TPO, Hillsborough County, City of Tampa, City of Plant City, City of Temple Terrace, the Hillsborough County Environmental Protection Commission, the Florida Department of Transportation, the Southwest Florida Water Management District, and others, on matters concerning the planning, implementation and maintenance of a comprehensive bikeway and pedestrian system. In addition, the BPAC shall be responsible for studying and making recommendations concerning the safety, security, and regulations pertaining to bicyclists and pedestrians. The BPAC shall coordinate its actions with the appropriate representatives of the Florida Department of Transportation.

BPAC Membership: The BPAC shall be composed of up to twenty-five members. One member shall represent each of the following entities, except as noted: City of Tampa (three seats), City of Temple Terrace, City of Plant City, Hillsborough County (three seats), University of South Florida USF, the Environmental Protection Commission of Hillsborough County, the Hillsborough County City-County Planning Commission, HART, and the Florida Health Department. The remaining members shall be citizen representatives.

All members of this Committee shall serve for a two-year term, ending on June 30th of its respective year. Without restriction, each member can be appointed to serve an unlimited number of two-year terms.

4.2.12 TPO Livable Roadways Committee (LRC): The LRC shall be responsible for integrating Livable Roadways principles into the design and use of public rights-of-way and the major road network throughout Hillsborough County. The LRC seeks to accomplish this responsibility by: making recommendations to create a transportation system that balances design and aesthetics with issues of roadway safety and function; ensuring that public policy and decisions result in a transportation system that supports all modes of transportation, with a special emphasis on pedestrian and bicycle infrastructure and transit infrastructure and service; providing information and assistance to the TPO, local governments and transportation agencies relating to the mission of the Committee; and enhancing coordination among TPO member agencies and public participation in the transportation planning

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5.2 SCHEDULE OF STANDING COMMITTEE MEETINGS: Each standing committee shall meet monthly, with the exception of the Intelligent Transportation Systems Committee and the Transportation Disadvantaged Coordinating Board which shall meet every two months, at a regular date and time designated by the Chair.

5.3 SCHEDULE OF AD HOC COMMITTEE MEETINGS: Each ad hoc committee shall meet at the call of the committee chair. Ad hoc committee meetings shall not be scheduled during the times reserved for TPO meetings. Ad hoc committee meetings shall be held at a suitable location designated by the committee chair.

5.4 NOTICE OF MPO AND COMMITTEE MEETINGS: The Executive Director of the TPO shall be responsible for providing written public notice of all TPO meetings, public hearings and committee meetings. Except in case of emergencies, written notice of any meeting shall be given at least five (5) days prior to the meeting. In case of emergency, notice of such meeting shall be given to each member as far in advance of the meeting as possible and by the most direct means of communications. In addition, notice of such emergency meeting shall be given to the media, utilizing the most practicable method. Written notice of any meeting shall state the date, time and place of the meeting, a brief description of the agenda for the meeting, and shall be provided in accordance with the requirements of Florida law and the TPO's Public Participation Plan.

5.5 AGENDA OF MPO AND COMMITTEE MEETINGS: The agenda for all TPO regular and special meetings, workshops and public hearings shall be established by the Chair with the assistance of the Executive Director. Members or the Executive Director may request that an item be placed on the agenda by communicating such request to the Executive Director at least ten (10) days prior to the meeting date. The Chair shall consider with the Executive Director on a month to month basis whether there shall be a consent agenda.

The agenda for each committee meeting shall be established by the committee chair and shall be prepared by the Executive Director or designated TPO support staff. Members of a committee or the Executive Director may request that an item be placed on a committee agenda by communicating such request to the TPO support staff assigned to the committee, or the Executive Director at least ten (10) days prior to the committee meeting date.

The agenda shall list the items in the order they are to be considered. For good cause stated in the record, items on the agenda may be considered out of order with the approval of the TPO Chair or the committee chair.

The agenda for any TPO or committee meeting shall be delivered to each member at least five (5) days prior to the meeting date and shall be mailed or delivered to interested persons at that time, except in case of an

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emergency meeting, where the agenda will be provided to members, and interested parties as far in advance of such meetings as practicable.

5.6 RULES OF ORDER: Except where they are inconsistent with the *By-laws*, *Roberts Rule of Order* shall be used for the conduct of all TPO and committee meetings.

5.7 QUORUM: A simple majority of the total non-vacant membership of the TPO or TPO committee shall constitute a quorum for the transaction of business at all regular and special meetings and public hearings, except seven (7) members shall constitute a quorum for the CAC, and nine (9) members shall constitute a quorum for the LRC and BPAC. Public hearings may be conducted with less than a quorum, but no action, other than as noted at the end of this section, shall be taken unless a quorum is present. When a quorum is present, a majority of those present may take action on matters properly presented at the meeting. Workshops may be conducted with less than a quorum, but no official action may be taken. A majority of the members present, whether or not a quorum exists, may adjourn any meeting or continue any public hearing to another time.

5.8 CONDUCT OF MEETINGS:

5.8.1 Chair Participation: The presiding TPO Chair, or committee chair, shall not be deprived of any rights and privileges by reason of being presiding Chair, but may move or second a motion only after the gavel has been passed to the Vice-Chair or another member.

5.8.2 Form of Address: Each member shall address only the presiding Chair for recognition; shall confine his/her remarks to the question under debate; and shall avoid personalities or indecorous language or behavior.

5.8.3 Public Participation: Any member of the public may address the TPO or TPO committee at a regular or special meeting, public hearing, or public participation type workshop, after signing in with the TPO Staff for a specific item. When recognized by the Chair, a member of the public shall state their name, address, the person on whose behalf they are appearing and the subject of their testimony. Each member of the public shall limit his or her presentation to three (3) minutes unless otherwise authorized by the Chair.

5.8.4 Limitation of Testimony: The Chair may rule testimony out of order if it is redundant, irrelevant, indecorous or untimely.

5.8.5 Motions: The Chair shall restate motions before a vote is taken and shall state the maker of the motion and the name of the supporter.

5.8.6 Voting: Voting shall be done by voice, as a group, but a member shall have his/her vote recorded in the minutes of the meeting if so desired. A roll call vote shall be taken if any member so requests.

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3. Board deliberation
(c) Adjournment

5.9.4 Order of Consideration of Action Items: The order of consideration of any individual agenda item shall be as follows unless otherwise authorized by the Chair:

- Chair introduces the agenda item.
- Staff presents the agenda item.
- Other invited speaker(s) make presentations.
- TPO or committee members ask questions.
- Motion is made, seconded and debated.
- Vote is taken.

The Chair may expand all time limitations established by this section.

5.9 OPEN MEETINGS: All TPO regular and special meetings, workshops and public hearings, TPO committee meetings, and all meetings of the committees are open to the public as provided by Florida's Government-in-the-Sunshine Law, Section 286.011, Florida Statutes.

6.0 ATTENDANCE: Members are expected to attend all regular and special meetings, public hearings and workshops of the TPO and its committees.

6.1 EXCUSAL FROM MEETINGS: Each member who knows that his/her attendance at a regular or special meeting, public hearing or workshop will not be possible, shall notify the Executive Director, or committee support staff, of the anticipated absence and the reason thereof. The Executive Director, or committee support staff, shall communicate this information to the Chair who may excuse the absent member for good cause.

7.0 CODE OF ETHICS:

7.1 COMPLIANCE WITH LAWS: Members shall comply with the applicable provisions of the Code of Ethics for Public Officers and Employees, Part III, Chapter 112, Florida Statutes.

7.2 REQUESTS FOR INFORMATION: Members may request information readily available to the general public directly from the appropriate staff person. Requests for information not readily available to the general public, or information which would involve the expenditure of staff time in preparation or compilation, shall be made to the Executive Director, who may consult with the Chair for guidance.

7.3 LOBBYING ACTIVITIES: Members shall use their discretion in conducting private discussions with interested persons regarding TPO business, as long as all interested persons are treated equally. Any written material received by a member in connection with a private discussion with an interested person shall be given to the Executive Director for distribution to other members and as appropriate, to staff.

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Any member may give a brief explanation of his/her vote. A tie vote shall result in failure of a motion.

5.8.7 Reconsideration: A motion to reconsider an item on which vote has been taken may be made only by a member who voted with the prevailing side. The motion to reconsider must be made on the day the vote to be reconsidered was taken, or at the next succeeding meeting of the same type of meeting at which the vote to be reconsidered was taken (i.e., at the next succeeding regular meeting if the vote to be reconsidered was taken at a regular meeting). To be in order, the motion to reconsider must be made under the consideration of old business. Adoption of a motion to reconsider requires the approval of at least a simple majority of the votes cast. If a motion to reconsider is adopted, the members shall consider the need for additional notice to interested persons before a vote subject to the motion for reconsideration was taken at a special meeting or a public hearing for which no subsequently scheduled meeting will provide an opportunity for reconsideration of the item, then the motion to reconsider may be made at the next regular meeting in the manner provided.

5.9 ORDER OF BUSINESS AT MEETINGS: The order of business shall be determined by the Chair; however, the following is provided as a guide:

5.9.1 Regular TPO Meetings:

- Call to Order and Pledge of Allegiance
- Approval of minutes of prior meetings, workshops and public hearings.
- Public input on Agenda Items, TPO Committee Reports
- Presentation of the Chair's Report
- Presentation of the Executive Director's Report
- Consideration of Action Items
- Consideration of Status Reports
- Public input regarding general concerns
- Consideration of items under old business
- Consideration of items under new business
- Adjournment

5.9.2 Special Meetings or Workshops

- Call to Order
- Consideration of individual agenda items
- Adjournment

5.9.3 Public Hearings

- Call to Order
- Consideration of individual agenda items
 - Presentation by staff
 - Public comment

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7.4 GOVERNMENT IN THE SUNSHINE: Members shall refrain from participating in any private communications regarding TPO business involving two or more members. For purposes of this section, a private discussion is one that is not conducted in accordance with the requirements of Florida's Government-in-the-Sunshine Law, Section 286.011, Florida Statutes.

Any written material received by a member in connection with TPO Business shall be given to the Executive Director or the member's committee support staff for distribution to other members and as appropriate, to staff.

7.5 STATEMENTS BY MEMBERS: Members will from time to time be asked to give their opinions regarding matters which have been or will be considered by the TPO or one of its committees. No member shall be prohibited from stating his/her individual opinion on any matter; however, in doing so, each member shall take care to make clear that the opinion expressed is his/her own, and does not constitute the official position of the TPO or one of its committees.

7.6 CODE OF CONDUCT: Recognizing that persons holding a position of public trust are under constant observation, and that maintaining integrity and dignity are essential for high levels of public confidence in institutions of government, members are expected to adhere to the following:

- Prepare for and regularly attend all meetings of the member's group;
- Extend courtesy and consideration toward colleagues, citizens, and staff, during all discussions and deliberations;
- Avoid appearance of impropriety;
- Allow citizens, colleagues, and staff sufficient opportunity to present their views, within the prescribed rules of conduct of meetings;
- Refrain from abusive comments or intimidating language directed at colleagues, citizens, or staff, including gestures, body language or distracting activity that conveys a message of disrespect and/or lack of interest;
- Not engage in harassing behavior or unwelcome conduct of a sexual nature toward colleagues, citizens, or staff;
- Discharge their duties without prejudice toward any person or group;
- Not lend their influence towards the advancement of personal financial interests or the financial interests of family, friends, or business associates.

