I. Call WORKSHOP to Order and Pledge of Allegiance 9:30

II. Introduction and Objectives of Workshop (Michele Ogilvie, MPO Staff) 9:35

III. Introduction of Speakers: (each will have 3 to 5 minutes to introduce themselves and give an overview of their agency) 9:45

❖ Richanne Tuccolo, MacDonald Training Center
❖ Jackie Davis – Risk & Compliance Manager & Scotty Young – Associate Director of Property Management, Metropolitan Ministries
❖ Ken Salzer, Agency for Community Treatment Services (ACTS)
❖ Kirk Zaremba, Sunrise Community
❖ Tristin McCauley, McClain
❖ Kemly Green, HART

IV. Roundtable Discussion: Plain Talking 10:15

❖ Question: How does the world of transportation look for your agency?
❖ Question: What is the current transportation planning process and are there challenges and obstacles?
❖ Question: Are there data and methods needed to help?
❖ Question: What outcome(s) can we build on for meeting transportation needs today and in the future for our client populations?

V. Adjournment

Continued to Next Page
I. Call REGULAR MEETING to Order 11:00

II. Public Comment - 3 minutes per speaker, please 11:05

III. Approval of Minutes – February 23, 2018 11:10

IV. Action Items
   A. FY19 & FY20 UPWP Draft (Allison Yeh, MPO Staff) 11:15
   B. CTC Rate Model (Karen Smith, Sunshine Line Staff) 11:25
   C. CTC Coordinating Contracts (Karen Smith, Sunshine Line Staff) 11:30

V. Status Reports

VI. Old Business & New Business

VII. Adjournment - Next Meeting June 22, 2018

VIII. Addendum
   A. MPO Meeting Summary & Committee Report
   B. Save the Date! Regional Transit Forum – July 20th
   C. Save the Date! MPO Regional Transportation Leadership Workshop #2

The full agenda packet is available on the MPO’s website, www.planhillsborough.org, or by calling (813) 272-5940.

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If a person decides to appeal any decision made by the board, he or she will need a record of the proceedings, and for such purpose may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.
CALL TO ORDER AND PLEDGE OF ALLEGIANCE

New Chairman, Councilman Luis Viera called the meeting to order at 9:32 a.m. and introductions were made. The meeting was held in the Plan Hillsborough Room on the 18th Floor of the County Center. The Pledge of Allegiance was held.

Members present: Councilman Viera, Gloria Mills, Dave Newell, Penelope Barnard, Kevin Gilds (filling in for Kristina Melling), Kelly Kelley, Dr. Fred Barja, Nancy Pacificio, Artie Fryer, Nancy Pokres, Mark Harshbarger, and Jody Toner.

A quorum was present.

Others present: Michele Ogilvie, Rich Clarendon, Allison Yeh, Wanda West - MPO Staff; Scott Clark - Sunshine Line; Commissioner Forsell; Michael Mueller, Citizen; Dave Sobush, Tampa Bay Regional Planning Council (TBRPC); Kemly Green, Hillsborough Area Regional Transit (HART);

PUBLIC COMMENT

There were no public comments.

APPROVAL OF MINUTES – December 8, 2017

Ms. Mills made a motion to approve the minutes. The motion was seconded by Ms. Kelley and passed unanimously.

TAMPA BAY PARTNERSHIP REGIONAL INDICATORS REPORT

Mr. Dave Sobush, Tampa Bay Partnership Director of Policy and Research, provided information on the 2018 Regional Competitiveness Report. The report examines the Tampa Bay region’s relative performance across a variety of economic competitiveness and prosperity indicators. The data presented in the report is for the counties of Citrus, Hernando, Hillsborough, Manatee, Pasco, Pinellas, Polk, and Sarasota. Additional information on the report is available at www.regionalcompetitiveness.org

Following the presentation, Ms. Ogilvie inquired about the educational attainment rate and wanted to know if it was linked to the reason why young people are leaving the region. Mr. Sobush stated
that the information was provided as a community resource and they will not be able to tackle every issue that is raised, but there are several working groups working on what they can do to attract talent to the area. Companies are looking to locate areas where the talent exists.

Mr. Fryer wanted to know which entities Tampa Bay Partnership is sharing data with on poverty and transportation issues.

Mr. Sobush stated that they are in close communication with transportation agencies, metropolitan planning organizations, and policy committee makers at all levels of government for better transit within the region that connects businesses and residents. Transportation mobility leads to economic opportunity.

Ms. Ogilvie asked about access to jobs for people with disabilities and youth. Federal government took away job access and reverse commute (JARC) dollars, which were an important part of the community, and Sunshine Line was able to provide needed trips. Mr. Sobush thanked Ms. Ogilvie for bringing the information to his attention and stated that he would like to follow up in the weeks ahead. Councilman Viera thanked Mr. Sobush for his presentation and commented on the challenge of the statistics of the youth poverty rate in the Tampa Bay area.

**ACTION ITEMS**

**A. Transportation Improvement Plan (TIP) Amendment: HART Bus Rapid Transit Proposal – FPN#440742-1**

In Sarah McKinley’s absence, Rich Clarendon (MPO Assistant Executive Director) provided information on the TIP amendment to modify the description of east-west MetroRapid project development and environmental study to reflect a request by HART to use the $2.5 million in programmed funds to focus on the Fowler Avenue/Nebraska Avenue/Florida Avenue corridor.

**Mr. Fryer made a motion to approve the description change for the project. The motion was seconded by Mr. Newell and passed unanimously.**

**B. Sunshine Line Rate Change Request**

Scott Clark, Sunshine Line Director, provided information on the rate change request in Karen Smith’s absence. Sunshine Line, as the Community Transportation Coordinator, requested the TDCB to amend the Transportation Disadvantaged Service Plan (TDSP) language regarding client copays to specify that the copay will not be charged for group trips.

**Ms. Kelley made a motion to approve the amendment to the service rates and its inclusion in the TDSP. The motion was seconded by Ms. Mills and passed unanimously.**

**C. Community Transportation Coordinator (CTC) Evaluation**

Michele Ogilvie presented information on the annual task of the TDCB for review of the CTC evaluation report. The Hillsborough County Transportation Disadvantaged (TD) programs provides door to door service for medical, shopping, employment, job training, social activities, and other life sustaining activities.
The Hillsborough County Board of County Commissioner is the CTC for Hillsborough County and Sunshine Line is the transportation operator. Sunshine Line accomplished over a million miles traveled for the service year. The standards that were met were reliability, service effectiveness, service efficiency, safety and complaints. Concerns were expressed regarding up to date vans and the automated phone system. As the budget allows, vehicles will be replaced, and staff have worked with customers regarding all complaints. The overall satisfaction rate was 98%. It was recommended that a customer service survey take place twice a year and this will be discussed at a future meeting.

Following Ms. Ogilvie’s presentation, Mr. Clark commented on the phone system and the survey results. He stated that calculations were incorrect because “N/A” responses were counted, and they brought the results down 10%, and the information is being reviewed. Sunshine’s policy is to contact customers within 24-hours and have a resolution within 72-hours and standards have been met. This year Sunshine Line will get 16 new vehicles.

Mr. Newell made a motion to approve the CTC Evaluation and its recommendations and transmit to the Florida Commission for the Transportation Disadvantaged. The motion was seconded by Mr. Fryer and passed unanimously.

D. 2018 Title VI Non-Discrimination Plan Update

Michele Ogilvie gave the update on the 2018 Title VI Non-Discrimination Plan update in Johnny Wong’s absence. Mr. Wong is the new Title VI Non-Discrimination Coordinator. The Hillsborough County MPO 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 otherwise subjected to discrimination under any MPO-sponsored program or activity.

Ms. Kelley made a motion to approve the 2018 Title VI Non-Discrimination Plan update. The motion was seconded by Mr. Newell and passed unanimously.

STATUS REPORTS

A. FY19 & FY20 Unified Planning Work Program (UPWP) – Call for Projects

Allison Yeh, MPO Staff, provided the overview of program, which is updated biennially. The major planning tasks include: Transportation Planning Management; System & Coordinator Planning; Long Range Transportation Planning & Data Collection; Transportation Improvement Plan; Public Participation; and Local & Regional Coordination & Planning.

The draft plan will come back to the committees in April and will be adopted at the May 1 MPO Board meeting.

Ms. Ogilvie commented on previous concerns of the group regarding the elderly and their struggles crossing large roads, like Dale Mabry, and only having 30-seconds to cross. She recommended that the TDCB suggest the MPO make a change in their work program for a pilot project for looking at how the elderly can be accommodated at road crossings allowing additional crossing time.

Kelly Kelley and Allison provided additional comments about accommodating the elderly and people with disabilities. Members can email suggestions to Allison or Michelle.
Ms. Kelley made a motion to suggest senior considerations be considered in the UPWP addressing street crossings and senior zones for safety. The motion was seconded by Gloria Mills and passed unanimously.

OLD BUSINESS AND NEW BUSINESS

A. HARTPlus Update

Kemly Green, Manager of Customer Service and Paratransit, provided the update in Greg Brackin’s absence. There were no questions or concerns from board members following Ms. Green’s update.

B. TDCB – CAC Representative

Ms. Ogilvie advised board members that the Bylaws of the Citizens Advisory Committee of the MPO seat of the committee for a Transportation Disadvantaged representative. Nancy Pacifico has been the volunteer and it’s time to reaffirm the seat. No one expressed an interest in volunteering.

Mr. Fryer made a motion to designate Nancy Pacifico as the TD representative for the CAC. Ms. Kelley seconded the motion and stated that Nancy is doing a fine job. The motion passed unanimously.

C. Transportation Disadvantaged Service Plan Update

Ms. Ogilvie provided information on the annual update. She asked board members if they were willing to have a workshop at the April regularly scheduled meeting on Friday, April 27 and extend the meeting time until noon, with a meeting start time of 10:00? Community Transportation Contractors will be invited to attend the meeting so that members can meet them and understand their services and challenges.

Ms. Ogilvie will poll members and confirm that everyone can attend.

ADJOURNMENT

Since Councilman Viera is new to the group, members made brief introductions. He looks forward to working with the group.