8.0 ADMINISTRATION: The administration of TPO activities shall be accomplished through official actions of the TPO in accordance with the following guidelines:

8.1 POLICIES: The TPO shall adopt, by a vote of a majority of the total membership, Policies to guide the administration of the TPO. The Policies shall be published in conjunction with the *By-laws*. The Policies may be

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amended from time to time by a vote of a majority of the total voting membership of the TPO.

8.2 STATUTES: The TPO shall abide by legislation authorizing and specifying its duties and functions and all other requirements of Florida law.

8.3 STAFF: The staff of the TPO shall consist of the Executive Director and such additional employees as provided by the Hillsborough County City-County Planning Commission. The staff shall be directed by the Executive Director of the TPO.

9.0 RULES OF CONSTRUCTION: The following rules apply to the text of this document.

9.1 The particular controls the general.

9.2 The word "shall" is mandatory and not discretionary. The word "may" is permissive.

9.3 Words used in the present tense include the future; words used in the singular number shall include the plural and the plural the singular unless the context indicates the contrary.

9.4 Words not defined shall have the meaning commonly ascribed to them.

10.0 AMENDMENT: The *By-laws* may be amended by two-thirds majority vote of the total voting membership of the TPO. Any amendment shall be proposed at a regular meeting and voted upon the next regular meeting.

This information is also available in a more easily read format at:
<https://planhillsborough.org/wp-content/uploads/2024/03/TPO-ByLaws-March-2023.pdf>.

Statements and Assurances

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

TPO Work Elements and Planning Tasks

Task 1: Transportation Planning Management

PURPOSE:

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

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

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

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

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

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

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

Responsible Agencies:

Lead Agency: Hillsborough TPO

Task 2: System and Corridor Planning

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

System and Corridor Planning achieves the requirements for Complete Streets planning as described in Section 11206 Increasing Safe and Accessible Transportation Options of the Infrastructure Investment and Jobs Act (IIJA). [§ 11206]”

This task includes funding for:

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

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- analyzing challenges and opportunities related to creating and maintaining an efficient transportation system, such as those related to major investment planning, policy development, multimodal transportation systems, congestion management, safety, access management, adverse impacts, land use, aesthetics and urban design;
- coordinating studies with multiple stakeholders and agencies; and
- participating in the state's ETDM process.

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

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

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

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	Safe Streets for All grant activities (Ongoing through June 2026)
Hillsborough County Smart Cities Coordinate and update Smart Cities Action Plan. Develop and maintain TIP TSM&O and ITS priorities. Identify, evaluate and cost candidate projects. Participate in Smart Cities Alliance.	Smart Cities Action Plan updates (As Needed through June 2026) Prioritized projects for consideration in TIP (Ongoing through June 2026) Projects for consideration in updates or changes in LRTP (As needed through June 2026)
Shared Data & Analytics Platform Maintain and update platform, as needed. Explore value and feasibility of expanding the Platform with new mobility-oriented datasets.	Data Platform for performance Monitoring and Project Evaluation (Ongoing through June 2026)
Grants Seek, research, collaborate and apply for grants in support of efforts, as appropriate	Grant applications and support (As needed through June 2026)
Emergency Evacuation Plans Monitor adopted emergency evacuation plans and routes to ensure that they are considered in establishing transportation needs and priorities.	Monitor adopted emergency evacuation plans and routes to ensure that they are considered in establishing transportation needs and priorities. (As needed through June 2026)
Transportation Resiliency Consider disaster and post-disaster recovery scenarios in the LRTP and planning documents. Continue to develop mitigation strategies and project priorities to offset vulnerabilities. Conduct vulnerability/resiliency assessments of transportation systems in Hillsborough County in coordination with implementing agencies.	Continued development of mitigation strategies and project priorities (Ongoing through June 2026) Resiliency assessments and supporting plans/documents (As needed through June 2026)
Data Collection, Research, and Analysis Collect and analyze bicycle, pedestrian, and other modes count and crash data. Develop countermeasures at select locations to create safer, more convenient, and attractive multimodal environments. Research best practices and health outcomes related to the implementation of complete streets. Research best practices and federal and state guidance on innovative walk and bike infrastructure. 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).	Multimodal counts (As needed through June 2026) Traffic counts (As needed through June 2026) Complete Streets Plans (As needed through June 2026) Assist with planning efforts (As needed through June 2026) Research on best practices (As needed through June 2026) Research to support economic development (As needed through June 2026)

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

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<p>Promote physical activity, public safety, health policies, mental health, air & water quality, and social equity policies that increase awareness of public health benefits of walking and cycling for all users.</p> <p>Support multimodal access to everyday necessities for users of all abilities.</p>	
<p>Goods Movement</p> <p>Collaborate on planning for goods movement.</p> <p>Participate in the update of existing policies, regulations and laws.</p> <p>Review the freight movement recommendations from previous plans and evaluate their applicability to Hillsborough County.</p> <p>Collaborate with FDOT District 7 Regional Goods Movement Study to identify Hillsborough County freight hot-spot locations and longer-term capacity projects.</p> <p>Complete and follow up on the Supply Chain Resiliency Study recommendations.</p> <p>Conduct studies in support of goods movement to and through intermodal facilities such as Port Tampa Bay facilities.</p> <p>Conduct studies related to the impact of truck traffic and goods movements on communities and recommend strategies to safely accommodate the needs of all transportation system users. Engage with CSX regarding freight rail and alternatives.</p> <p>Conduct and support research on the impact of automated, connected, electric, and shared (ACES) vehicle technology on freight and goods movement.</p> <p>Identify needed improvements, priorities and potential funding sources related to freight and goods movement for consideration in the LRTP and the TIP.</p>	<p>Coordinated goods movement planning efforts (As needed through June 2026)</p> <p>Goods movement studies and supporting documents (As needed through June 2026)</p> <p>Studies related to the impact of truck traffic and goods movements on communities and recommend strategies to safely accommodate the needs of all transportation system users. (As needed through June 2026)</p> <p>Freight Alternatives Rail Study (pending CSX participation, June 2026)</p> <p>Conduct and support research on the impact of automated, connected, electric, and shared (ACES) vehicle technology on freight and goods movement (As needed through June 2026)</p> <p>Freight needs and cost affordable projects in TPO planning products and required documents (As needed through June 2026)</p>
<p>Key Freight Industry Stakeholders</p> <p>Monitor and update stakeholders.</p> <p>Monitor opportunities to develop partnerships among business, trade, transportation, and economic development officials.</p> <p>Attend meetings of the Tampa Bay Goods Movement Advisory Committee.</p>	<p>Participate and contribute to the Tampa Bay Goods Movement Advisory Committee. (As needed through June 2026)</p>
<p>Aviation and Port Planning Activities</p> <p>Participate in planning studies, coordination efforts, and activities.</p> <p>Updates of aviation and port master plans, and statewide plans, including incorporation of resiliency efforts.</p>	<p>Update aviation and port master plans and statewide plans (As needed through June 2026)</p>

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

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

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

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<p>Participate in managed lane studies, Interchange Justification or Modification Reports and other similar studies.</p> <p>Conduct research, analysis, outreach and/or other tasks in support of the studies, as needed.</p> <p>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>LRTP and/or TIP (Ongoing through June 2026)</p> <p>Updated data to support GIS analysis (Ongoing through June 2026)</p> <p>Comments and responses to ETAT comments regarding candidate projects (Ongoing through June 2026)</p> <p>Research, analysis, outreach, and other tasks in support of sub-area, focused area, and corridor studies by others (Ongoing through June 2026)</p> <p>Support for partner planning efforts (Ongoing through June 2026)</p>
<p>Policies, Programs, Documents</p> <p>Recommend policies for relocating utilities, removing billboards, preserving canopy roads, enhancing landscaping and street trees, as well as instituting traffic calming techniques.</p> <p>Support programs related to systems and corridor planning efforts.</p> <p>Develop and update documents related to systems and corridor planning efforts.</p>	<p>Policy language (As needed through June 2026)</p> <p>Program development and support (As needed through June 2026)</p> <p>Document development and support (As needed through June 2026)</p>
<p>Coordination and Support</p> <p>Coordinate with, participate in and support local and regional transportation planning efforts and partner agency studies.</p> <p>Participate in ITS, CMCMP, resiliency and sustainability projects.</p> <p>Participate in efforts of jurisdictions, agencies, universities, community organizations, including Community Traffic Safety Team, Smart Cities Alliance, Tampa Bay Resiliency Coalition, Tampa Bay Clean Air Coalition.</p> <p>Continue to explore opportunities to coordinate planning with law enforcement agencies, the Department of Homeland Security, FHWA, FTA, emergency management services, transit operators, the Port Tampa Bay, and the U.S. Coast Guard.</p> <p>Provide Bicycle/Pedestrian Advisory Committee guidance on the update of the Walk/Bike Safety Plans.</p> <p>Coordinate with the Area Agency on Aging, Children's Board, Health Department, and other community partners.</p>	<p>Coordinated transportation planning efforts (Ongoing through June 2026)</p> <p>Presentations to local, regional, state, and federal agencies and organizations (Ongoing through June 2026)</p> <p>Provide transportation data and analysis (As needed through June 2026)</p> <p>Temple Terrace multimodal planning assistance (As needed through June 2026)</p> <p>Plant City Trail Connector Next Steps (As needed through June 2026)</p> <p>Support of planning studies related to access and integration of</p>

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<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>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>planning best practices (As needed through June 2026)</p>
<p>Provide information and analyses as needed or requested by members of TPO Board and their agencies/organizations.</p>	<p>Provide information and analyses as needed or requested by members of TPO Board and their agencies/organizations. (As needed through June 2026)</p>
<p>Participate in statewide committees, meetings, workshops and other collaborative and educational opportunities, such as the MPOAC Freight Prioritization Program.</p>	<p>Participation in statewide activities (As needed through June 2026)</p> <p>Freight Priorities submitted to MPOAC (As needed through June 2026)</p>
<p>Produce and distribute educational materials.</p>	<p>Educational materials (As needed through June 2026)</p>
<p>Provide learning opportunities for students through high school, undergraduate, and graduate internships.</p>	<p>Learning opportunities (As needed through June 2026)</p>
<p>Training/meeting/conference/ participation that is reasonable, necessary, and allocable to the transportation planning process.</p>	<p>Training, meetings, conferences (As needed through June 2026)</p>

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

Responsible Agencies:

Lead Agency: Hillsborough TPO

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

Task 3 Long Range Transportation Plan and Data Monitoring

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

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

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

REQUIRED ACTIVITY	END PRODUCT
Data Collection, Updates, Research, Analysis and Establish Baseline Conditions Compile and update data on conditions on the major road network and inventories of existing sidewalk and bikeway facilities, as needed. 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. 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	Maintain and expand Data Platform/Database for performance monitoring and Project Evaluation (Ongoing through 2026) Support MMLOS reports (As needed through June 2026) Database enhancements to forecast crash and travel time reliability performance (ongoing through June 2026)

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

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

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

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

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

Responsible Agencies:

Lead Agency: Hillsborough TPO

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

Task 4 Transportation Improvement Program

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

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

ONGOING ACTIVITIES

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

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

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

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

Responsible Agencies:

Lead Agency: Hillsborough TPO

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

Task 5 Public Participation

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

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

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

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

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

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

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

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

Responsible Agencies:

Lead Agency: Hillsborough TPO

Task 6 Regional Coordination – Not requiring shared or transferred funds

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

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

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

REQUIRED ACTIVITY	END PRODUCT
Participate in the Florida MPO Advisory Council activities and meetings to share best practices, conduct statewide research tasks and stay abreast of statewide policy changes	Participation (Ongoing through June 2026)
Provide input to the Florida Transportation Commission and legislature on issues affecting the West Central Florida area.	Input (As needed through June 2026)
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. 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. Coordinate with the MPO's and TPOs of the SCTPA region to maintain a regional SharePoint site.	Major Project Priorities: including Regional TRIP Priorities and Regional Multiuse Trail Priorities (Annual by June 2025 and June 2026) Interlocal Agreement for Regional Planning & Coordination in West Central Florida SCTPA operating procedures (As needed through June 2026) SCTPA conflict resolution process (As needed through June 2026) Regional SharePoint Site (Ongoing through June 2026) TMA meetings (quarterly through June 2026) and SCTPA meetings (biannual through June 2026), including public notice, virtual and in-person access, minutes, video

Hillsborough Transportation Planning Organization

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

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

Hillsborough Transportation Planning Organization

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

Responsible Agencies:

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

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

Task 7 – Exploration of a Regional MPO

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

Previous Work: N/A

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

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

Responsible Agencies:

Lead Agency: Hillsborough TPO

Responsible Agencies: Hillsborough TPO, Pasco MPO, Forward Pinellas

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

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

Previous Work: Regional Needs Assessment

ONGOING ACTIVITIES

Develop Regional UPWP Task

Participate in Sun Coast Transportation Planning Alliance (SCTPA)

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

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

Responsible Agencies:

Lead Agency: Forward Pinellas

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

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

Funding and Budget Summary Tables

TABLE 4: TASK 1 FY25-26 BUDGET TABLE

Task 1 Transportation Planning Management							
2025							
Funding Source	FHWA			CTD		FY 2025 Total	
Contract Number	G2V06						
Source Level	PL	SU	Total		Total		
MPO Budget Reference							
Lookup Name	25 FHWA G2V06	25 FHWA G2V06	FHWA G2V06 (T		2025 CTD (Total)		
Personnel (salary and benefits)	\$ 477,009	\$ -	\$ 477,009	\$ -	\$ -	\$ 477,009	
Consultant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Travel	\$ 26,364	\$ -	\$ 26,364	\$ -	\$ -	\$ 26,364	
Direct Expenses	\$ 13,800	\$ -	\$ 13,800	\$ -	\$ -	\$ 13,800	
Indirect Expenses	\$ 53,367	\$ -	\$ 53,367	\$ -	\$ -	\$ 53,367	
Supplies	\$ 16,500	\$ -	\$ 16,500	\$ -	\$ -	\$ 16,500	
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
2025 Totals	\$ 587,040	\$ -	\$ 587,040	\$ -	\$ -	\$ 587,040	
2026							
Funding Source	FHWA					FY 2026 Total	
Contract Number	G2V06						
Source	PL	SU	Total		Total		
MPO Budget Reference							
Lookup Name	26 FHWA G2V06	26 FHWA G2V06	FHWA G2V06 (T		2026 (Total)		
Personnel (salary and benefits)	\$ 375,960	\$ -	\$ 375,960	\$ -	\$ -	\$ 375,960	
Consultant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Travel	\$ 20,000	\$ -	\$ 20,000	\$ -	\$ -	\$ 20,000	
Direct Expenses	\$ 13,800	\$ -	\$ 13,800	\$ -	\$ -	\$ 13,800	
Indirect Expenses	\$ 42,626	\$ -	\$ 42,626	\$ -	\$ -	\$ 42,626	
Supplies	\$ 16,500	\$ -	\$ 16,500	\$ -	\$ -	\$ 16,500	
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
2026 Totals	\$ 468,886	\$ -	\$ 468,886	\$ -	\$ -	\$ 468,886	
Includes the De-ob PL funds of \$134,060							
	FY 2025 & 2026 TOTAL				FY 2025 & 2026 TOTAL De-		
Personnel (salary and benefits)	\$	852,969		Total	\$ 1,055,926		
Consultant	\$	-		Total De-ob. Funds (PL)			
Travel	\$	46,364		Total De-ob. (Other Source)	\$ -		
Direct Expenses	\$	27,600		Sub-Total (less the de-obligat	\$ 1,055,926		
Indirect Expenses	\$	95,993					
Supplies	\$	33,000					
Equipment	\$	-					
Total	\$	1,055,926					

TABLE 5: TASK 2 FY25-26 BUDGET TABLE

*PL Funding note below

*These funds satisfy the requirements for the 2.5% PL set aside for Complete Streets planning. [§ 11206(b)] The total amount of funds used by the MPO for Complete Streets planning for fiscal year 25 is \$74,844 of \$2,993,740 and for fiscal year 26, is \$64,000 of \$2,534,070. 2.5% of the total PL allocation for fiscal year 25 is \$74,844 and for fiscal year 26 is \$63,352.

Task 2 System and Corridor Planning							
2025							
Funding Source	FHWA			CTD		FY 2025 Total	
Contract Number	G2V06						
Source Level	PL	SU	Total	State	Total		
MPO Budget Reference							
Lookup Name	25 FHWA G2V06	25 FHWA G2V06	FHWA G2V06 (T	2025 CTD (State)	2025 CTD (Total)		
Personnel (salary and benefits)	\$ 401,300	\$ -	\$ 401,300	\$ 51,467	\$ 51,467	\$	452,767
Consultant	\$ 461,364	\$ 363,182	\$ 824,546	\$ -	\$ -	\$	824,546
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$	-
Direct Expenses	\$ 12,600	\$ -	\$ 12,600	\$ -	\$ -	\$	12,600
Indirect Expenses	\$ 87,526	\$ 36,318	\$ 123,844	\$ 5,147	\$ 5,147	\$	128,991
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$	-
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$	-
2025 Totals	\$ 962,790	\$ 399,500	\$ 1,362,290	\$ 56,614	\$ 56,614	\$	1,418,904
2026							
Funding Source	FHWA			CTD		FY 2026 Total	
Contract Number	G2V06						
Source	PL	SU	Total	State	Total		
MPO Budget Reference							
Lookup Name	26 FHWA G2V06	26 FHWA G2V06	FHWA G2V06 (T	2026 CTD (State)	2026 CTD (Total)		
Personnel (salary and benefits)	\$ 326,493	\$ -	\$ 326,493	\$ 55,614	\$ 55,614	\$	382,107
Consultant	\$ 300,000	\$ 295,000	\$ 595,000	\$ -	\$ -	\$	595,000
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$	-
Direct Expenses	\$ 12,600	\$ -	\$ 12,600	\$ -	\$ -	\$	12,600
Indirect Expenses	\$ 63,909	\$ 29,500	\$ 93,409	\$ -	\$ -	\$	93,409
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$	-
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$	-
2026 Totals	\$ 703,002	\$ 324,500	\$ 1,027,502	\$ 55,614	\$ 55,614	\$	1,083,116
Includes the De-ob PL funds of \$199,500 and SU of \$130,000							
	FY 2025 & 2026 TOTAL				FY 2025 & 2026 TOTAL De-		
Personnel (salary and benefits)	\$	834,874		Total	\$ 2,502,020		
Consultant	\$	1,419,546		Total De-ob. Funds (PL)			
Travel	\$	-		Total De-ob. (Other Source)			
Direct Expenses	\$	25,200		Sub-Total (less the de-obligated	\$ 2,502,020		
Indirect Expenses	\$	222,400					
Supplies	\$	-					
Equipment	\$	-					
Total	\$	2,502,020					

TABLE 6: TASK 3 FY25-26 BUDGET TABLE

Task 3 Long Range Transportation Plan and Data Monitoring								
2025								
Funding Source	FHWA				Federal Other		FY 2025 Total	
Contract Number	G2V06							
Source Level	PL	SU	STIC	Total	Federal	Total		
MPO Budget Reference					EPA			
Lookup Name	5 FHWA G2V06	5 FHWA G2V06	6 FHWA G2V06	5 FHWA G2V06 (Total)	Federal Other (Federal)	Federal Other (Total)		
Personnel (salary and benefits)	\$ 408,219	\$ -	\$ -	\$ 408,219	\$ -	\$ -	\$ 408,219	
Consultant	\$ 126,336	\$ 250,455	\$ 12,000	\$ 388,791	\$ 388,375	\$ 388,375	\$ 777,166	
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Direct Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Indirect Expenses	\$ 53,456	\$ 25,045	\$ -	\$ 78,501	\$ -	\$ -	\$ 78,501	
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
2025 Totals	\$ 588,011	\$ 275,500	\$ 12,000	\$ 875,511	\$ 388,375	\$ 388,375	\$ 1,263,886	
2026								
Funding Source	FHWA						FY 2026 Total	
Contract Number	G2V06							
Source	PL	SU		Total		Total		
MPO Budget Reference								
Lookup Name	6 FHWA G2V06	6 FHWA G2V06		6 FHWA G2V06 (Total)		2026 (Total)		
Personnel (salary and benefits)	\$ 328,500	\$ -	\$ -	\$ 328,500	\$ -	\$ -	\$ 328,500	
Consultant	\$ 205,053	\$ 200,455	\$ -	\$ 405,508	\$ -	\$ -	\$ 405,508	
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Direct Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Indirect Expenses	\$ 53,355	\$ 20,045	\$ -	\$ 73,400	\$ -	\$ -	\$ 73,400	
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
2026 Totals	\$ 586,908	\$ 220,500	\$ -	\$ 807,408	\$ -	\$ -	\$ 807,408	
Includes de-Ob PL of \$87,691 and STIC funds of \$12,000								
	FY 2025 & 2026 TOTAL				FY 2025 & 2026 TOTAL De-			
Personnel (salary and benefits)	\$	736,719			Total	\$ 2,071,294		
Consultant	\$	1,182,674			Total De-ob. Fu			
Travel	\$	-			Total De-ob. (O			
Direct Expenses	\$	-			Sub-Total (less	\$ 2,071,294		
Indirect Expenses	\$	151,901						
Supplies	\$	-						
Equipment	\$	-						
Total	\$	2,071,294						

TABLE 7: TASK 4 FY25-26 BUDGET TABLE

Task 4 Transportation Improvement Program				
2025				
Funding Source	FHWA			FY 2025 Total
Contract Number	G2V06			
Source Level	PL	SU	Total	
MPO Budget Reference				
Lookup Name	5 FHWA G2V06	5 FHWA G2V06	FHWA G2V06 (Total)	
Personnel (salary and benefits)	\$ 100,455	\$ -	\$ 100,455	\$ 100,455
Consultant	\$ -	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -	\$ -
Direct Expenses	\$ -	\$ -	\$ -	\$ -
Indirect Expenses	\$ 10,045	\$ -	\$ 10,045	\$ 10,045
Supplies	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -
2025 Totals	\$ 110,500	\$ -	\$ 110,500	\$ 110,500
2026				
Funding Source	FHWA			FY 2026 Total
Contract Number	G2V06			
Source	PL	SU	Total	
MPO Budget Reference				
Lookup Name	6 FHWA G2V06	6 FHWA G2V06	FHWA G2V06 (Total)	
Personnel (salary and benefits)	\$ 104,455	\$ -	\$ 104,455	\$ 104,455
Consultant	\$ -	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -	\$ -
Direct Expenses	\$ -	\$ -	\$ -	\$ -
Indirect Expenses	\$ 10,445	\$ -	\$ 10,445	\$ 10,445
Supplies	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -
2026 Totals	\$ 114,900	\$ -	\$ 114,900	\$ 114,900