There being no further business, the meeting was adjourned at 10:45 a.m.
Agenda Item
FY19-FY20 Unified Planning Work Program Draft

Presenter
Allison Yeh, MPO Staff

Summary
The MPO’s transportation planning functions are supported primarily by federal and state grants. These functions must be identified in advance for two fiscal years and encompass the federally-funded surface transportation planning efforts to be undertaken by FDOT, HART, local jurisdictions, and other agencies. These activities, products and budgeted funds are documented in the Unified Planning Work Program (UPWP). The new UPWP for fiscal years 2018/19 and 2019/20 will be effective July 1, 2018 through June 30, 2020.

In February, staff solicited planning project suggestions from partner agencies and MPO committees for consideration in the new UPWP. A draft FY19 - FY20 UPWP was then submitted to FDOT on March 15th for a 30-day review period. FDOT comments will be addressed in the final draft when they are available.

There are no major changes to the structure of the new FY19 - FY20 UPWP except some expected annual adjustments to budget calculations including the reimbursement rate for indirect expenses. The final draft UPWP is being presented for approval to MPO Committees in April and to the MPO Board on May 1st.

The currently adopted UPWP for FY 16/17 - FY 17/18 is available on the MPO website: http://www.planhillsborough.org/unified-planning-work-program/

Recommended Action
Approve the FY19 - FY20 UPWP document

Prepared By
Allison Yeh, AICP, LEED GA

Attachments
FY19 - FY20 UPWP draft document
Fiscal Years 2018/19 & 2019/20
Adoption Date: May 1, 2018
Effective: July 1, 2018

www.planhillsborough.org
Prepared by the Hillsborough County Metropolitan 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. FHWA - Highway Planning and Construction Grant (PL) CFDA: 20.205; FAP 0059 (54); FPN 439336-1-14-01. FHWA - Surface Transportation Planning Program (STP) CFDA: 20.205; FAP 0059 (54); FPN 439336-1-14-02. FTA - Federal Transit Technical Studies Grant; CFDA: 20.205; Federal Aid Number: GOR43; FPN 402255-1-14-18.

Hillsborough County
Metropolitan Planning Organization
P. O. BOX 1110, 18th Floor
Tampa, Florida 33601-1110
Phone: 813/272-5940
www.planhillsborough.org
Fiscal Years 2019 & 2020
Two-Year Unified Planning Work Program

ADOPTED: May 1 2018
Effective: July 1, 2018

Hillsborough County Metropolitan Planning Organization

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Councilman Harry Cohen, City of Tampa Vice Chair

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Commissioner Trent Green, Hillsborough County City-County Planning Commission
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Commissioner Sandra Murman, Hillsborough County
Ms. Cindy Stuart, Hillsborough County School Board
Councilman Luis Viera, City of Tampa
Mr. Joseph C. Waggoner, Tampa-Hillsborough Expressway Authority
Commissioner Stacy R. White, Hillsborough County

Ms. Elizabeth Alden, AICP
Executive Director

Mr. Cameron Clark, Esq.
MPO Attorney

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# TABLE OF CONTENTS

COST ANALYSIS CERTIFICATION ........................................................................................................... 7  
AUTHENTICATION .................................................................................................................................... 8  
UPWP MPO RESOLUTION ......................................................................................................................... 9  
INTRODUCTION ......................................................................................................................................... 11  
ACRONYMS ............................................................................................................................................... 12  
THE UNIFIED PLANNING WORK PROGRAM ......................................................................................... 15  
COMPREHENSIVE TRANSPORTATION PLANNING ACTIVITIES ............................................................. 15  
PRIORITIES FOR THE METROPOLITAN AREA ....................................................................................... 17  
FEDERAL PLANNING FACTORS .............................................................................................................. 23  
AIR QUALITY .............................................................................................................................................. 26  
TASK PERFORMED WITH FUNDS UNDER TITLE 49 ............................................................................ 27  
SOFT MATCH .............................................................................................................................................. 27  
INDIRECT COSTS ......................................................................................................................................... 28  
PUBLIC PARTICIPATION & AGENCY COORDINATION .......................................................................... 28  
PLANNING FACTORS TABLE ..................................................................................................................... 30  
ORGANIZATION AND MANAGEMENT ................................................................................................. 31  
MPO PROCESS AND PARTICIPANTS ......................................................................................................... 33  
INTER-Agency COORDINATION AND AGREEMENTS .......................................................................... 34  
EXISTING MPO AGREEMENTS TABLE .................................................................................................. 35  
OPERATIONAL PROCEDURES AND BY-LAWS ..................................................................................... 35  
CERTIFICATIONS AND ASSURANCES .................................................................................................... 35  
MPO WORK ELEMENTS AND PLANNING TASK ................................................................................. 37  
TASK 1: TRANSPORTATION PLANNING MANAGEMENT .................................................................. 39  
TASK 2: SYSTEM AND CORRIDOR PLANNING .................................................................................... 45  
Congestion Management, Crash Mitigation Planning, and ITS ............................................................ 47  
Security and Emergency Preparedness Planning .................................................................................... 49  
Complete Streets and Non-Motorized Planning ....................................................................................... 51  
Intermodal/Freight Planning .................................................................................................................... 55  
Transit and Transportation Demand Management Planning .............................................................. 57  
Transportation Disadvantaged Planning ................................................................................................. 59  
Corridor, Sub-Area, and Environmental Studies ..................................................................................... 63  
TASK 3: LONG RANGE TRANSPORTATION PLAN AND DATA MONITORING ............................. 69  

TASK 4: TRANSPORTATION IMPROVEMENT PROGRAM ................................................................. 77
TASK 5: PUBLIC PARTICIPATION ................................................................................................ 81
TASK 6: LOCAL/REGIONAL COORDINATION AND PLANNING ........................................... 87
TASK 7: HART PLANNING PROGRAM ...................................................................................... 95
FUNDING AND BUDGET TABLES .......................................................................................... 103
Figure A1: Year 1 UPWP Funding by Task for MPO Activities ................................................. 105
Figure A2: Year 2 UPWP Funding by Task for MPO Activities ................................................. 106
Table 1A: Year 1 UPWP Funds for MPO Staff and Contract Tasks ............................................ 107
Table 1B: Year 2 UPWP Funds for MPO Staff and Contract Tasks ............................................ 108
Table 2A: Year 1 UPWP Proposed Funding Sources and Task Costs ........................................ 109
Table 2B: Year 2 UPWP Proposed Funding Sources and Task Costs ........................................ 110
APPENDICES .......................................................................................................................... 111
Appendix A: FTA - Application, Certifications, and Assurances ............................................... 113
Appendix B: Transportation Disadvantaged Grant Application, Assurance, and Resolution 115
Appendix C: Cost Allocation Plan and Certificate of Indirect Costs ........................................... 119
Appendix D: Title VI Nondiscrimination Assurance and Limited English Proficiency Statement ................................................................................................................................. 123
Appendix E: Disadvantaged Business Enterprise Policy Statement ........................................ 129
Appendix F: Comments and Preliminary Draft UPWP .............................................................. 133
Appendix G: TAC and CAC Endorsement of UPWP ................................................................. 137
Appendix H: Joint Certification Statement ............................................................................... 139
Appendix I: FDOT District 7 Planning Program ........................................................................ 141
COST ANALYSIS CERTIFICATION

COST ANALYSIS CERTIFICATION AS REQUIRED BY SECTION 216.3475, FLORIDA STATUTES:

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

Roger Ronco
District 7, MPO Liaison (Grant Manager)

Signature  5-18-17

Date
AUTHENTICATION

To be updated May 2018
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INTRODUCTION
## ACRONYMS

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THE UNIFIED PLANNING WORK PROGRAM

The Unified Planning Work Program (UPWP) defines the transportation planning activities and products to be developed by the Metropolitan Planning Organization (MPO) 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 MPOs). This UPWP covers a two-year period from July 1, 2018, to June 30, 2020.

Background - The Fixing America’s Surface Transportation Act (FAST Act) was signed into law (Public Law 114-94) on December 4, 2015. Like previous authorization acts, the FAST Act requires the Governor to designate an MPO for each urbanized area with a population of more than 50,000 to carry out the transportation planning process. In addition, it specifies that the MPO 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 two years and shall be approved by the MPO, 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; and

COMPREHENSIVE TRANSPORTATION PLANNING ACTIVITIES

In the past fiscal year, all federal and state requirements were met by the MPO. In addition, many other projects that were essential to the comprehensive transportation planning process were completed. Reports, studies, newsletters, and brochures produced by the MPO are available at the Planning Commission's Library, located on the 18th Floor of the County Center (601 E. Kennedy Boulevard, Tampa), on the MPO website at www.planhillsborough.org, or in other formats by request. Items produced and made available within the past two years include:
• MPO Project Priorities for TIP (2016 & 2017)
• Unified Planning Work Program FY 17/18 and amendments (2016 - 2018)
• 2016 and 2017 Priorities, Tampa Bay Transportation Management Area (2016 & 2017)
• Federal Certification Review (2017)
• Gasparilla Bicycle Safety Rodeo (2017 & 2018)
• Tampa Innovation District Transit Circulator Study (2016)
• Selmon Expressway Western Extension – Gandy Boulevard Assessment (2016)
• Transportation Disadvantaged Service Plan 2016-2021
• I-275/Busch & I-275/Fowler Innovation Gateway Concept Study – Phase I & II (2016/2017)
• Walk/Bike Plan for the City of Tampa Phase V (2016)
• Public Participation Plan 2016 Update (2016)
• Tampa Hillsborough Greenways and Trails Master Plan Update (2016)
• Northwest Hillsborough County Transit Study (2017)
• Community Transportation Coordinator Evaluation July 1, 2015 – June 30, 2016 (2017)
• FHWA Data Business Plan Pilot Project (2017)
• Spruce Street Pedestrian and Bicycle Improvements Technical Memorandum (2017)
• Health Impact Assessment of the George Road Complete Streets Study (2017)
• HART Maintenance and Operations Feasibility Study (2017)
• Bullard Parkway Complete Streets Study (2017)
• Brandon Corridor & Mixed-Use Centers Pilot Project Phase I (2017)
• Vision Zero Action Plan (2017)
• Dale Mabry Pedestrian Overpass Technical Feasibility Analysis (2017)
• Plant City Walk/Bike Plan (2017)
• Plant City Roadway Extension Studies (2017)
• Multimodal Level of Service White Paper (2017)
• Hillsborough-Polk Freight Logistics Zone Strategic Plan 2016-2017 (2017)
• SR 60/Kennedy Blvd Multimodal Safety Review (2017)
PRIORITIES FOR THE METROPOLITAN AREA

The Hillsborough County MPO 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 MPO 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. The products of the MPO 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 MPO will continue in this role.