TABLE 8: TASK 5 FY25-26 BUDGET TABLE

Task 5 Public Participation							
2025							
Funding Source	FHWA					FY 2025 Total	
Contract Number	G2V06						
Source Level	PL	SU	Total		Total		
MPO Budget Reference							
Lookup Name	5 FHWA G2V06	5 FHWA G2V06	FHWA G2V06 (T		2025 (Total)		
Personnel (salary and benefits)	\$ 414,090	\$ -	\$ 414,090	\$ -	\$ -	\$ 414,090	
Consultant	\$ 50,000		\$ 50,000	\$ -	\$ -	\$ 50,000	
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Direct Expenses	\$ 32,000	\$ -	\$ 32,000	\$ -	\$ -	\$ 32,000	
Indirect Expenses	\$ 49,609	\$ -	\$ 49,609	\$ -	\$ -	\$ 49,609	
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
2025 Totals	\$ 545,699	\$ -	\$ 545,699	\$ -	\$ -	\$ 545,699	
2026							
Funding Source	FHWA					FY 2026 Total	
Contract Number	G2V06						
Source	PL	SU	Total		Total		
MPO Budget Reference							
Lookup Name	6 FHWA G2V06	6 FHWA G2V06	FHWA G2V06 (T		2026 (Total)		
Personnel (salary and benefits)	\$ 409,760	\$ -	\$ 409,760	\$ -	\$ -	\$ 409,760	
Consultant	\$ 26,500	\$ -	\$ 26,500	\$ -	\$ -	\$ 26,500	
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Direct Expenses	\$ 32,000	\$ -	\$ 32,000	\$ -	\$ -	\$ 32,000	
Indirect Expenses	\$ 46,826	\$ -	\$ 46,826	\$ -	\$ -	\$ 46,826	
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
2026 Totals	\$ 515,086	\$ -	\$ 515,086	\$ -	\$ -	\$ 515,086	
Includes de-ob PL of \$22099							
	FY 2025 & 2026 TOTAL			FY 2025 & 2026 TOTAL De-			
Personnel (salary and benefits)	\$	823,850		Total	\$ 1,060,785		
Consultant	\$	76,500		Total De-ob. Fu			
Travel	\$	-		Total De-ob. (O			
Direct Expenses	\$	64,000		Sub-Total (less	\$ 1,060,785		
Indirect Expenses	\$	96,435					
Supplies	\$	-					
Equipment	\$	-					
Total	\$	1,060,785					

TABLE 9: TASK 6 FY25-26 BUDGET TABLE

Task 6 Regional Coordination not requiring shared or transferred funds							
2025							
Funding Source	FHWA					FY 2025 Total	
Contract Number	G2V06						
Source Level	PL	SU	Total		Total		
MPO Budget Reference							
Lookup Name	5 FHWA G2V06	5 FHWA G2V06	FHWA G2V06 (T		2025 (Total)		
Personnel (salary and benefits)	\$ 157,000	\$ -	\$ 157,000	\$ -	\$ -	\$ 157,000	
Consultant	\$ -	\$ 59,091	\$ 59,091	\$ -	\$ -	\$ 59,091	
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Direct Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Indirect Expenses	\$ 15,700	\$ 5,909	\$ 21,609	\$ -	\$ -	\$ 21,609	
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
2025 Totals	\$ 172,700	\$ 65,000	\$ 237,700	\$ -	\$ -	\$ 237,700	
2026							
Funding Source	FHWA					FY 2026 Total	
Contract Number	G2V06						
Source	PL	SU	Total		Total		
MPO Budget Reference							
Lookup Name	6 FHWA G2V06	6 FHWA G2V06	FHWA G2V06 (T		2026 (Total)		
Personnel (salary and benefits)	\$ 102,080	\$ -	\$ 102,080	\$ -	\$ -	\$ 102,080	
Consultant	\$ -	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ 50,000	
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Direct Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Indirect Expenses	\$ 10,208	\$ 5,000	\$ 15,208	\$ -	\$ -	\$ 15,208	
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
2026 Totals	\$ 112,288	\$ 55,000	\$ 167,288	\$ -	\$ -	\$ 167,288	
Includes De-Ob PL funds of \$55,000, SU funds of \$10000							
	FY 2025 & 2026 TOTAL			FY 2025 & 2026 TOTAL De-			
Personnel (salary and benefits)	\$	259,080		Total	\$	404,988	
Consultant	\$	109,091		Total De-ob. Fu			
Travel	\$	-		Total De-ob. (O	\$	-	
Direct Expenses	\$	-		Sub-Total (less	\$	404,988	
Indirect Expenses	\$	36,817					
Supplies	\$	-					
Equipment	\$	-					
Total	\$	404,988					

TABLE 10: TASK 7 FY25-26 BUDGET TABLE

Task 7 Exploration of a Regional MPO				
2025				
Funding Source	FHWA			FY 2025 Total
Contract Number	G2V06			
Source Level	PL	SU	Total	
MPO Budget Reference				
Lookup Name	5 FHWA G2V06	5 FHWA G2V06	FHWA G2V06 (Total)	
Personnel (salary and benefits)	\$ 20,000	\$ -	\$ 20,000	\$ 20,000
Consultant	\$ -	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -	\$ -
Direct Expenses	\$ -	\$ -	\$ -	\$ -
Indirect Expenses	\$ 2,000	\$ -	\$ 2,000	\$ 2,000
Supplies	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -
2025 Totals	\$ 22,000	\$ -	\$ 22,000	\$ 22,000
2026				
Funding Source	FHWA			FY 2026 Total
Contract Number	G2V06			
Source	PL	SU	Total	
MPO Budget Reference				
Lookup Name	6 FHWA G2V06	6 FHWA G2V06	FHWA G2V06 (Total)	
Personnel (salary and benefits)	\$ 30,000	\$ -	\$ 30,000	\$ 30,000
Consultant	\$ -	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -	\$ -
Direct Expenses	\$ -	\$ -	\$ -	\$ -
Indirect Expenses	\$ 3,000	\$ -	\$ 3,000	\$ 3,000
Supplies	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -
2026 Totals	\$ 33,000	\$ -	\$ 33,000	\$ 33,000

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

SCTPA Support and Shared Task					
2025					
Funding Source	FHWA				FY 2025 Total
Contract Number					
Source Level	PL	SU	Total		
MPO Budget Reference					
Lookup Name	2025 FHWA (PL)	2025 FHWA (SU)	2025 FHWA (Total)		(Total)
Personnel (salary and benefits)	\$ -	\$ -	\$ -		\$ -
Consultant	\$ 5,000	\$ -	\$ 5,000		\$ 5,000
Travel	\$ -	\$ -	\$ -		\$ -
Direct Expenses	\$ -	\$ -	\$ -		\$ -
Indirect Expenses	\$ -	\$ -	\$ -		\$ -
Supplies	\$ -	\$ -	\$ -		\$ -
Equipment	\$ -	\$ -	\$ -		\$ -
2025 Totals	\$ 5,000	\$ -	\$ 5,000		\$ 5,000
2026					
Funding Source	FHWA				FY 2026 Total
Contract Number					
Source Level	PL	SU	Total		
MPO Budget Reference					
Lookup Name	2026 FHWA (PL)	2026 FHWA (SU)	2026 FHWA (Total)		(Total)
Personnel (salary and benefits)	\$ -	\$ -	\$ -		\$ -
Consultant	\$ 5,000	\$ -	\$ 5,000		\$ 5,000
Travel	\$ -	\$ -	\$ -		\$ -
Direct Expenses	\$ -	\$ -	\$ -		\$ -
Indirect Expenses	\$ -	\$ -	\$ -		\$ -
Supplies	\$ -	\$ -	\$ -		\$ -
Equipment	\$ -	\$ -	\$ -		\$ -
2026 Totals	\$ 5,000	\$ -	\$ 5,000		\$ 5,000

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

TABLE 10: FUNDING SOURCE TABLE FY25-26

					Funding Source			
Contract	Funding Source	Source Level			FY 2025 Funding Source		FY 2026 Funding Source	
			2025	2026	Soft Match	Federal	Soft Match	Federal
	CTD	State	\$ 56,614	\$ 55,614	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		CTD TOTAL	\$ 56,614	\$ 55,614	\$ -	\$ -	\$ -	\$ -
	Federal Other	Federal	\$ 388,375	\$ -	\$ -	\$ 388,375.00	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Federal Other TOTAL	\$ 388,375	\$ -	\$ -	\$ 388,375	\$ -	\$ -
G2V06	FHWA	PL	\$ 2,993,740	\$ 2,539,070	\$ 660,281.73	\$ 2,993,740.00	\$ 560,002.38	\$ 2,539,070.00
		STIC	\$ 12,000	\$ -	\$ 2,646.65	\$ 12,000.00	\$ -	\$ -
		SU	\$ 740,000	\$ 600,000	\$ 163,210.06	\$ 740,000.00	\$ 132,332.48	\$ 600,000.00
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		FHWA G2V06 TOTAL	\$ 3,745,740	\$ 3,139,070	\$ 826,138	\$ 3,745,740	\$ 692,335	\$ 3,139,070

Soft Match Percent 18.07%

TABLE 13: AGENCY PARTICIPATION TABLE FY25-26

Agency Participation							
Funding Source	CTD		Federal/Other		FHWA G2V06		
Contract							
Fiscal Year	2025	2026	2025	2026	2025	2026	
Total Budget	\$ 56,614	\$ 55,614	\$ 388,375	\$ -	\$ 3,745,740	\$ 3,134,070	
Task 1 Transportation Planning Management							
Personnel (salary and benefits)	\$ -	\$ -	\$ -	\$ -	\$ 477,009	\$ 375,960	
Travel	\$ -	\$ -	\$ -	\$ -	\$ 26,364	\$ 20,000	
Direct Expenses	\$ -	\$ -	\$ -	\$ -	\$ 13,800	\$ 13,800	
Indirect Expenses	\$ -	\$ -	\$ -	\$ -	\$ 53,367	\$ 42,626	
Supplies	\$ -	\$ -	\$ -	\$ -	\$ 16,500	\$ 16,500	
Sub Total	\$ -	\$ -	\$ -	\$ -	\$ 587,040	\$ 468,886	
Task 2 System and Corridor Planning							
Personnel (salary and benefits)	\$ 51,467	\$ 55,614	\$ -	\$ -	\$ 405,845	\$ 326,493	
Consultant	\$ -	\$ -	\$ -	\$ -	\$ 824,546	\$ 595,000	
Direct Expenses	\$ -	\$ -	\$ -	\$ -	\$ 12,600	\$ 12,600	
Indirect Expenses	\$ 5,147	\$ -	\$ -	\$ -	\$ 124,239	\$ 93,409	
Sub Total	\$ 56,614	\$ 55,614	\$ -	\$ -	\$ 1,367,290	\$ 1,027,502	
Task 3 Long Range Transportation Plan and Data Monitoring							
Personnel (salary and benefits)	\$ -	\$ -	\$ -	\$ -	\$ 408,219	\$ 328,500	
Consultant	\$ -	\$ -	\$ 388,375	\$ -	\$ 388,791	\$ 405,508	
Indirect Expenses	\$ -	\$ -	\$ -	\$ -	\$ 78,501	\$ 73,400	
Sub Total	\$ -	\$ -	\$ 388,375	\$ -	\$ 875,511	\$ 807,408	
Task 4 Transportation Improvement Program							
Personnel (salary and benefits)	\$ -	\$ -	\$ -	\$ -	\$ 100,455	\$ 104,455	
Indirect Expenses	\$ -	\$ -	\$ -	\$ -	\$ 10,045	\$ 10,445	
Sub Total	\$ -	\$ -	\$ -	\$ -	\$ 110,500	\$ 114,900	
Task 5 Public Participation							
Personnel (salary and benefits)	\$ -	\$ -	\$ -	\$ -	\$ 414,090	\$ 409,760	
Consultant	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ 26,500	
Direct Expenses	\$ -	\$ -	\$ -	\$ -	\$ 32,000	\$ 32,000	
Indirect Expenses	\$ -	\$ -	\$ -	\$ -	\$ 49,609	\$ 46,826	
Sub Total	\$ -	\$ -	\$ -	\$ -	\$ 545,699	\$ 515,086	
Task 6 Regional Coordination not requiring shared or transferred funds							
Personnel (salary and benefits)	\$ -	\$ -	\$ -	\$ -	\$ 157,000	\$ 102,080	
Consultant	\$ -	\$ -	\$ -	\$ -	\$ 59,091	\$ 50,000	
Indirect Expenses	\$ -	\$ -	\$ -	\$ -	\$ 21,609	\$ 15,208	
Sub Total	\$ -	\$ -	\$ -	\$ -	\$ 237,700	\$ 167,288	
Task 7 Exploration of a Regional MPO							
Personnel (salary and benefits)	\$ -	\$ -	\$ -	\$ -	\$ 20,000	\$ 30,000	
Indirect Expenses	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ 3,000	
Sub Total	\$ -	\$ -	\$ -	\$ -	\$ 22,000	\$ 33,000	
Sub Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Sub Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Sub-Total (less the de-obligated funds)		112,228		388,375		6,879,810	
Total De-ob. Funds (PL)							
Total De-ob. (Other Source)							
TOTAL PROGRAMMED	\$ 56,614	\$ 55,614	\$ 388,375	\$ -	\$ 3,745,740	\$ 3,134,070	