Closer Regional Collaboration & Engagement

The Tampa Bay region, consisting of Citrus, Hernando, Hillsborough, Manatee, Pasco Pinellas, and Sarasota Counties, continues to deliberate how to best coordinate regional transportation decision-making and the most appropriate forum for reaching those decisions. TBARTA is underway with the “MPO Regional Coordination Structure Research and Best Practices for the Tampa Bay Region”. The goal is to explore options and outline the preferred framework for improving regional coordination in the Tampa Bay region such that there are effective mechanisms for planning, prioritizing, and developing transportation plans and projects. The study is expected to wrap up by December 2018.

At the same time, several related planning initiatives are progressing in the Tampa Bay Transportation Management Area, made up of Hillsborough, Pasco and Pinellas Counties. The three MPOs for this area are closely collaborating in developing land use and transportation scenarios to lay the groundwork for the 2045 update of their individual Long Range Transportation Plans. A Regional Transit Feasibility Plan began in 2017 and recently recommended a “catalyst project” consisting of a regional BRT system operating in the I-275 corridor. A draft of this plan has been released for public review and vetting, and is expected to conclude in late 2018. The Florida Department of Transportation
is leading a program called Tampa Bay Next to modernize Tampa Bay’s transportation infrastructure and prepare for the future. Together, to increase public understanding and cut down on competing messages, these efforts have joined together and seek to engage citizens, businesses, civic organizations and local governments under one banner called “It’s Time Tampa Bay”. This is expected to culminate in November 2019, when the 2045 LRTP updates are due to be adopted.

**Funding Regional Transit**

Working through the TMA Leadership Group, the MPO will facilitate a dialogue with local governments on how to fund the catalyst project recommended by the Regional Transit Feasibility Plan. This is expected to take place in calendar year 2018 and lead directly into discussion of the project(s) to include in the cost feasible 2045 Long Range Transportation Plan in calendar year 2019.

**2045 Long Range Transportation Plan Update**

**a) Regional Scenario Planning**

Together, population in the tri-county area is expected to grow by one million, reaching four million people, by 2045. The three MPOs that compose the TMA have started a collaborative scenario planning process to produce a common regional chapter for the LRTP. The overarching purpose of this process is to address the question of how the region can best accommodate this growth. Three initial scenarios have been sketched out:

1. Trend Plus, defined as continuing current land use policies with incremental expansion of the Urban Service Area in Hillsborough County.

2. Beltway and Boulevard, defined by the conversion of I-275 north of downtown Tampa into an at-grade boulevard, accompanied by construction of managed lanes on I-75 and I-4, as well as a new limited access highway in the SR 54 corridor.

3. Transit Oriented Development, focused on a rail transit line following the CSX corridor between downtown Tampa and the USF area.

These scenarios will be analyzed for potential impacts and disseminated through an interactive web-based public survey in the summer of 2018. The results, technical analysis and public feedback will be used by the three MPOs to help shape a final preferred land use and transportation scenario that will likely consist of a “hybrid” of the three initial scenarios. Once endorsed by the MPO, the hybrid scenario will then be used as the basis for drafting a cost feasible plan in calendar year 2019. The Hillsborough MPO’s target date for adopting an updated LRTP is November 2019.

**b) Drivers of Change**

The Hillsborough MPO already has begun engaging the public, via live audience polling, on what some of the major influences or “drivers” of change should be factored into the 2045
Update, as well as strategies for accommodating this growth and where resources should be focused. While this polling was not developed as a statistically significant survey, results indicate that there are people in Hillsborough County who are interested in alternatives to current trends. The Hillsborough MPO is currently analyzing the implications of responses to the survey, like traffic congestion and infrastructure cost, which will be assessed in a broader outreach phase to determine how widely held those preferences are.

c) Guiding Principles from the County Strategic Plan

The Board of County Commissioners has adopted principles to plan for growth and development in Hillsborough County, which the MPO will consider in updating the LRTP. These principles include:

- Quality of Life: respecting the diversity of urban, suburban, semi-rural, and rural choices, preservation of environmentally significant land, and maintaining viable agricultural lands;

- Fiscal Sustainability: prioritizing limited resources, leveraging private capital investments, capitalizing on existing infrastructure, provide alternative mobility options, and using the right tools for the right setting (i.e. Special Assessment District);

- Economic Prosperity: protecting competitive sites for future job creation, structure mobility fees to incentivize economic objectives, and linking infrastructure spending to private capital investment;

- Responsible Growth: recognizing the difference between stable and transition areas, redeveloping declining commercial and industrial areas, structure mobility fee to incentivize a productive development pattern, and using the right tools for the right setting (i.e. TDR Program);

- Consistency of Action: providing certainty for the community and development industry, aligning programs and investment decisions, and linking the capital improvement program, land use, and development standards.

d) Public Participation and Stakeholder Consultation: Federal Expectations

In keeping with “Federal Strategies for Implementing Requirements for LRTP Updates for the Florida MPOs” issued by the FHWA Florida Division, the MPO will invite the following stakeholders to engage with the MPO in updating the LRTP:

- State and federal environmental protection, wildlife management, and historic preservation agencies;
• FDOT, HART, City of Tampa, City of Temple Terrace, City of Plant City, unincorporated Hillsborough County, and other partner agencies throughout the region;
• Seminole Tribe of Florida, and other tribal organizations;
• Community groups and/or geographic areas which may have been underrepresented in the past, as identified in the 2017 Title VI Inclusivity Plan (e.g. low-income, minority, LEP, disabled populations, children who are at high-risk, and the elderly);
• Residents which may be directly affected by plans, and casual or disinterested participants; and,
• Emergency and security management agencies
• Travel and tourism interests
• Private transportation providers
• Economic development organizations
• Faith-based and community-based organizations
• Representatives of the business community
• School district
• Freight shippers, providers of freight services and other stakeholders concerned with freight and goods movement

  e) Performance-Based Planning: Federal Expectations and FDOT Planning Emphasis Area

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 MPO to establish targets and report progress toward achieving those targets on an annual basis, beginning on February 27, 2018. The Hillsborough MPO may either agree to plan and program projects so that they contribute toward the accomplishment of the FDOT targets or establish its own quantifiable performance targets for the metropolitan planning area. These requirements are being phased in over the next two years and data sources and sharing agreements between the MPO and FDOT are still being worked out. The MPO will work with FDOT to establish baseline conditions, set targets for each measure, and incorporate them
into the LRTP. (Safety conditions and targets have already been set by a TIP amendment approved by the MPO in February 2018.) Progress toward meeting the targets will be reported through new and existing mechanisms. The MPO will work with HART when setting performance targets for transit asset management. Also, the MPO will describe how the preferred scenario resulting from the 2045 Plan Scenario Planning Process (described above) has improved the performance of the transportation system over the trend scenario. Cooperative efforts between MPOs and FDOT to emphasize target setting and adopted performance measures in planning products will be included in future UPWPs.

Focus on Communities of Concern, Public Health & Equity

Over the past two years, the MPO made a concerted effort to identify and map “Communities of Concern”. Communities of Concern are defined as areas with high proportions of two or more population groups protected by Title VI of the Civil Rights Act of 1964 and related requirements, including minorities, low-income, and persons with disabilities. These are documented in a Nondiscrimination Plan, currently in draft form. In addition, the MPO has worked closely with the Florida Department of Health – Hillsborough County in formulating a resolution to present to the MPO for “Health in All Policies”. The goal is to measure and improve the impact of transportation plans on public health, including safety, active transportation, access to healthy food, and air quality. The MPO will continue to focus on these areas to avoid disproportionately high and adverse impacts on protected populations as well as to seek an equitable distribution of benefits.

Regional Vulnerability & Resiliency

In 2013, the Hillsborough MPO was awarded an FHWA grant as one of 19 pilot projects around the nation to assess the vulnerability of the transportation network to disruption caused by climate change and extreme weather. Since then, the MPO has studied adaptation and resiliency approaches at the systems level in the Imagine 2040 LRTP, and at the project level by identifying ways to mitigate the impacts of storm surge and flooding on the Selmon Expressway Western Extension – Gandy Boulevard.

The MPO, along with Forward Pinellas, Pasco County, FDOT and the Tampa Bay Regional Planning Council, recently received a grant under FHWA’s 2018 Resilience and Durability to Extreme Weather Pilot Program. This grant will expand the vulnerability analysis to the regional level, and is expected to provide valuable input to the 2045 LRTP.

School Transportation Planning

The MPO Board was expanded in 2015 to include a seat for a member of the School Board, and in 2016 the MPO Chair designated the School Transportation Working Group (STWG). STWG is composed of transportation-focused professionals representing local governments, transit agencies, public safety organizations, several functional groups within the School District, as well as nongovernmental organizations and citizens with an interest in school

transportation. The STWG meets monthly and is chaired by the School Board Chair. MPO staff will continue to support the STWG.

With the STWG’s oversight, the MPO commissioned a School Safety Study expected to be completed in FY 2018. The study will examine schools with the highest need for safety improvements and recommend projects that may be eligible for Safe Routes to School funding. Staff will continue to coordinate with the School District and local jurisdictions to prioritize these projects for funding as part of the Transportation Improvement Program.

**Planning for Emerging Technologies: A local priority and FDOT Planning Emphasis Area**

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

The MPO will consider these implications as it updates the LRTP to 2045, both from a technical perspective (for example, modeling impacts to travel demand, capacity and safety) and from a policy perspective (land use and parking requirements, as examples). The MPO is fortunate that FDOT has sponsored a study to develop ACES guidance for MPOs that will be available in FY18. Adopting and supporting innovative technologies and business practices supports all seven goals of the Florida Transportation Plan and the federal planning factors found in the FAST Act. ACES may lead to great improvements in safety, transportation choices, and quality of life for Floridians, our visitors and the Florida economy. Though there is a great deal of speculation and uncertainty of the potential impacts these technologies will have, MPOs need to determine how best to address the challenges and opportunities presented to them by ACES vehicles.