Appendices

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



Transportation Disadvantaged Planning Grant Recipient Information

Legal Name	Hillsborough County Metropolitan Planning Organization		
Federal Employer Identification Number	50-0261001		
Registered Address	601 E Kennedy Boulevard, 18 th Floor		
City and State	Tampa, Florida	Zip Code	33602
Contact Person for this Grant	Wally Gallart	Phone Number <i>Format 111-111-1111</i>	813-210-9310
E-Mail Address [Required]	gallartw@plancom.org		
Project Location [County(ies)]	Hillsborough County		
Budget Allocation			
	Grant Amount Requested	\$55, 614	
	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 2024-25 Program Manual and Instructions for the Planning Grant.

Signature of Grant Recipient Representative

05/08/2024

Date

Name: Johnny Wong

Title: Executive Director

Resolution 2024-2
A RESOLUTION OF THE HILLSBOROUGH COUNTY METROPOLITAN PLANNING
ORGANIZATION
TRANSPORTATION DISADVANTAGED TRUST FUND PLANNING GRANT
AUTHORIZING RESOLUTION

A RESOLUTION of the Hillsborough County Metropolitan 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.

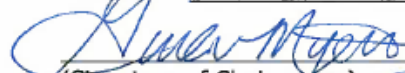
WHEREAS, this BOARD is eligible to receive a Transportation Disadvantaged Planning Grant and to undertake a transportation disadvantaged service project as authorized by Section 427.0159, Florida Statutes, and Rule 41-2, Florida Administrative Code.

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 8th DAY OF MAY 2024.

BOARD OF _____


(Signature of Chairperson)

Commissioner Gwen Myers

(Typed name of Chairperson)

ATTEST:

Signature _____

SampleResolution2024-25
Form Revised 04/05/2024

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 TPO 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 TPO'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*: Johnny Wong

Title: Executive Director

Telephone No.: 813-272-5940

E-mail: wongi@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

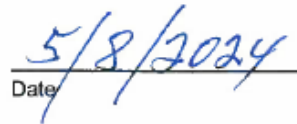
525-010-09
POLICY PLANNING
05/18

DEBARMENT and SUSPENSION CERTIFICATION

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

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


Name: Gwen Myers
Title: MPO Chair


Date

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

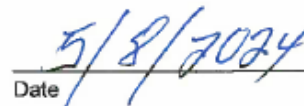
525-010-08
POLICY PLANNING
05/16

LOBBYING CERTIFICATION for GRANTS, LOANS and COOPERATIVE AGREEMENTS

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

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


Name: Gwen Myers
Title: MPO Chair


Date

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

525-D10-08
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: Gwen Myers
Title: MPO Chair


Date

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

525-010-08
POLICY PLANNING
05/18

TITLE VI/ NONDISCRIMINATION ASSURANCE

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

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

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

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


Name: Gwen Myers
Title: MPO Chair


Date

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

525-010-08
POLICY PLANNING
05/18

APPENDICES A and E

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

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

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

Hillsborough TPO's Nondiscrimination Statement in Plain English

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

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

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

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

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

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

Limited English Proficiency (LEP) Policy Statement

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

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

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

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

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

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

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

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

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

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

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

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

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

Maintaining Files

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

Review Process

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

Discrimination-Complaint Procedures

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

Annual Update

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

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

Appendix D: Disadvantaged Business Enterprise Policy Statement

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DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION

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

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

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


Name: Gwen Myers
Title: MPO Chair


Date

Hillsborough TPO DBE Utilization

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

Task 2 System & Corridor Planning

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

Task 3 Long Range Transportation Planning and Data Collection

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

Appendix E: Travel Policy

The TPO is part of Plan Hillsborough which consists of the Hillsborough County City-County Planning Commission, the Hillsborough River Board and the Hillsborough Metropolitan Planning Organization (dba Hillsborough Transportation Planning Organization or TPO). The TPO follows the Plan Hillsborough Travel policy, which is listed within the Employee Manual, Section 11, pages 87-92. The policy is consistent with Florida Statute 112.061; Board (BOCC) Policy 03.01.01 and Section 11 follows.

Plan
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Employee **Handbook**

Welcome To Our Company



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- Petty cash purchases
- Supplies for printers
- Postage
- Telephone bills; cellular phone bills
- Fleet management bills
- County Facility Management services (e.g., parking garage)

P-Card Purchases

While P-Cards make purchasing more efficient, use must be carefully monitored for compliance with stringent Hillsborough County rules. P-Cards are restricted to designated staff members, and use is supervised by the P-Card Coordinator. Staff members approved to use P-Cards are trained in their use and sign an acknowledgement form regarding P-Card use. The Executive Director may authorize use of P-Cards for emergency expenditures in accordance with Hillsborough County rules.

Emergency Purchases

The Planning Commission Executive Director, or designee, has emergency purchasing authority if it is determined that there is an immediate danger to the public health, safety or welfare, or other substantial loss to the Agency. Documentation of the circumstances that required the emergency purchase is necessary.

Petty Cash

To request a reimbursement for expenses incurred under \$20.00 such as: gas, parking, emergency office supplies, staff should complete a Petty Cash Receipt Form, attach the original receipt; and submit it to the Petty Cash Custodian to receive reimbursement.

Section 11 – Travel

Travel

- Travel authorization, reimbursement, etc., shall be consistent with [Florida Statute 112.061; Board \(BOCC\) Policy 03.01.01](#).
- Staff who will be traveling on official business shall become familiar with this section. Travel on “official business” is defined as travel necessary from time to time in connection with the duties of the staff or duties of the Planning Commission or TPO. The travel request shall indicate the nature of the official business.
- Training and development are included in the duties of the staff; and while limited funding is available, most travel requests to attend conferences and training can be approved.
- The Planning Commission Executive Director, or designee, is the “Approving Authority” for travel on official business by staff; as well as by any other person whose travel is in connection with the performance of official business. The Planning Commission Chair is the Approving Authority for travel by the Executive Director in connection with official business.
- The Approving Authority shall use best judgment concerning a determination of the benefit to the public of a particular conference or training.
- The Approving Authority will use discretion and good judgment in considering a request for travel (e.g., total estimated expense; necessity for the travel; alternative means of accomplishing the travel purpose; most economical means of transportation under the circumstances; and length of time the Authorized Traveler will be away from other duties.
- Staff may be asked to make an oral report to their Division Director after a conference, training, or trip. Your Division Director will determine if a written report should be given to

the Executive Director. The Executive Director will determine if a presentation should be made to the Planning Commission, TPO, River Board or to other governments or staff.

- All conference materials that may be useful as reference to the Library Resource Center should be submitted for possible cataloging.
- Special consideration of a travel request is given to those involving shared expenses (e.g., the Agency pays for registration; staff members pay for travel expenses).
- Staff members may use their personal credit card and be reimbursed for reimbursable charges while on authorized travel. Receipts are necessary.
- Fraudulent claims for travel reimbursement are punishable as provided in S775.082 or 775.083 Florida Statutes.

Types of Travel

- Class A travel – Continuous travel of 24 hours or more away from official headquarters
- Class B travel – Continuous travel of less than 24 hours involving overnight stay away from official headquarters
- Class C travel – Travel for short or day trips where the traveler is not away from official headquarters overnight

Authorization to Travel

- An "Authorized Traveler" is one who has received Approving Authority authorization to incur travel expenses in the performance of his or her duties (e.g., staff, consultants).
- Travel must be pre-authorized by the Approving Authority.
- Travel may only be authorized using official forms, properly executed, as provided by the Travel Coordinator.
- A request to travel should be discussed with your Division Director for initial approval. Then the traveler should provide conference information, stating the nature of the official business, the travel date, times, and mode of transportation to be used.
- The Travel Coordinator will complete a *Purchase Order Request* (POR) itemizing anticipated expenses; and a Pre-Trip Authorization form.
- The POR, along with the documentation, is then sent through the approval process.

Cancellation of Travel

An Authorized Traveler is personally responsible for costs incurred that cannot be recovered if travel is cancelled due to his or her own fault. Staff will not be liable for cancellation due to emergency or through no fault of their own.

If it is necessary to cancel approved travel, notify the Travel Coordinator as soon as possible, so that costs not incurred may be avoided; and reimbursement of incurred costs can be requested.

Early Registration

All travelers are expected to register early if there is a cost savings associated with doing so.

Mode of Travel and Type of Lodging

The most economical means of travel should be used.

- Use of a fleet vehicle is encouraged, where practical.
- County-owned rental cars are also available through the Fleet Management Department. A list of vehicles and rental prices is available on COIN. A Fleet Department vehicle may be reserved through a designated staff member. Approval must be obtained before reserving a County-owned Fleet Management Department vehicle for travel.

- An Authorized Traveler may opt to travel via private automobile or rental car rather than airline. However, if airfare cost is lower than the total for mileage or rental costs, the traveler will only be reimbursed up to the amount of the airfare quoted (include airfare quote on the travel request form).
- All mileage will be paid in accordance with the mileage rate allowed by law. Temporary employees or interns may be reimbursed for mileage if using own car for approved travel.
- Since electric car charging is NOT included in the Clerk's office travel policy and the Planning Commission is an independent Agency, attach a memo signed by the Executive Director of the TPO or the Executive Director of the Planning Commission that they agree to pay for electric car charging when a staff member travels using their own vehicle.

Only the Travel Coordinator may use the County Purchasing Card to make travel reservations. Airline reservations should be made through whatever entity will provide the most economical and efficient airfare under the circumstances. Travel shall be economy class unless the Authorized Traveler pays the difference between economy and the more expensive option out of pocket.

Personal Travel Combined with Official Travel

Combining personal travel with official is not prohibited; however, in situations when such travel is allowed, only those costs that are clearly business-related shall be reimbursed.

- When the trip is primarily personal, only the costs incurred at the travel destination that can be clearly documented as business-related may be reimbursed.
- If the trip is primarily business-related, but the traveler travels by an indirect route or takes a side trip, extra costs of any kind shall be incurred by the traveler.

Reimbursement of expenses shall be based upon only such charges as would have been incurred for authorized County business.

Pre-Payments

If the Authorized Traveler makes a request six (6) weeks before the beginning of travel, certain expenses may be paid in advance:

- Airfare
- Hotel reservation may be prepaid with a County PCard if making hotel reservations using their personal credit card causes a financial hardship for the Traveler. Doing so in Florida will save state hotel tax. The Travel Coordinator will ensure only the nightly room charge is applied to the PCard.
- The full registration fee is normally prepaid with a County PCard directly to the organization charging the fee.

Advanced payment must be requested using the County's pre-trip authorization form and be signed by the Approving Authority. Upon returning, the Traveler must report the actual use of funds previously advanced; and repay any portion of the advance not used.

Reimbursement of Travel Expenses

Retain all reimbursable travel receipts and submit them to the Travel Coordinator for reimbursement of eligible expenses as described in this section.

Per diem will be paid as approved by the BOCC; as will other reimbursable staff travel expenses incurred during travel in the performance of Planning Commission or TPO official business. Reimbursable travel expenses are those usual, ordinary and incidental expenditures

Hillsborough Transportation Planning Organization

necessarily incurred by an Authorized Traveler, evidenced by a written receipt and a statement signed by the Authorized Traveler and Approving Authority. All reimbursement requests for travel on official business shall be processed by the Travel Coordinator.

Within three (3) days of returning to the office, submit all receipts (except meal receipts to the Travel Coordinator, who will complete a reimbursement request for you. In unusual circumstances where the Traveler paid for the airfare (rather than the Travel Coordinator), present the airline ticket and proof of payment along with other receipts for reimbursement.

The Travel Coordinator should affix smaller receipts such as parking, tolls, taxi fare, etc., to a larger piece of paper so they do not get lost. The travel reimbursement form will be prepared for your review and signature. Ensure that the entire travel reimbursement form, including dates of travel, is correct. If not, correct them.

Reimbursable expenses include non-prohibited expenses incurred during travel that relate to the conduct of official business outside of Hillsborough County, as evidenced by a written receipt or statement of expenses signed by the Authorized Traveler and approved by the Approving Authority.

Examples of reimbursable expenses:

- Registration fees.
- Lodging.
- Transportation, including taxi fare, Uber, Lyft, shuttle charges, rental car, fuel for county-owned vehicles, tolls, parking fees, and mileage incurred while on Agency business.
- Eligible meals:
 - Breakfast - \$8.00: If you leave before 6:00 a.m. and travel extends beyond 8:00 a.m.
 - Lunch - \$8.00: If you leave before Noon and travel extends beyond 2:00 p.m.
 - Dinner - \$22.00: If you leave before 6:00 p.m. and travel extends beyond 8:00 p.m., or when travel occurs during nighttime hours due to special assignment.
- Liability insurance purchased on rental cars operated outside of Florida.
- Business communication expenses, if free wifi isn't available.
- Other necessary actual charges associated with attending events.

Non-reimbursable expenses are expenses not related to official business. Clearly indicate non-reimbursable expenses on receipts you submit for reimbursement (i.e., submit the receipt if a portion of it is reimbursable and highlight the non-reimbursable portion). Deduct non-reimbursable expenses from the total request for reimbursement. Examples of non-reimbursable expenses are:

- First class travel.
- Meals when travel is within Hillsborough County or meals provided as part of conference registration or training.
- Alcoholic beverages.
- Laundry, pressing or dry cleaning (unless travel exceeds one (1) week in length and the service is necessary to complete the official business).
- Personal phone calls.
- Valet Parking (unless it is the only parking option available).
- Parking fines.
- Entertainment (in-room movies, theatre attendance, etc.)

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- Liability insurance purchased for rental cars operated in Florida.
- Comprehensive or collision insurance purchased for any rental car.
- Gratuities, portage or tips.
- Car rental, unless approved as part of the original travel request.
- Mileage from home to the normal place of work and return
- Any other non-business-related expense.

Sales Tax

Florida law does not allow a traveler to personally pay expenses and receive the benefit of any Agency's tax-exempt status, even if the Agency subsequently reimburses the traveler for expenses incurred. Therefore, all sales taxes paid by the traveler may be claimed for reimbursement, provided paid receipts are presented.

Travel expenses incurred within the State of Florida and paid with a P-Card or by a Hillsborough County BOCC check, are sales tax exempt. The P-Card holder is responsible for confirming that Florida sales tax has not been charged. It is the card-holder's responsibility to obtain a credit directly from the vendor if such charges are made.

When Overnight Stay has been Authorized

When an overnight stay (lodging) has been authorized the Authorized Traveler will make a reservation for lodging using a personal credit card; or they may request advance payment of the hotel as indicated below.

- Lodging for conferences shall be booked at the conference hotel. If a room at the conference hotel is unavailable, a hotel in the general vicinity and same price range shall be booked (not to exceed \$250.00). Documentation shall be provided to justify a higher room rate.
- Lodging for business travel, other than conferences, shall be capped at \$175.00 a night (room rate only, excluding taxes). Lodging in excess of the \$175.00 cap requires approval by the Approving Authority. Documentation shall be provided to justify a higher room rate.
- Any overnight stay at a hotel within a 50-mile radius of the headquarters must be justified in writing and approved by the Approving Authority.
- A single room with private bath in a business class hotel or motel is the standard. If more expensive lodging is desired, the Authorized Traveler shall pay the difference out of pocket.

On completion of the overnight stay, the Authorized Traveler will pay for the lodging expenses and request reimbursement on return from travel.

Rental Cars

County-owned rental cars are available in the County Center and at Fleet Central through the Fleet Management Department. A list of vehicles and rental prices is available on COIN at [Motor Pool Rentals](#). Vehicles may be reserved by calling 307-1702 or 635-5429 for County Center rentals or the Service Writers at Fleet Central at 744-5580.

The Travel Coordinator may use the P-Card to pay for the traveler's rental car from the [State of Florida contract](#). The employee may use their P-Card providing the [Temporary Travel Enhancement](#) form is completed in advance. The [Temporary Travel Enforcement](#) form must be submitted to Procurement Services electronically to pcardadmin@hillsboroughcounty.org five (5) working days prior to the date of travel for the travel enhancement to be added to the

traveler's P-Card. The contract requires all reservations be made 24 hours or more in advance to be fulfilled.

Rental cars may be used provided:

- The need is clearly documented,
- The mode of transportation is not by privately owned vehicle,
- Use is pre-authorized by the Approval Authority, and
- Is the most economical and efficient means under the circumstances.

Class B, compact vehicle, per the State Contract is the standard vehicle for one or two occupants unless there is a business need for a larger vehicle. **The justification for a larger vehicle must be attached to the travel reimbursement request.** Commercial rental cars should be obtained from the rental car Agency under the [State of Florida Contract](#). However, rental vehicles provided by other companies may be used when they have a lower net rate (including primary insurance coverage, payment of the collision damage waiver fee and cost of fuel), when the State contract vendor cannot provide vehicles, or when due to travel time or distance to State contractor's rental location it is not cost effective and/or practical to use vehicles provided by the contractor. Any deviation from the State of Florida contract at a higher rate must be justified in writing. Liability insurance (up to \$1,000,000.00) must be purchased on rental cars operated outside the state of Florida and is reimbursable. Comprehensive and collision insurance on rental cars should not be purchased. Any claims issues should be immediately reported to the County's Safety and Risk Management Division. No insurance should be purchased on rental cars operated solely within the State of Florida. Hillsborough County can cover the risk under the County's self-insurance fund and the limited liability provided by FS 768.28. (The department would have the standard \$1,000.00 deductible to the fund for damage to the rented auto.) To reserve a vehicle using the State of Florida contract, go to the [state dedicated portal](#) and provide the State of Florida Contract Number: 78111808-15-1. The compact (Class B) rental rate is not guaranteed without an advanced confirmed reservation for a compact class rental vehicle. To reserve a vehicle otherwise, book via the Internet, through an electronic travel provider offering the lowest available rate or the State of Florida contract rate (the State of Florida Contract Number: 78111808-15-1) must be provided.

Local Vicinity Travel

Local vicinity travel is a form of Class C travel but within Hillsborough County and its immediate vicinity, including Pasco County, Pinellas County, Hardee County, Hernando County, Highlands County, Polk County, Sarasota County, Citrus County, Osceola County, Orange County, and Manatee County.

Staff is encouraged to use the County vehicles whenever possible; however, when employees are required to use their personal vehicle for official duties, mileage reimbursement may be approved by the Executive Director. Local vicinity travel is authorized by Blanket Authorization.

Section 12 - Contracts

Contractual Services

Our procurement practices for contractual services have been established according to Section 10.0 of the Policies of the Hillsborough County City-County Planning Commission (Policy Manual). These policies guide the staff in selecting consultants and service providers to perform services on a contractual basis.

Section 10.0 of the Policy Manual

Contract managers are required to become familiar with the requirements of Section 10.0 of the Policy Manual. A summary of those requirements is provided for informational purposes. The Executive Director or Planning Commission Attorney can offer guidance pertaining to these requirements as necessary.

Contracts exceeding \$50,000.00

For any Contractual Services in excess of \$50,000.00, ("Major Contracts") the professional staff shall evaluate the proposals for such contracts in accordance with the criteria set forth in the Policy Manual (Section 10.2). Major Contracts shall be approved by the Planning Commission upon the recommendation of the professional staff.

Contracts not exceeding \$50,000.00

The Executive Director shall cause an appropriate scope of services to be prepared for each service required; and shall have the authority to approve contracts for Contractual Services not exceeding \$50,000.00 ("Minor Contracts"), according to the procedures listed in the Policy

Manual Section 10.01. Price may not be the determining factor, but the rationale for selection of the Contractual Services provider shall be documented in writing, including, but not limited to, experience of the firm or individuals, availability of personnel, capabilities, qualifications, past performance and quality of service.

Section 10.3 of the Policy Manual

The Planning Commission and the Contractual Services providers shall execute a written contract which includes standard language, a budget, the scope of work to be performed and a date of completion. A "Short Form" standard contract, approved by the Planning Commission Attorney, may be used by the Executive Director for "Minor Contracts." Contract documents for "Major Contracts" and those not utilizing the Planning Commission's "Short Form" contract shall be reviewed and approved by the Planning Commission Attorney.

Section 10.5 of the Policy Manual

At each regular meeting of the Planning Commission, the Executive Director shall provide a report on the status of all current contracts, and all other consultant contracts which are expected to be negotiated in connection with the work program.

Contract Administrator

- Maintains contract files,
- Maintains general and financial information associated with contracts,
- Processes all invoices for payment,
- Responds to federal, state or local contract audits, and
- Prepares the annual report as required in Section 10.6.3 of the Policy Manual.

Contract Manager

- Manages the Consultant or contractual services solicitation process,
- Serves as liaison to the consultant or service provider selected,
- Enforces performance of the contract terms and conditions,
- Reviews contract invoices for accuracy,
- Certifies that the service has been rendered according to the terms of the contract,
- Authorizes final payment, and
- Provides the Contract Administrator with necessary documentation, including a copy of the final plan, study or other product

Appendix F: Comments on Preliminary Draft UPWP

UPWP Review Process

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

Bicycle and Pedestrian Advisory Committee (BPAC) the draft was presented the UPWP at their meeting of March 27, 2024. General questions asking for clarification of what the UPWP is and further explanation of carryover projects form FY24 as well as de-obligation were explained.

Citizen Advisory Committee (CAC) the draft was presented the UPWP at their meeting of April 3, 2024. They had no comments or suggestions during the meeting and after the meeting a member expressed interest in the feasibility of rail to the airport.

Intelligent Transportation System Committee the draft was presented the UPWP at their meeting of April 4, 2024. It was asked how long we were receiving comments and the reply was until the end of April.