**Big Data**

Over the past several years, the MPO has been following new sources of transportation data. Data from sensors, mobile phones and GPS are now becoming more widely available and at
lower cost, enabling agencies to monitor traffic flows (volume and speed) on any street almost in real time on a minute-by-minute basis. The MPO has been working with FDOT to access travel time data, develop a methodology to process the huge volume of data efficiently, and integrate the data into the MPO’s existing multimodal database.

At the same time, the MPO has been working with regional partners to assemble publicly-available data sources and develop a data-sharing portal to enable professionals, researchers and the public to access data.

**Acting on Vision Zero**

A Vision Zero policy establishes a goal of reducing traffic fatalities and serious injuries to zero, typically by a target date. Here in Hillsborough County, a “Vision Zero” goal resolution has been adopted by the Tampa City Council, Hillsborough County Commission, Temple Terrace City Council, Plant City Commission, and by the School Board of Hillsborough County.

Over the past year, the MPO worked to build a coalition of residents, business people, health professionals, representatives of the media, law enforcement, schools, local governments, and others to collaborate on a Vision Zero Action Plan. The Plan identified the top severe crash corridors in Hillsborough County and focuses on four “action tracks” to reduce crashes: Paint Saves Lives (pop-up design interventions), One Message, Many Voices (outreach and messaging), Consistent and Fair (enforcement), the Future Will Not be Like the Past (flexible design standards).

In FY19, the MPO will facilitate the creation of corridor coalitions along two of the top 20 severe crash corridors. The corridor coalitions will be comprised of agency and organization partners, along with residents, business owners, and other stakeholders on or near the corridor. To spark the creation of the corridor coalitions, the MPO will assist and engage the coalitions in planning and holding a half-day event to highlight and bring more community awareness to the safety issues within their corridor.

As an outgrowth of Vision Zero, at the request of the board, the MPO also will begin producing quarterly reports of fatalities and severe crashes, fatality and crash rates, and safety projects to address those rates.

**FEDERAL PLANNING FACTORS**

The MPO performs its planning activities in accordance with federal and state laws and rules. The FAST Act builds on changes made by MAP-21 which requires MPOs to consider ten specific factors in the development of transportation plans and programs. This is illustrated in the Planning Factors Table on page 31. The planning factors require the MPO to:

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
2. Increase the safety of the transportation system for motorized and non-motorized users;
3. Increase the security of the transportation system for motorized and non-motorized users;
4. Increase the accessibility and mobility of people and for freight;
5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and state and local planned growth and economic development patterns;
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
7. Promote efficient system management and operations;
8. Emphasize the preservation of the existing transportation system;
9. Improve the resiliency and reliability of the transportation system and reduce or mitigate storm-water impacts of surface transportation; and
10. Enhance travel and tourism.

The process for developing MPO products is continuing, cooperative, and comprehensive. It involves regular update cycles, informal partnerships and formal review processes with metropolitan area stakeholders, as well as integration of multiple modes and functionalities at all levels of planning. In addition to these core products, many of the processes, plans, and partnerships of the MPO support the planning factors.

The MPO gives the highest priority to projects that preserve and extend the life of existing transportation assets. This may include resurfacing, bridge repair and replacement, and transit fleet replacement projects prioritized for funding in the TIP.

Safety is among the MPO’s most heavily weighted planning factors. The MPO is a leader in promoting roadway design principles that provide safe and functional facilities for motorized and non-motorized users. Livable Roadways initiatives, bicycle and pedestrian planning activities, and corridor and sub-area studies balancing the needs of all modal users at a fine scale all support this planning factor. Local governments, FDOT, transportation agencies, stakeholder groups, and the public are engaged in these activities in partnership with the MPO.

The MPO supports the economic vitality of the metropolitan area through its work with the State of Florida, the Tampa Bay TMA and the TBARTA CCC. The participation in the planning and implementation of the Regional LRTP, the Strategic Intermodal System (SIS) and the Transportation Regional Incentive Program enable and support state, regional and global competitiveness, productivity, and efficiency. Planning for regional improvements is addressed by making regional connections, reducing traffic congestion, and improving access to activity centers and key economic spaces.
Security, like safety, is addressed in Goal I of the LRTP. Transportation systems are vitally important in ensuring the security of the community in case of a disaster. The FHWA Vulnerability Assessment and Adaptation Strategy Pilot Project completed in 2014 and subsequently referenced in the LRTP focuses on the vulnerability of the transportation network to inland flooding, storm surge, and sea level rise. As a follow-up exercise, the MPO and Tampa-Hillsborough Expressway Authority (THEA) conducted a 2016 adaptation assessment on Gandy Boulevard which evaluated risk, refined strategies, and produced a series of low-risk, high-benefit solutions for the boulevard’s elevated connector. In February 2018, the Tampa Bay Transportation Management Area Leadership Group (TMA) was awarded a grant by FHWA to conduct a resilience and durability pilot program at the regional level, to include identification and synthesis of data, studies and findings, verification of critical linkages, development of adaptation strategies, and knowledge exchange activities. Additional analyses and activities with jurisdictions and implementing authorities will continue as needed.

Access and mobility for people and freight are addressed in Goal IV of the LRTP, which states that a major emphasis of the plan is to “Promote accessibility and mobility by increasing and improving multi-modal transportation choices, and the connectivity across and between modes, for people and freight.” The ways in which transportation improvements can support this goal are taken into consideration in performance measures related to minimizing traffic for drivers and shippers, and major investments for economic growth by serving job centers and reducing delay. The MPO has recently expanded its efforts in planning for goods movement. For several years, the staff has served as a supporting participant in the FDOT District 7 Regional Goods Movement Study, providing FDOT with information and data needed to develop goals, objectives and specific strategies to enhance goods movement in Hillsborough County and the region, and has incorporated those strategies and recommendations into the LRTP. In collaboration with the Polk TPO, the MPO completed a Freight Logistics Zone (FLZ) Strategic Plan in 2016 to fulfill requirements of Chapter 2015-106, Section 311.103, Florida Statutes to assist funding prioritization within FLZs.

The MPO works closely with the Hillsborough County City-County Planning Commission to improve the quality of life in Hillsborough County and promote consistency between transportation improvements and state and local planned growth, economic development and environmental conservation planning. The Planning Commission develops the comprehensive plans for the four jurisdictions in this area, including future land use, economic development, housing, conservation, and other elements. These plans, and the adopted policies within them, establish the socioeconomic data, environmental and cultural constraints, and inform the goals of the MPO’s LRTP. In addition, the MPO used the State’s Environmental Screening Tool to evaluate projects in the LRTP. MPO plans and programs are also reviewed by the Hillsborough County Environmental Protection Commission, Children’s Board, Community Action Board, School District, the TBRPC, Florida Department of Transportation, Florida Department of Health in Hillsborough County, and
Florida Departments of Environmental Protection, Elder Affairs, Education, and Children & Families, whose representatives serve on the MPO's advisory committees.

The integration and connectivity of the transportation system across and between modes are addressed by the MPO in several ways. One of these is in “complete streets” initiatives, bicycle and pedestrian planning activities, and corridor and sub-area studies mentioned above. The goal of these is to increase the safety and comfort of all modal users. For example, connectivity is a criterion in prioritizing sidewalk and bicycle facility improvements.

Transit system connectivity has also been a focus. Major undertakings over the past two years have included a transit circulator study in the University Area, evaluation of transit in northwest Hillsborough County, and a maintenance facility feasibility study. The purpose of these studies, all of which were conducted in collaboration with HART, is to provide for future transit service connecting an identified area with the larger regional system and ensure effective maintenance strategies for the existing and future fleet.

The MPO promotes efficient system management and operation through a Congestion Management / Crash Mitigation Process. Documents related to this process and produced in the last two years include the MPO’s 2016 State of the System Report and Vision Zero Action Plan. The MPO also produced metrics to meet federal MAP-21 requirements in early 2018. The MPO provides ongoing support for this factor by hosting an ITS Committee with local government and agency partners.

MAP-21 added a couple of new planning factors:

- Enhance travel and tourism
- Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation

In addition, MPOs are directed to consult with agencies and officials responsible for tourism and natural disaster risk reduction in developing plans and TIPs.

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 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 area (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 MPO would need to conform the Long-Range Transportation Plan and Transportation Improvement Program to the federal air quality mandates.

**TASK PERFORMED WITH FUNDS UNDER TITLE 49**

The Hillsborough County MPO and Hillsborough Area Regional Transit (HART) coordinate closely to plan for public transit, with HART taking the lead in operational, 5 and 10-year planning, and the MPO 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 MPO 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 MPO’s Technical Advisory and ITS Committees as well as through staff advisory groups convened to guide the development of targeted studies and other planning activities. Public transit planning tasks described in this UPWP also include long-range planning travel demand management, an activity closely coordinated with the rideshare operations of the Tampa Bay Area Regional Transit Authority (TBARTA). The MPOs in the ‘Tampa Bay region signed an interlocal agreement with TBARTA to provide logistical support to the MPO Chairs’ Coordinating Committee (CCC) for regional transportation activities. In 2015, the CCC merged with TBARTA to become the TBARTA-CCC.

**SOFT MATCH**

Section 120 of Title 23, U.S.C., permits a state to use certain toll revenue expenditures as a credit toward the non-federal matching share of all programs authorized by Title 23, (with the exception of Emergency Relief Programs) and for transit programs authorized by Chapter 53 of Title 49, U.S.C. This is, in essence, a "soft-match" provision that allows the federal share to be increased up to 100% to the extent credits are available. The “soft match” amount being utilized to match the FHWA funding in the UPWP is 18.07 % of FHWA program funds for a total of $262,743 in FY 2019 and $227,385 in FY 2020.

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

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

INDIRECT COSTS

Regarding budgeting for work tasks, each task in the UPWP corresponds to an adopted budget and associated indirect cost rate detailed in the “Estimated Budget Detail” worksheet. The federal Office of Management and Budget defines indirect costs as “those costs that have been incurred for common or joint purposes that benefit more than one cost objective and cannot be readily identified with a particular objective without effort disproportionate to the results achieved.” These costs are incurred by and originate in the agency carrying out the Federal Award and remain after direct costs have been determined and assigned directly to Federal awards and other activities, as appropriate. Indirect Costs are typically charged to Federal awards by the use of 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 MPO’s indirect rate for FY 19 is 10%. This cost has been applied to all MPO related UPWP Tasks. The Certificate of Indirect cost can be found in Appendix C of the UPWP.

PUBLIC PARTICIPATION & AGENCY COORDINATION

Planning tasks included in this UPWP were solicited in March 2018 from the public and other transportation agencies that receive state and federal funding, such as FDOT, HART, the Tampa-Hillsborough Expressway Authority, Hillsborough County Aviation Authority, and Port Tampa Bay. The UPWP was presented to the Citizens Advisory, Technical Advisory, Bicycle and Pedestrian Advisory, Intelligent Transportation Systems, and Livable Roadways Committees, along with the Transportation Disadvantaged Coordinating Board and the MPO Board’s Policy Committee, in April 2018. In addition, it was presented to the MPO in April and May 2018. Consistent with the MPO’s Public Participation Plan, all these meetings were publicly noticed and allowed time for public comment. Agendas were distributed to a wide mailing list and posted on the MPO’s website. Also, review copies of the draft were sent to the FDOT, FHWA, FTA, Tampa Bay Regional Planning Council (TBRPC), the MPOs for Pinellas, Hernando, Pasco, Polk and Sarasota/Manatee counties and posted on the Hillsborough
County MPO website. All comments received were addressed and revisions were made, where appropriate, in the UPWP.

Comments received by the MPO regarding the UPWP are provided in Appendix F. The final draft version of the UPWP was reviewed by the MPO’s Citizen, Technical, Bicycle/Pedestrian, and Livable Roadways advisory committees. Appendix G provides the dates of formal motions passed by the CAC and TAC following their review of the UPWP.

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

The MPO’s updated Title VI Program is incorporated in Appendix C. The Title VI Program will be updated annually.

In addition, the MPO 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 Johnny Wong at 813-272-5940 x370, wongj@plancom.org at least 3 business days before the public meeting.
## PLANNING FACTORS TABLE

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ORGANIZATION AND MANAGEMENT
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MPO PROCESS AND PARTICIPANTS

By federal and state law, urbanized areas with a population of at least 50,000 must designate a single agency, an MPO, to conduct long range 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 MPO.

The MPO 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 MPO as voting members. The MPO 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 MPO on a variety of subjects. In 2011, the MPO revised its by-laws to formalize its standing advisory committees. In 2013, the MPO formed a new advisory committee in partnership with its neighbor MPOs in Pinellas and Pasco Counties now known as the Tampa Bay TMA Leadership Group. This committee provides guidance to all the MPO boards. Finally, in 2016 the MPO formed the School Transportation Working Group (STWG). The following diagram shows the relationship of the MPO to its advisory subcommittees.
INTER-AGENCY COORDINATION AND AGREEMENTS

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

- City of Plant City
- City of Tampa
- City of Temple Terrace
- Hillsborough County
- Hillsborough County Aviation Authority
- Tampa Bay Regional Planning Council (TBRPC)
- Hillsborough Area Regional Transit Authority (HART)
- Hillsborough County City-County Planning Commission
- Florida Department of Transportation (FDOT), District 7
- Center for Urban Transportation Research (CUTR) at USF
- Environmental Protection Commission of Hillsborough County
- Tampa Bay Area Regional Transit Authority (TBARTA)
- West Central Florida MPO Chairs Coordinating Committee (CCC)
- School District of Hillsborough County (SDHC)

The Hillsborough County MPO maintains agreements with each of its member governments and agencies through an Interlocal Agreement. These include the cities of Tampa, Temple Terrace, Plant City, as well as Hillsborough County, Port Tampa Bay, Hillsborough County Aviation Authority, Tampa-Hillsborough Expressway Authority and HART. In addition, the MPO has a staff services agreement with the Hillsborough County City-County Planning Commission. The MPO will continue to maintain this and the following agreements with the agencies involved with transportation planning in Hillsborough County:
EXISTING MPO AGREEMENTS TABLE

<table>
<thead>
<tr>
<th>#</th>
<th>MPO AGREEMENTS</th>
<th>EXECUTION DATE</th>
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<td>1</td>
<td>MPO Staff Services Agreement</td>
<td>October 12, 2014</td>
<td>(See Note a)</td>
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<td>2</td>
<td>Intergovernmental Coordination &amp; Review and Public Transportation Coordination Joint Participation</td>
<td>February 2, 2015</td>
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<td>Transportation Planning Funds JPA (PL &amp; STP)</td>
<td>July 1, 2016</td>
<td>June 30, 2018</td>
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<td>4</td>
<td>Interlocal Agreement for the creation of the MPO</td>
<td>September 4, 2014</td>
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<td>Second Amended and Restated Interlocal Agreement for Regional Transportation and Coordination in West Central Florida</td>
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</table>

NOTES:
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 MPO.

OPERATIONAL PROCEDURES AND BY-LAWS

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


CERTIFICATIONS AND ASSURANCES

The MPO complies with all applicable grant requirements and conditions. Certifications and assurances are provided in Appendix A and B.
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MPO WORK ELEMENTS AND PLANNING TASK
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TASK 1: TRANSPORTATION PLANNING MANAGEMENT

PURPOSE:
Maintain a 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.

PREVIOUS WORK:

Completed
✓ Quadrennial Federal and Annual Joint Certification with FDOT (2017)
✓ UPWP Updates and Amendments (2017 & 2018)
✓ Reviewed, monitored, and commented on proposed state legislation regarding changes to the transportation planning process (FY 17/18 & 18/19)

Ongoing
✓ Grant administration activities (applications, contracts, grant agreements, budget submittals, quarterly reports, and invoices)
✓ UPWP Updates and Amendments
✓ Annual USF Fellowship Program
✓ Annual Single Audit (with Hillsborough County)
✓ Legal services for MPO
✓ Provide 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 ACTIVITIES:

• UPWP Development and Management:
  o Identify local transportation planning priorities and address federal and state planning emphasis areas.
  o Coordinate with other transportation planning agencies and provide opportunities for input.
  o Assess progress towards meeting UPWP objectives and budget targets on a quarterly basis
  o Prepare new UPWP bi-annually and update with modifications & amendments as needed.

• Grant Management:
  o Certify compliance with state and federal regulations regarding expenditure of
    funds for transportation planning.
  o Keep grant records and effectively administer contracts and agreements.
  o Maintain and improve, as needed, timekeeping and grant management systems to
    track staff hours charged to grants, revenues, expenditures and grant balances.
  o Annually, assist FDOT with financial Risk Assessment and submission of Single
    Audit.
  o Include MPO grants as decision units in budget of Hillsborough County.
  o Develop and issue task authorizations under contracts maintained with General
    Planning Consultants.
  o Monitor progress towards goals, including Disadvantaged Business Enterprise
    goals.
  o Deobligate funds, as needed

• As needed, review and update Interlocal Agreements for the creation of the MPO, and
  coordinated transportation planning in Hillsborough County and the region.

• Comply with federal and state planning requirements including:
  o MPO Program Management Handbook (FDOT)
  o Title VI of the Civil Rights Act of 1964
  o Open meetings and public records laws
  o Environmental Justice
  o Disadvantaged Business Enterprise Policy Statement
  o Limited English Proficiency
  o Metropolitan Transportation Planning Final Rule (23 CFR Part 450, 49 CFR Part
    613)
  o Uniform Administrative Requirements, Cost Principles and Audit Requirements
    for Federal Awards (2 CFR Part 200)

• Necessary training and/or travel:
  o Participate and travel to transportation workshops, conferences, meetings and
    coordination activities to provide staff, board, and committee members training
    and education and maintain technical expertise.
  o 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, Rail-volution
    Sponsorship and other transit, bicycle/pedestrian conference, and transportation
    disadvantaged activities.

• Procure, maintain and dispose of equipment, hardware and software, adhering to
  thresholds for federal prior approval:

- Upgraded and replacement computers, other related software/equipment and furniture.
- Properly document and dispose of obsolete equipment.
- Maintain computer equipment and back-up electronic files based on a regular schedule to minimize loss of data and store at a remote location.

- Monitor and report on local, regional, state and federal legislation and regulations including:
  - Re-authorization of transportation funding programs of the U.S. Congress and Florida Legislature.
  - Federal and state rule-making.
  - Reports to the MPO Board and Committees on proposed changes to legislation and rules when necessary.
  - Participate in the Association of MPOs, the National Association of Regional Councils, Florida MPOAC and other organizations.
  - Proposed legislation including travel to legislative hearings.
  - Maintaining a library of state, local, and federal policies, standards and guidelines governing MPO activities. Purchase materials when necessary.
  - Observe restrictions on use of federal and state funds for lobbying.

- Maintenance of a Disaster Preparedness Plan to ensure continuity of operations.

- Travel to, and participate in, necessary workshops/meetings.

- Legal counsel and consultants may assist with these tasks.

- FHWA, FTA, and other funds may be used to support these tasks.