Livable Roadways Committee (LRC) the draft was presented the UPWP at their meeting of March 27, 2024. The HART representative asked if transit studies such as the Comprehensive Operations Analysis was being considered. The TPO responded that transit studies are being considered for the 25-26 work program. The committee also asked if discretionary grants are being considered by the TPO and the TPO confirmed that several are being considered for future projects.

Technical Advisory Committee (TAC) the draft was presented the UPWP at their meeting of April 1, 2024. The only comment was it was noted that one of the projects that came from suggestion was the recent multi-modal counts. No other comments or suggestions.

Transportation Disadvantaged Service Board (TDCB) the draft was presented the UPWP at their meeting of April 26, 2024. No comments related to the contents were made.

The TPO Board The UPWP was presented at their meeting of May 8, 2024 and had no objection to the FY25 & FY26 UPWP and made a motion to approve the document.

Comments

FDOT COMMENTS:



FLORIDA DEPARTMENT OF TRANSPORTATION
OFFICE OF POLICY PLANNING

02/2024 -- v6

UNIFIED PLANNING WORK PROGRAM (UPWP) REVIEW CHECKLIST

MPO: Hillsborough TPO	UPWP Draft # or Date: Draft #1	DS
Review #: 1	Date of Review: March 19, 2024	Reviewed By: SZ/KO SZ

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 the 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**
- 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: xx**
- Correct State Fiscal Years? **Yes | If yes, page number: 1**
- Statement of nondiscrimination? **Yes | If yes, page number: 5**
- DRAFT UPWP: Space for adoption date and revision dates? **Yes | If yes, page number: 1**
- FINAL UPWP: Adoption date and space for revision dates? **Not Applicable | If yes, page number: xx**

Critical

Federal Aid Project Number is FAP 0050-062-M, Contract No. is G2PO. Completed and added to Title Page Pg 2

Required Content

Does the UPWP have the following information?

- Introduction? **Yes | If yes, page number: 11-22**

Hillsborough Transportation Planning Organization

Unified Planning Work Program (UPWP) Review Checklist

- Organization and Management? **Yes | If yes, page number: 23-26**
- UPWP Planning Task Pages? **Yes | If yes, page number: 27-57**
- Funding Source Budget Table and Summary Budget Table? **Yes | If yes, page number: 58-69**
- Definition of acronyms used in UPWP? **Yes | If yes, page number: 9-10**
- District Planning Activities? **Yes | If yes, page number: 91**
- Indirect Rate Approval (if required)? **Yes | If yes, page number: 20-21**
 - Cost Allocation Plan and Certificate of Indirect Cost in an appendix? **Yes | If yes, page number: 74-76**
- In TMAs, the MPO must identify and include cost estimates for transportation planning, research, and technology transfer activities funded with other federal, state, 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: 57**
- DRAFT UPWP:
 - A place for the signed Resolution adopting the final UPWP? **Yes | If yes, page number: 6**
 - A place for the draft Resolution to adopt Travel Policy if not using FDOT policy (if required)? **No | If yes, page number: xx Travel Policy is attached as Appendix E. It is part of the employee handbook. The employee handbook is approved by Plan Hillsborough Executive Director.**
 - A place for the Cost Analysis Certification Statement? **Yes | If yes, page number: 8**
 - A place for the FHWA Certifications and Assurances? **Yes | If yes, page number: 77-86**
- FINAL UPWP:
 - The signed Resolution adopting the UPWP? **Not Applicable | If yes, page number: xx**
 - The signed Resolution adopting the Travel Policy if not using FDOT policy (if required)? **Not Applicable | If yes, page number: xx**
 - The signed Cost Analysis Certification Statement? **Not Applicable | If yes, page number: xx**
 - The signed FHWA Certifications and Assurances? **Not Applicable | If yes, page number: xx**
 - UPWP Comments? **Not Applicable | If yes, page number: xx**
- Appendix to include items previously mentioned: Travel Policy (if required), Cost Allocation Plan and Certificate of Indirect Cost (if required), and UPWP Comments? **Yes | If yes, page number: 70-92**

- Critical** Links to documents on website not permitted in document since files can be moved, changed, or deleted (Ex. page 26) (Page 26 COOP and Bylaws are completed – Links removed, websites are referenced and the copies of the pages from the documents for the COOP and Bylaws are included Pgs. 26-39)
- Critical** Travel Policy information needs to be included in the UPWP. Travel Policy is attached as Appendix E
- Critical** Remove Policy Committee from Org Chart on page 23 – Per conversation with Liaison Policy committee still exists and needs to be in the org chart.
- Critical** Include District Planning Activities on page 91 – Included in Appendix F
- Critical** Signed Final Resolution, Cost Certification, and Certs & Assurances pages will be provided with Final Document.

Introduction

Does the introduction include the following elements?

- Definition and purpose of the UPWP? **Yes | If yes, page number: 11**
- Overview of MPO's comprehensive transportation planning activities? **Yes | If yes, page number: 11-12**
- Discussion of planning priorities, both MPO and local? **Yes | If yes, page number: 18-20**

UPWP Review Checklist
Updated: 2/9/2024

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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". **No** | If yes, page number: Revised to above language -Pg 20
- Definition of the 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 (except 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 utilized to match the FHWA funding in the UPWP is 18.07% of FHWA program funds for a total of \$_____? **Yes** | If yes, page number: 20
- Description of the public involvement process used to develop the MPO's UPWP? **Yes** ☒ **No** ☐ Page number: 22
- Description of how the MPO addresses the Federal Planning Factors - (23 CFR 450.306(b)) - can be demonstrated using a matrix? **Yes** | If yes, page number: 12, 14
- Description of how the MPO's UPWP addresses the 2021 Federal Planning Emphasis Areas? **Yes** | If yes, page number: 12-13, 15
- If MPO is not in attainment, description of transportation related air quality planning activities regardless of funding sources or agencies conducting activities? **Yes** | If yes, page number: 16

Critical

The exact verbiage from the Statement of CPG Participation listed above needs to be included under the Consolidated Planning Grant (CPG) Participation section. The exact verbiage from the Statement of CPG Participation is now listed under the Consolidated Planning Grant (CPG) Participation section pg. 20

Editorial

A comma is missing in the dollar amount for FY 2026 under the Soft Match section. Comma inserted -pg. 20

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: 23
- Discussion of agreements, including date executed:
 - Metropolitan Planning Agreement (FHWA funds)? **Yes** | If yes, page number: 25
 - Public Transportation Grant Agreements (prior year FTA funds)? **Not Applicable** | If yes, page number: xx
 - Interlocal Agreement for the Creation (or Redesignation) of the Metropolitan Planning Organization? **Yes** | If yes, page number: 25
 - Intergovernmental Coordination and Review and Public Transportation Coordination Joint Participation Agreement (ICAR)? **Yes** | If yes, page number: 25
 - Memorandum of Understanding between MPOs or FDOT if transferring funds to accomplish Regional Activities? **Yes** | If yes, page number: 25
- Discussion and identification of operational procedures and bylaws including date executed:
 - Continuity of Operations (COOP): **Yes** | If yes, page number: 26

Hillsborough Transportation Planning Organization

Unified Planning Work Program (UPWP) Review Checklist

- o MPO Bylaws: [Yes | If yes, page number: 26](#)
- Does the MPO include the following SIGNED Certifications and Assurances section?
 - o Disadvantaged Business Enterprise Utilization? [Yes | If yes, page number: 79](#)
 - o Debarment and Suspension Certification? [Yes | If yes, page number: 77](#)
 - o Lobbying Certification for Grants, Loans, and Cooperative Agreements? [Yes | If yes, page number: 78](#)
 - o Title VI/Nondiscrimination Assurances? [Yes | If yes, page number: 80](#)
 - o Appendices A and E? [Yes | If yes, page number: 81-82](#)
- Discussion of Indirect Rate Plan, and, in an appendix, inclusion of the signed Cost Allocation Plan and Certificate of Indirect Cost, if applicable. [Yes | If yes, page number: 20-21, 74-76](#)

Critical [Make sure to correct dates for Metropolitan Planning Organization Agreement in final UPWP document. Correct dates are in Final UPWP document.](#)

Critical [Make sure to include dates executed and description of COOP and By-Laws in final UPWP document. COOP is updated annually as part of the Plan Hillsborough Employee Handbook. By laws were amended 3/8/2023 as shown on page 37](#)

Work Elements/Tasks Sheets

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

- MPO Administration? [Yes | If yes, page number: 28-30](#)
- Transportation Improvement Program (TIP)? [Yes | If yes, page number: 47-48](#)
- Long Range Transportation Plan (LRTP)? [Yes | If yes, page number: 42-46](#)
- MPO Regional Activities Task (if required)? [Yes | If yes, page number: 52-55](#)

[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, and Required Activities? [Yes](#)
- Do the required activities list who will be completing the work? [Yes](#)
- Does each Task Sheet indicate who the responsible agency or agencies are? [Yes](#)
- Does each Task Sheet include end products/deliverables with a description of the scope and estimated completion date? [Yes](#)
- Does the supporting narrative for each task provide sufficient detail to determine the 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? [Yes | If yes, page number: 30](#)

Critical [Remove "Consultant may assist with" and replace with "consultant will assist with." All referenced, "Consultant may assist with" is replaced with "consultant will assist with." All tasks.](#)

Work Elements/Tasks Sheets Budget Tables

Did the MPO use the latest UPWP Budget Table template provided by the Central Office for task budget tables, which includes a location to show de-obligated funds? [The new tables were used. The de-ob portion was hidden since we were advised that the de-ob belonged on the FY 23/24 UPWP and were not to be included until approved in FY 25 26.](#)

UPWP Review Checklist
Updated: 2/9/2024

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Unified Planning Work Program (UPWP) Review Checklist

If the MPO did not use the latest UPWP Budget Table template, did the MPO show de-obligated funds by source somewhere else in the UPWP? [No De-obligated amounts will be shown in final version.](#)

UPWP Review Checklist
Updated: 2/9/2024

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Hillsborough Transportation Planning Organization

Unified Planning Work Program (UPWP) Review Checklist

Did the MPO prepare Task Summary Budget tables for Year 1 and Year 2 (either individually or combined)? [Yes | If yes, page number: 68-69](#)

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

- o Personnel Services? [Yes | If yes, page number: 59](#)
- o Equipment? Equipment costing more than \$5,000 per item should be listed separately. [Yes | If yes, page number: 59](#)
- o Travel? [Yes | If yes, page number: 59](#)
- o Supplies? Supplies costing more than \$1,000 per item should be listed separately. [Yes | If yes, page number: 59](#)
- o Direct Expenses? [Yes | If yes, page number: 59](#)
- o Indirect Expenses (only required if MPO has an approved indirect rate)? [Yes | If yes, page number: 59](#)
- o Are Atypical expenses (see [Guide for UPWP Development](#)) clearly described? [Not applicable](#)
- 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](#)

Critical [Ensure that the final document includes the revised UPWP Task Sheets Budget Tables with de-obligated Funds included on each task and the summary budget tables. \(4/16/24\)-completed](#)

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 the Central Office, these tables are called MPO Regional Activities and All Regional Accounting. [Yes | If yes, page number: 66-67](#)

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

- Show ALL agencies (e.g., other MPOs, FDOT) included in the regional activities? [Yes | If yes, page number: 57, 67](#)
- Show amounts to be transferred by the MPO to other agencies (if applicable)? [Yes | If yes, page number: 67](#)
- Show amounts to be received by the MPO from other agencies (if applicable)? [Yes | If yes, page number: 67](#)
- Show activities the funds are being used for? [Yes | If yes, page number: 57](#)
- Do all participating MPOs use identical:
 - o Descriptions of the activities to be completed [Yes | If yes, page number: 57](#)
 - o Task name, activity description(s), and budgeted funds [Yes | If yes, page number: 57](#)