END PRODUCTS:

- Funding deobligation requests (Spring 2020 as needed)
- Maintenance of current UPWP (Spring 2019) document, including amendments and modifications (as needed)
- FY 2021 & 2022 UPWP (Spring 2020)
- Grant applications and budget submittals (Ongoing)
- Timekeeping and grants management systems (On-going)
- Grant progress reports, invoices, and timekeeping records (Quarterly)
- Independent single audit of grants through County (as needed)
- State/Fed. Certification of MPO process (Annually, Winter – Spring)
- Reports to the MPO Board and Committees, TBARTA, MPO Advisory Council and local agencies, especially during legislative session (Annually, Winter – Spring)
• Correspondence to legislative delegation and federal and state (as needed)
• Updated Interlocal Agreements, Requirements & Procedures (Ongoing)
• Legal services for MPO (Ongoing)
• Procurement and disposal of capital equipment, hardware, software and electronic file back-ups (as needed)

RESPONSIBLE AGENCIES:

MPO

• Dates indicated are for a calendar year: January – December.
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<th>Budget Category Description</th>
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## Task 1: Transportation Planning Management
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TASK 2: SYSTEM AND CORRIDOR PLANNING

PURPOSE:

Conduct transportation planning, coordination, and implementation assistance in the following areas:

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

Detailed descriptions, previous work, required activities, and end products will be divided by individual planning areas. The combined budget summary and task detail pages for all systems planning areas follows the Task 2 descriptions.
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Congestion Management, Crash Mitigation Planning, and ITS

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

PREVIOUS WORK:
Completed
✓ Brandon Corridor & Mixed-Use Center Pilot Project (Fall 2017)
✓ Vision Zero Action Plan (Summer 2017)

Ongoing
✓ Identify candidate projects for the 2045 Plan
✓ Update/maintain Multimodal Database
✓ Participation in Community Traffic Safety Team for Hillsborough County
✓ Develop FHWA-sponsored Data Business Plan and Data-Sharing Portal

REQUIRED ACTIVITIES:
- Update the CMCMP Process and System Performance Report, integrating the goals and performance metrics of the LRTP, and consistent with evolving federal and state guidance for evaluating performance and setting targets.
- Maintain the ITS Committee as a forum to discuss operations and maintenance issues and review performance measures.
- Conduct feasibility studies of crash reduction, lane operation, and other strategies identified in CMCMP Performance Report and ITS Master Plan. Evaluate operation of one-way pairs.
- Coordinate the operations, architecture, and communications to ensure that jurisdictions’ ITS operate as an integrated system. Update the Hillsborough County portion of the Tampa Bay Regional ITS Architecture as needed, and ensure consistency with the National ITS Architecture, as facilitated by the ITS Committee.
- Maintain and update, as needed, the Hillsborough County ITS Master Plan. Include ITS priorities in the TIP by identifying, prioritizing, and costing out candidate projects.
- Evaluate the effectiveness of implemented CMCMP strategies.
• Analyze arterial travel times using real time data available from FDOT and/or data sources.
• Include CMCMP priorities in the TIP by identifying, prioritizing, and costing out candidate projects.
• Assist local governments in implementing recommendations of completed CMCMP studies and plans.
• Seek public input in updating the CMCMP.
• Produce and distribute reports outlining CMCMP recommendations, safety educational materials.
• Participation in Hillsborough Community Traffic Safety Team.
• Provide learning opportunities for high school, undergraduate, and graduate students through planning internships.
• Vision Zero Action Plan coalition-building, strategies focused on high crash corridors and other implementation activities.
• Travel to, and participate in, necessary workshops/meetings.
• Consultants may assist with these tasks.
• FHWA, FTA, and other funds may be used in support of these tasks.

END PRODUCTS:
• Updated CMCMP System Performance Report as part of 2045 Plan (Spring 2020)
• Data Business Plan Implementation and sharing of data (Summer 2018)
• Vision Zero Implementation and Corridor Strategies (As Needed)
• CMCMP Feasibility Studies of corridors or sub-areas (As Needed)
• Updates to Hillsborough County portion of Tampa Bay Regional ITS Architecture (as needed)
• Prioritized projects for consideration in LRTP and TIP (Annually, Summer)
• Assist agencies in implementing management systems and CMCMP recommendations (Ongoing)
• Public outreach for CMCMP and Vision Zero, including safety education and brochures, pamphlets and other printed collateral products (as needed)

RESPONSIBLE AGENCIES:
MPO – Lead Agency, FDOT, HART, Hillsborough County, City of Tampa, and other agencies on the CMS Steering Committee.

• Dates indicated are for a calendar year: January – December.
Security and Emergency Preparedness Planning

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

PREVIOUS WORK:

Completed

✓ Selmon Expressway Western Extension – Gandy Boulevard Assessment (June 2016)
✓ Sea Level Scenario (SLS) Sketch Planning Tool Workshop (October 2017)
✓ All Hazards Recovery Plan Training for Hillsborough, Sarasota, and Manatee Counties (March 2018)

Ongoing

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

REQUIRED ACTIVITIES:

• Coordinate with TBRPC, Hillsborough County Emergency Operations, EPC, Hillsborough County Local Mitigation Strategy group and other agencies in planning to safeguard life and property in the event of man-made or natural disasters.
• Monitor adopted emergency evacuation plans and routes to ensure that they are considered in establishing transportation needs and priorities.
• Continue to research, develop and evaluate disaster and post-disaster recovery scenarios to be considered in the LRTP, including, but not limited to, sea level rise and storm surge projections, to identify vulnerabilities within the transportation system.
• Continue to develop mitigation strategies and project priorities to offset vulnerabilities and enhance the resiliency of the transportation system.
• To enhance transportation security, the MPO will 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.
• Serve as the lead MPO for the FHWA sponsored Tampa Bay TMA Vulnerability and Durability Pilot Program study. In additional to report development, activities may include, but are not limited to, technical analysis, stakeholder coordination, public input solicitation, and participation in local, state, and regional, and national information exchanges.
- Participate and support the efforts of the Tampa Bay Clean Air Coalition.
- Produce and distribute educational materials.
- Provide learning opportunities for students through high school, undergraduate, and graduate internships.
- Travel to, and participate in, necessary workshops/meetings.
- Consultants may assist with these tasks.
- FHWA, FTA, and other funds may be used in support of these tasks.

**END PRODUCTS:**

- LRTP needs and project priorities reflecting resiliency, security and emergency preparedness considerations
- Hillsborough Vulnerability Assessment & Adaptation Options Pilot Project Final Report follow-up analyses (as needed or requested)
- FHWA – Tampa Bay TMA Resiliency and Durability to Extreme Weather Pilot Program Project (Winter 2019/2020)
- Presentations to local, regional, state, and federal agencies and organizations (as needed or requested)

**RESPONSIBLE AGENCIES:**

MPO – Lead Agency, FDOT, HART, Hillsborough County, City of Tampa, and other agencies involved in emergency preparedness and disaster and hazard mitigation activities.

- Dates indicated are for a calendar year: January – December.
Complete Streets and Non-Motorized Planning

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

PREVIOUS WORK:

Completed

✓ Tampa Walk Bike Plan, Phase V (2016)
✓ George Road Walk/Bike Connector and Complete Street Study (2016)
✓ Tampa Hillsborough Greenways and Trails Master Plan Update (2016)
✓ Hillsborough County Trails, Paths and Bicycle Guide (2016)
✓ Bullard Parkway Complete Streets Study (2017)
✓ Morgan Street Complete Street Study (2017)
✓ Greenway Crossing at Dale Mabry Feasibility Study (2017)
✓ Multi Modal Level of Service White Paper (2017)
✓ Morgan Street Complete Street Study (2017)
✓ Plant City Walk Bike Plan (2017)
✓ SR/60 Kennedy Blvd Complete Streets Study (2017)
✓ West Hillsborough Complete Streets Study (2017)

Ongoing

✓ West Tampa Multi-Modal Plan
✓ Review road construction projects for bike, pedestrian, and livable roadways considerations.
✓ Healthy Community Design Partnerships
✓ Data Collection on Nonmotorized Modes

REQUIRED ACTIVITIES:

- 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.
- Provide Bicycle/Pedestrian Advisory Committee guidance on the update of the Walk/Bike Safety Plans.
- Analyze bicycle and pedestrian counts and crash data and develop countermeasures at select locations to create safer, more convenient and attractive bicycling and walking environments.
• 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; coordinate with the Area Agency on Aging, Children’s Board, Health Department, and other community partners.
• Coordinate regionally pedestrian and cycle facilities and initiatives, supporting the regional multi-use trails committee.
• Support and assist with the Safe Routes to School and coordinate with local governments to identify candidate projects as appropriate.
• Follow-up reviews based on School Safety Study.
• Monitor transportation improvement projects, comprehensive and community plans, and land development proposals to ensure the needs of non-motorized travelers have been considered. 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.
• Coordinate with FDOT to determine Context Classifications for State roads in Hillsborough County using FDOT’s Complete Streets Screening Tool as appropriate.
• Assist local jurisdictions in implementing adopted bicycle, pedestrian and livable roadways plans and guidelines that provide bikeway and walkway systems that are integrated with other transportation infrastructure.
• Analyze the MPO’s Livable Roadways Design Guidelines for use in Complete Streets implementation.
• Conduct research on 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. Assist in deployment of appropriate strategies locally, such as bicycle-activated signals, wayfinding, protected bike lanes, and colored bicycle lanes to define rights-of-way for bicyclists.
• 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.
• Identify opportunities, through the State’s Suntrails network and other programs, for multi-use trails along waterways and across major barriers. Develop a concept plan for a continuous trail corridor from the Pinellas County line to the Manatee County line.
• Conduct feasibility studies for trail segments that fill gaps in the network (e.g. I-275 corridor between Dale Mabry and Downtown Tampa; US 41 corridor between SR 60 and Gibsonton Rd; trial overpass at Courtney Campbell Causeway and Rocky Point Drive; USF to Temple Terrace; and Plant City Canal Connector Trail)
• Support the promotion of bicycle tourism and tours.
• Organize and participate in programs, action plans or policies that improve bicycle and pedestrian safety, and educate motorists, bicyclists and pedestrians, such as
promotional events, bicycle safety rodeos and other public education campaign strategies. Special efforts will be made to include children, minority communities, persons with disabilities and speakers of other languages. Develop and distribute safety education material to the public and through events coordinated through the Safe Kids Coalition, Community Traffic Safety Teams and other partners, and support the Lights on Bikes Campaign.

• Recommend policies for relocating utilities, removing billboards, preserving canopy roads, enhancing landscaping and street trees, as well as instituting traffic calming techniques.

• Provide learning opportunities for high school, undergraduate, and graduate students through experience with planning projects.

• Travel to, and participate in, necessary workshops/meetings.

• Consultants may assist with these tasks.

• FHWA, FTA, and other funds may be used in support of these tasks.

**END PRODUCTS:**

• Complete Streets Policy Implementation Tasks (as needed)

• Selmon - South Coast Greenway Connector Study (Summer/Fall 2018)

**Ongoing:**

• Needs and priorities for bicycle and pedestrian improvements and transportation enhancements for inclusion in the 2045 Plan and TIP (Annually, Spring)

• Recommendations for non-motorized features in facility construction

• Educational and informational programs on bicycle and pedestrian safety

**RESPONSIBLE AGENCIES:**

MPO – Lead Agency, FDOT, Hillsborough County & Public Works, HART, BPAC Member Agencies, and Livable Roadways Committee Member Agencies

• Dates indicated are for a calendar year: January – December.
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Intermodal/Freight Planning

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

PREVIOUS WORK:
Completed
✓ Freight Logistics Zone Strategic Plan and follow-up activities (June 2017)

Ongoing
✓ Freight needs assessment updates
✓ Review road construction projects for freight and goods movement considerations.
✓ Coordinate Hillsborough County freight planning components as part of FDOT district seven regional goods movement strategic plan.
✓ Coordinate with the FDOT district seven transportation providers advisory group.
✓ Coordinate with state and regional port and aviation planning efforts.