Hillsborough Transportation Planning Organization

Unified Planning Work Program (UPWP) Review Checklist

[No comment](#)

Funding Source Budget Table

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

[Yes](#)

Total Year 1 contract amounts:

- DRAFT UPWP:
 - PL funds, which include Year 1 FTA 5305(d) and Year 1 PL funds (refer to Chris Bratton's PL Spreadsheet *total should not include estimated amount to be de-obligated from the previous FY*)? [Yes](#) | If yes, page number: [68](#)
 - STBG or other federal funds (Year 1 amount shown in FDOT Tentative Work Program)? [Yes](#)
 - Prior year active FTA contracts (PTGAs) with estimated amount? (contracts will be aligned in the fall once we have remaining balances at the end of the fiscal year.) [Not Applicable](#)
- FINAL UPWP:
 - PL funds, which include Year 1 FTA 5305(d) and Year 1 PL funds (refer to Chris Bratton's UPDATED PL Spreadsheet, which will include the MPO Board approved de-obligated amount)? [Not Applicable](#)
 - STBG funds or other federal funds (Year 1 amount shown in FDOT Tentative Work Program) + MPO Board approved de-obligated funds (if applicable) [Not Applicable](#)
 - Prior year active FTA contracts (PTGAs) with estimated amount? (contracts will be aligned in the fall once we have remaining balances at the end of the fiscal year.) [Not Applicable](#)
- Does the Funding Source Budget Table include soft match amounts? [Yes](#)

[No comment](#)

Total Year 2 contract amounts:

- DRAFT UPWP:
 - PL funds, which include Year 2 FTA 5305(d) and Year 2 PL funds (refer to Chris Bratton's UPDATED PL Spreadsheet, which will include the MPO Board approved de-obligated amount)? [Yes](#) | If yes, page number: [68](#)
 - STBG or other federal funds (Year 2 amount shown in FDOT Tentative Work Program)? [Yes](#)
- FINAL UPWP:
 - PL funds, which include Year 2 FTA 5305(d) and Year 2 PL funds (refer to Chris Bratton's UPDATED PL Spreadsheet, which will include the MPO Board approved de-obligated amount)? [Not Applicable](#)
 - STBG funds or other federal funds (Year 2 amount shown in FDOT Tentative Work Program) + MPO Board approved de-obligated funds (if applicable) [Not Applicable](#)
- Does the Funding Source Budget Table include soft match amounts? [Yes](#)

Hillsborough Transportation Planning Organization

Unified Planning Work Program (UPWP) Review Checklist

No comment

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

- Do the FINAL UPWP PL amounts shown in Year 1 plus Year 2 match what is shown on the new FDOT/MPO Agreement? **No**
- Does Other FHWA funding (i.e., SU, CMAQ, etc.) amounts shown in Year 1 and Year 2 match what is shown on the new FDOT/MPO Agreement? **No**

Critical Ensure that the funding amounts include de-obligated funds from the previous UPWP for the final document.-
completed

Summary Budget Table

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

Yes

Do the **total Year 1 contract amounts** match what is shown on the Funding Source Budget Table? **Yes**

Do the **total Year 2 contract amounts** match what is shown on the Funding Source Budget Table? **Yes**

No comment


General UPWP Comments

- Critical** Remove all links to websites referenced that are directed to specific documents, as they are not permitted in the document since files can be moved, changed, or deleted. All links have been removed and copies of documents are provided.
- Critical** If using a Travel Policy other than FDOT's Travel Policy, then the Travel Policy and Resolution to Adopt the Travel policy needs to be included in the UPWP. Travel policy is attached as Appendix E.
- Critical** Ensure that the UPWP identifies 2.5% of PL for Complete Streets Planning in both budget table and task. Per email from Mark Reichert to Staff Directors on 03/26/2024. Task 2 is Complete Streets and template language has been used. Page 47. The template language was also interested into the task 2 tables.

UPWP Review Checklist

Hillsborough Transportation Planning Organization

FHWA Comments:

 <p>Federal Highway Administration Florida Division Office 3500 Financial Plaza, Suite 400 Tallahassee, Florida 32312 (850) 553-2201 www.fhwa.dot.gov/fdiv</p>		<p>Federal Transit Administration Region 4 Office 230 Peachtree St, NW, Suite 1400 Atlanta, Georgia 30303 (404) 855-5800</p>	
Planning Comments			
Document Name: <u>Draft UPWP</u>		MPO: <u>Hillsborough MPO</u>	
Date of Document: 04/02/2024	Date Received 03/15/2024	Date Reviewed 03/18/2024	District: 7
Reviewed by: <u>Curlene Thomas</u>			

COMMENTS			
Page #	Comment Type	Comment Description	
1	Critical	Statutory Requirement: How does the UPWP demonstrate that the annual 2.5% set-aside of PL Funds for Complete Streets is met by the MPO? Suggested language has been used on the appropriate task and tables. Pgs. 47 and task tables for task 2.	
2	Critical	Purchases: Please note that any equipment purchases equal to or greater than \$5,000 (for a single unit) must have prior FHWA Approval, unless the UPWP contains sufficient detailed information to facilitate such approval during the document review process. The TPO does not purchase equipment of \$5000 or greater with federal funds. These purchases, if needed are purchased with local, budgeted county funds through Plan Hillsborough.	
3	Critical	Federal Aid Project (FAP) & State Financial Management Numbers: Please ensure the updated Federal Aid Project (FAP) number and the State Financial Management (FM) numbers are used for the final UPWP. Updated numbers are used.	
4	Critical	UPWP Introduction: Please include a discussion on the use of the soft match policy for the Federal funds. This should also identify the total amount of the soft match and percentages of the match this is 81.93:18.07. Please also note that the soft match amount must also be shown for each task in the Budget summary tables as well. The MPO needs to also include the soft match discussion in the Introduction and the amounts in	

pg. 1

			percentages/amounts are listed on page 20. Soft Match is included in the budget summary tables.
5		Critical	<p>Continuity of Operations (COOP): Please include activities under the appropriate task to review and update the MPO's COOP to consider pandemic scenarios. Additionally, it is suggested that the MPO review and consider what alternative operational and alternative public involvement outreach strategies may be required for these type of events (particularly if it is long term). This review may entail updating operational documents such as PPPs, bylaws, and others. Pandemic scenarios are listed in the COOP (page 33) of UPWP. Outreach strategies were identified, notice is listed on page 12 of Bylaws address this notice (pg. 39 of UPWP). The PPP addresses outreach strategies. All TPO Board meetings are open to the public and are accessible in-person or online. (Pg 24 of PPP). All documents including the UPWP are accessible on the MPO website and procedures are listed on pg. 29 of the PPP. The PPP is evaluated and reviewed every 2-3 years by staff, advisory committees and the TPO board. The PPP is accessible on the website: Public Participation Plan & Measures of Effectiveness Report - Plan Hillsborough</p>
6		Critical	<p>UPWP Tasks: Tasks must include adequate level of detail including task description, work to be accomplished for each task, schedule showing anticipated completion dates, cost, and who will be doing the work (staff or consultant). It will continue to be the responsibility of the District and MPO to ensure that all activities undertaken in the UPWP tasks are eligible and allowable costs.</p> <p>Tasks in the Draft UPWP shows End Products that appears to be general and does not identify specific deliverables. The deliverables (i.e. feasibility studies) not the specific corridors or geographic location are listed. Specifics of the study are at the request of TPO partners and/or TPO staff based on needs and funding. Specifics of each project are submitted to FDOT for approval through work orders. End products are listed for all tasks and include a range of deliverables that reflect the varied work, such as the UPWP, grant applications, the monitoring of DBE work, plans and studies, recommendations, the Transportation Improvement Program, the Long Range Transportation Plan, the Public Participation Plan and data collection and analysis.</p>
7		Critical	<p>Agreements & Certifications: All Agreements and 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 version of the UPWP. Signed upon final version on UPWP.</p>

8		Critical	<p>Activities Ineligible for Federal Funds: If the MPO performs any activities ineligible for federal funds such as legislative work – legislative position development, etc., local funds should be programmed on the appropriate tasks to cover such activities. This should also be included in the UPWP Task and Summary Budget Tables. The TPO does not perform activities ineligible for federal funds such as legislative work – legislative position development, etc.</p>
9		Critical	<p>Regional Coordinated Efforts: If the MPO will be contributing any federal funds to another MPO or entity for regional coordination work and end products (or the MPO is receiving federal funds from other MPOs or entities for the same or any purpose), those funds and activities must be reflected in all the participating MPOs' UPWPs consistently. Please coordinate with FDOT Liaison and FHWA Planner to ensure use of the proper format and documentation reflecting the funds, and the related activities. Please also provide FHWA with a copy of any Memorandum of Understanding (MOU) for such activities.</p> <p>The regional task was created in coordination with FDOT Liaison and funding noted in regional tables.</p> <p><i>Note: Information for Suncoast Regional Alliance looks good.</i></p>
10		Critical	<p>Funding Tables: Please ensure all funds identified are currently available for the MPO to use in this UPWP. Please verify funding levels available to the MPO prior to the final UPWP submission. If funding is overprogrammed, the UPWP will be approved only for the levels of funding available and verified from the FDOT Central Office PL Fund Coordinator and the Districts' Work programs for STBG levels. Verified by FDOT Liaison.</p> <p>Also please ensure that the Final UPWP funding amounts reflect de-obligated funds from previous UPWP. De-obligated funds included.</p>
11	61	General	<p>Funding Tables: Please revise formatting on sub-headers showing Funding sources for clarity. (It may be necessary to use footnotes or revise sub-headers if space is limited). Revised to show additional rows and columns.</p>

12		General C	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 – Included in Appendix F
13		General	Please consider including general discussion of how the Federal Planning Factors are applicable to each UPWP Task. Added: The ten planning factors are listed below and are addressed in multiple ways throughout the TPO tasks: Pg 12
14		General	If the MPO has decided not to use FDOT's Travel Policy. The MPO should include a copy of its approved Travel Policy in the UPWP. Travel policy included as Appendix E
15		Critical	For TMAs all major transportation planning efforts/studies within the MPO boundaries should be described in the UPWP (including corridor and sub-area studies in accordance with 23 CFR 450.318. Listed as part of Task 6 Pg. 69 and are on an as needed basis.
16		General	If applicable, please include in the appropriate Task an activity to capture the MPO's efforts to address any changes resulting from the release of the 2020 U.S. Census results. N/A

Appendix F: FDOT District 7 Planning Program

PLANNING ACTIVITIES



PLANNING ACTIVITIES

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

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.

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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 of these areas, the District typically coordinates the review process as needed with the Department of Economic Opportunity (DEO), the Regional Planning Councils (RPC), local governments, and with the Florida Department of Transportation (FDOT) Central Office staff, if necessary.

Efficient Transportation Decision Making (ETDM) Process

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

Comprehensive Plan Amendments

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

Intelligent Transportation Systems (ITS) Planning

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

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Interchange Analysis

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

Level of Service (LOS)

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

Long Range Transportation Plan (LRTP) Update and Maintenance

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

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

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

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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 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

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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 G: HART Planning Program

HART Planning Projects FY 25-FY26

- Comprehensive Operations Analysis
- Transit Development Plan
- Cost Allocation Model
- Innovative Funding Analysis (pending)