REQUIRED ACTIVITIES:

• Participate in the update of existing policies, regulations, and laws governing commodity flows in Hillsborough County.
• Review the freight movement recommendations from previous plans and evaluate their applicability to Hillsborough County. Collaborate with FDOT District Seven Regional Goods Movement Study to identify Hillsborough County freight hot-spot locations and longer-term capacity projects.
• Conduct studies in support of goods movement to and through intermodal facilities such as Port Tampa Bay facilities (e.g. 50th Street/US 41).
• Monitor and update key freight industry stakeholders and opportunities to develop partnerships among business, trade, transportation, and economic development officials. Hold meetings of the Tampa Bay Goods Movement Advisory Committee.
• Participate in statewide Freight Prioritization Program through the Metropolitan Planning Organizations Advisory Council (MPOAC).
• Participate in aviation and port planning activities including updates of aviation and port master plans, statewide plans and the continuing Florida Aviation Systems Planning Process.
• 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)
• 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.
• Conduct and support research on the impact of connected and autonomous vehicle technology on freight and good movement.
• Identify needed improvements, priorities and potential funding sources related to freight and goods movement for consideration in the LRTP and the TIP.
• Provide learning opportunities for high school, undergraduate, and graduate students through experience with planning projects.
• Travel to and participate in necessary workshops/meetings.
• Consultants may assist with these tasks.
• FHWA, FTA, and other funds may be used in support of these tasks.

END PRODUCTS:
• Freight needs and cost affordable projects for LRTP and TIP (annually)
• Technical, corridor and feasibility studies related to freight and goods movement (as needed)
• Assist with Freight Logistics Zone implementation (as needed)

RESPONSIBLE AGENCIES:
MPO – Lead Agency, FDOT is Lead Agency for Regional Goods Movement Study, Port Tampa Bay, Hillsborough County Aviation Authority, Hillsborough County and Public Works
• Dates indicated are for a calendar year: January – December.
Transit and Transportation Demand Management Planning

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

PREVIOUS WORK:
Completed
✓ Tampa Innovation District Transit Circulator Study (2016)
✓ Brandon Corridor & Mixed-Use Centers Pilot Project (Winter 2017)
✓ Northwest Hillsborough Transit Study (Summer 2017)
✓ HART Operations & Maintenance Feasibility Study (Summer 2017)

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

REQUIRED ACTIVITIES:
• In coordination with HART, TBARTA and other organizations, develop and evaluate options for premium transit services and transit-oriented development for consideration in the LRTP. Re-evaluate premium transit corridors identified in previous plans for opportunities to provide premium service with lower-cost technologies, such as streetcar, BRT in managed lanes or commuter rail in existing freight rail right-of-way.
• Analyze pedestrian and bicycle facilities around transit stops and stations, existing and planned, and recommend improvements.
• Support regional and local premium transit studies such as the Regional Transit Feasibility Plan and/or FTA New Starts grant applications, including technical analysis such as ridership, mobility benefits, cost estimates, environmental and land use impacts, and development potential.
• Participate in HART and TBARTA plans and studies to improve transit connections and TDM services in the community. (e.g. Bus Stop Assessment Study, Cashless Fare Pilot Study, and Update to HART ITS Plan)
• Review the annual update of the HART TDP for consistency with the LRTP; collaborate with HART on joint public outreach efforts related to transit service improvements.
• Research peer cities and best practices, review local conditions, and develop long-range transit strategies.
• Analyze demographic and market characteristics related to the provision of service.
• Assist HART in conducting studies and developing service designs for key areas such as New Tampa, and South County. Assess needs and develop recommendations on enhancing transit connections in these areas, evaluating the effectiveness of existing and potential regional express bus routes, maintenance facilities, park-and-ride locations, and MetroRapid routes.
• Update transit level of service analysis for current and future years.
• Provide information and analyses as needed or requested by members of MPO Board and Hillsborough County Commission.
• Conduct and support research on the impact of connected and autonomous vehicle technology transit operations.
• Consider Intercity bus service in transit planning and coordinate public and private providers such as Red Coach and Mega Bus.
• Provide learning opportunities for high school, undergraduate, and graduate students through experience with planning projects.
• Coordination with intercity bus services and public and private transportation providers.
• Travel to, and participate in, necessary workshops/meetings.
• Consultants may assist with these tasks.
• FHWA, FTA, and other funds may be used in support of these tasks.

END PRODUCTS:

• HART Sustainable Non-Taxpayer Revenue Sources Study (2018)
• HART Hyperlink Service Study (2019/2020)
• Comments on HART TDP (Annually)
• Service planning for areas identified by HART and to support the LRTP (as needed)
• Transit studies to support economic development (as needed)

RESPONSIBLE AGENCIES:

MPO - Lead Agency, FDOT, TBARTA, Hillsborough County and Public Works, HART, TBARTA, TMOs,

• Dates indicated are for a calendar year: January – December.
Transportation Disadvantaged Planning

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

PREVIOUS WORK:
Completed
• Transportation Disadvantaged Service Plan (2017, 2018)
• Transportation Disadvantaged Day in Tallahassee (2017, 2018)
• Title VI Program Document Revisions (2018)
• MPO Health Atlas (2017-2018)

Ongoing
• Annual Expenditures Report (As needed)
• Annual Evaluation of the Community Transportation Coordinator (annual)
• Review and evaluate requests for coordination contracts with the CTC (as needed)
• Priorities for Elderly and Disabled Program and other transportation disadvantaged funds (as needed)
• Partnerships to improve community health (as needed)

REQUIRED ACTIVITIES:
• Annually update required sections of the Transportation Disadvantaged Service Plan (TDSP).
• Annually evaluate the performance of the CTC.
• Consider transportation disadvantaged needs in the LRTP, TIP, and local and regional Comprehensive Plans, including the benefits of the Transportation Disadvantaged Program to the local and regional economy (e.g. Health Impact Assessment Atlas, Children’s Transportation, and Senior Intersections Design).
• Maintain a local grievance process to assist in resolving complaints against the CTC.
• Review applications for transportation disadvantaged funding and recommend such funding to the Transportation Disadvantaged Coordinating Board (TDCB), MPO, FDOT, and Florida Commission for the Transportation Disadvantaged.
• 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.
• Participate in, and when necessary, initiate meetings to discuss the needs and opportunities for improving the local Transportation Disadvantaged Program, including access to jobs.
• Conduct planning to enhance Transportation Disadvantaged services, consistent with the TDSP and as directed by the TDCB.
• Provide information on relevant services available in Hillsborough County, including updates and distribution of the informational material such as The Ride Guide and Hillsborough Community Health Atlas.
• Plan for accessible pedestrian systems integrated with other transportation systems.
• 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.
• Sponsor Transportation Disadvantaged events in the City of Tampa, Temple Terrace, Plant City, and Unincorporated Hillsborough County, including Legislative Day in Tallahassee.
• Provide staff support to the Local Coordinating Board, TDCB, and its subcommittees including public notices and advertising as required.
• Monitor state and federal legislation pertaining to the transportation disadvantaged population.
• Study jobs/housing balance to provide local employment opportunities that may reduce overall commuting distances between residential and workplace locations.
• Work with the Dept. of Health, Children’s Board, and other partners to study, create informational materials, and assist with identifying transportation issues that impact public health.
• Provide learning opportunities for high school, undergraduate, and graduate students through experience with planning projects.
• Travel to, and participate in, necessary workshops/meetings.
• Consultants may assist with these tasks.
• FHWA, FTA, and other funds may be used in support of these tasks.

END PRODUCTS:
• Updated TDSP (annually, Winter – Spring)
• Annual Expenditures Report (Annually, Summer)
• Update Regional Ride Guide (As Needed)
• Annual Evaluation of CTC (Annually, Winter – Spring)
• Transportation Disadvantaged Day in Tallahassee (Annually, Spring)
• Priorities for state, federal and other transportation disadvantaged funds (Ongoing)
• Update Community Health Atlas (On-going)
• Garden Steps Project Follow-up activities (On-going)

RESPONSIBLE AGENCIES:
MPO - Lead Agency, TDCB, Community Transportation Coordinator (BOCC)

• Dates indicated are for a calendar year: January – December.
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Corridor, Sub-Area, and Environmental Studies

PURPOSE

Identify policies and improvements addressing multi modal transportation objectives within major corridors and sub-areas. Analyze problems and opportunities that relate to creating a balanced and efficient transportation system. Issues include planning for major investments, policy development, multi-modal transportation systems, congestion management, safety, access management, adverse impacts, land use, aesthetics and urban design. Coordination of studies with local governments, state agencies, community groups, business owners, landowners, residents and other stakeholders. Participate, to the maximum extent possible, in the state's ETDM process, including:

PREVIOUS WORK:

Completed

✓ Innovation Alliance Gateway Design Study of I-275@ Fowler Ave & I-275@ Busch Blvd Phase – implementation activities (2017)
✓ Brandon Corridors and Mixed Use Centers Study (2017)
✓ Hillsborough County School Transportation Study (2018)

Ongoing

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

REQUIRED ACTIVITIES:

- Study transportation and land use alternatives in defined sub-areas, across water bodies, or along corridors where transportation problems are complex and interrelated. Identify alternatives, opportunities to minimize or mitigate negative impacts, and opportunities to capitalize on benefits. Example study areas include Fowler Ave, Busch Blvd, School Areas in New Tampa, and the Florida Strawberry Festival Area.
- Focused studies related to urban design, transit-oriented development, right-of-way preservation, and integration of transportation modes, strengthening economic development areas, upgrading aging infrastructure in redevelopment area and other topics as needed to balance competing priorities for a seamless multi-modal system that supports community planning and vision.
• Work cooperatively with local governments, FDOT and project stakeholders on the development of study recommendations (e.g. school transportation study, Innovation Alliance Gateway Design Study).
• Participate in managed lanes studies and Interchange Justification or Modification Reports, as needed.
• Engage the public in the development of study recommendations by holding public meetings and initiating other public outreach activities.
• Support the implementation, refinement and further study of corridor and sub-area studies previously completed by the MPO (e.g. Brandon Corridors and Mixed Use Pilot Study; Fowler and Busch Gateway Design Studies).
• Participate in PD&E and other environmental and alternatives analyses, and other feasibility studies initiated by local and state agencies. Conduct research, analysis, outreach and/or other tasks in support of these studies, as needed, and follow-up from completed studies by considering the preferred solutions as candidate projects in the LRTP.
• Assist local governments and the City-County Planning Commission with research, analysis, outreach or other tasks in support of multimodal transportation planning for community plans, focused area studies, neighborhood plans, district or sub-area plans, including Tampa !p Economic Development Study.
• Ensure that the planning process addresses the equitable distribution of mobility benefits among stakeholders and users of a variety of transportation modes.
• Ensure that recommended improvements minimize or mitigate potential adverse environmental and health impacts.
• Maintain a library of policies, standards, and guidelines that have bearing on corridor and sub-area studies for use by the MPO staff. Purchase materials when necessary.
• Produce and distribute informational materials in support of corridor and sub-area studies.
• Coordinate and conduct planning and design studies with implementing entities which assist in reducing (mitigating) the Stormwater impacts of surface transportation.
• Conduct research with traditional 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.
• Provide data and participate in the state's Efficient Transportation Decision Making (ETDM) process to obtain feedback from federal and state environmental resource and permitting agencies on potential direct and indirect impacts of potential projects.
• Provide learning opportunities for high school, undergraduate, and graduate students through experience with planning projects.
• Apply for grants as appropriate (Public, Private, P3, etc.)
• Travel to, and participate in, necessary workshops/meetings.
• Consultants may assist with these tasks.
• FHWA, FTA, and other funds may be used in support of these tasks.

END PRODUCTS:

• Research, analysis, outreach and other tasks in support of sub-area, focused area and corridor studies by others (Ongoing)
• Focused studies related to urban design, TOD, ROW preservation, integration of modes, strengthening economic development areas, & other topics, to balance competing priorities (Ongoing)
• Recommendations derived from sub-area and corridor plans for projects to be considered in the update of the LRTP and/or TIP (Ongoing) Updated data to support GIS analysis (Ongoing)
• Comments and responses to ETAT comments regarding candidate projects (Ongoing)
• Participation in Corridor or Intermodal Center Study with FDOT (Spring 2018)

RESPONSIBLE AGENCIES:

MPO - Lead Agency, FDOT, HART, Local Governments, and other Transportation Authorities

• Dates indicated are for a calendar year: January – December.
## Task 2 System and Corridor Planning

### Estimated Budget Detail for FY 2018/19

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<th>Budget Category Description</th>
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### Task 2 System and Corridor Planning

#### Estimated Budget Detail for FY 2019/20

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TASK 3: LONG RANGE TRANSPORTATION PLAN AND DATA MONITORING

PURPOSE:
Maintain and implement the 2040 Long Range Transportation Plan (LRTP). Continue to support and use the Tampa Bay Regional Transportation Model as the primary tool to test alternative networks on a regional basis. Review data prepared by others, planning assumptions and recommend changes needed to keep the plan current, cost affordable, and conforming to federal laws. Monitor the physical and performance characteristics of the Hillsborough County multi-modal transportation system to preserve capacity, maximize personal mobility and freight movement, ensure user safety and system security, and maintain the system’s integrity. Evaluate the system’s operating efficiency and conditions to assess current needs, validate the long-range transportation planning model, project future travel demand, and identify future improvements. Monitor changes in demographic characteristics and land use to ensure transportation projections are compatible with current patterns, local land use policies and provide required inputs to the regional transportation and land use models. Provide socioeconomic (SE) data forecasts needed to update the LRTP, extending the horizon to 2045. Use sound financial planning to accurately estimate available funds for system expansion, operations, and maintenance costs.

PREVIOUS WORK:

Completed
✓ LOS Database Updates (2017)
✓ Updated Traffic Counts (2017)
✓ FHWA pilot project testing “Bluetooth” probe vehicle data to measure speeds and travel time on major roads (2017)
✓ ROW Preservation studies (Sam Allen Rd & Rice Road) (Winter 2017)
✓ USF Autonomous Transit Feasibility Study (2018)

Ongoing
✓ SE Data Scenario Analysis for 2045 LRTP update (2018)
✓ Validate Tampa Bay Regional Planning Model (As needed)
✓ Enhancements to the Tampa Bay Regional Planning Model (As needed)
✓ Update bus routes and stops in GIS database
✓ Inventory of bicycle and sidewalk facilities on major road network (As needed)
✓ Updates to motorized and non-motorized transportation data (As needed)
✓ Collection and review of law enforcement crash data reports (As needed)
✓ ITS data collection and analysis (As needed)
✓ Update methodology & software database used to develop and maintain SE data (As needed)
✓ Database monitoring and ad-hoc reporting (As needed)
REQUIRED ACTIVITIES:

- Amend the current 2040 LRTP if necessary.
- Development of the 2045 LRTP – Needs Assessment, Cost Feasible Plan and Summary document:
  - 2045 Scenario Modeling, leading to final “hybrid” land use and transportation scenario and associated socioeconomic zonal data
  - Develop alternative growth scenarios and create a hybrid scenario based technical analysis and stakeholder input.
  - Develop cost-feasible funding strategies for public input leading to a recommended cost-feasible plan.
  - 2019 Existing Plus Committed transportation network
  - 2045 Public Engagement and Support Activities (e.g. MetroQuest)
  - Interagency Coordination and Stakeholder Input
  - System Performance Report
  - Technical Memorandum Development
- In coordination with local state and regional entities, address the need for better transportation infrastructure to serve economic development and redevelopment areas.
- Assess and prioritize long-range bicycle, pedestrian, congestion management, system preservation, intermodal, freight, safety, transit, TDM and ITS needs. Develop performance measures to quantify the benefits of these investments.
- Update funding forecasts and cost estimates to identify projects in five-year ranges in a cost feasible 2045 LRTP.
- Integrate findings from Autonomous, Connected Electric, and Shared (ACES) vehicle research sponsored by FDOT.
- Incorporate the ETDM Planning Screen process in evaluating potential environmental effects of projects proposed for the LRTP.
- Develop and distribute LRTP informational material in various formats, such as newspaper supplements, brochures, foldout maps, and interactive website.
- Per the MPO’s Public Participation Plan, proactive outreach including seeking input from populations and areas that have been under-represented in the past.
- Collaborate as appropriate with local and regional partners on the public outreach strategy.
- Participate in community group presentations, events and meetings to provide information and receive feedback.
- Record, analyze, and respond to public feedback.
- 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; consider potential impacts to community health, school transportation, and affordable housing.
• Compile data on conditions on the major road network to update databases and the MPO’s GIS, including:
  o Traffic Counts
  o Lane Configuration
  o Jurisdiction
  o Volume/Capacity Ratio
  o Volume/Maximum Service Volume
  o Functional Classification
  o Other Statistical Information
• Continue refinement of the database to enable:
  o Calculating project cost estimates.
  o Calculating multi-modal levels of service.
  o Easier integration of non-motorized data, including latent demand.
  o Rapid data sharing among regional and local partners.
  o Updating the Web Traffic Count System on the MPO website
  o Update data from urbanized area and roadway functional classifications into database, based on 2010 census.
• Follow federal and state guidance for data collection, such as Environmental Justice and Title VI of the Civil Rights Act of 1964 compliance, the Statewide Planning and Research Program, Clean Air Act compliance monitoring, and Highway Performance Monitoring System.
• Participate with FDOT District 7 in surveys of travel behavior patterns and characteristics.
• Formalize a written agreement with FDOT and transit providers for cooperatively developing and sharing information on performance data; compile data from local, regional, and state transit plans and GIS sources.
• Develop transportation model inputs in support of corridor or sub-area studies.
• Compare peer statistics from other communities, underlying demographics, trip purpose and trends over time.
• Conduct technical studies, as needed.
• Analyze transit service levels, transit-supportive areas, and potential rapid-transit corridors for viability, ridership, and priority.
• Update technical documentation of database.
• Evaluate conversion of database to current software platform.
• Comprehensive identification and documentation of the data and the public and private sources necessary to conduct metropolitan freight movement planning in Hillsborough County.
• Design a relational database to be used as the basis of a freight movement management system for Hillsborough County.
• Update inventories of existing sidewalk and bikeway facilities, as needed.
• Collect and analyze data on bicycle and pedestrian counts, crashes and multi-modal level of service, as needed, to support planning studies.
• Updated project reference information to satisfy reporting requirements in support of the LRTP.
• Assist in developing multi-modal LOS districts, consistent with FDOT Quality/LOS and Multi-Modal District Handbooks.
• Evaluate multi-modal LOS criteria.
• Collect and summarize traffic count data as requested by local governments.
• Subject to interlocal agreements, pass through funding to reimburse eligible data collection costs.
• Necessary activities related to federal and state Air Quality Non-Attainment Status compliance and Greenhouse Gas Reduction monitoring requirements; participate in the development of the State Implementation Plan.
• If the region becomes an air quality non-attainment area, use the latest software to determine and certify the conformity of the LRTP TIP with air quality standards and/or emissions budgets established in the State Implementation Plan (SIP).
• Use the methodology stipulated in the Final Conformity Determination Regulations promulgated by EPA/USDOT; base conformity determinations, if necessary, on emissions estimates developed from the most recent socioeconomic, travel, and congestion data; develop draft conformity determination for the LRTP and TIP in consultation with the FHWA, FTA, EPA, FDEP, FDOT and HCEPC.
• As part of the Congestion Management Process, recommend travel reduction, traffic operations, or alternative fuel strategies necessary to maintain air quality. These will be coordinated through the TIP process, Congestion Management Process, and the MPO Chair's Coordinating Committee.
• Maintain datasets developed for the 2045 LRTP. Revise datasets as necessary to reflect changes in new and planned development.
• Coordinate with FDOT's Technical Review Team (TRT) to update and disaggregate data into existing or subdivided TAZs as inputs for testing and validation of the new regional land use allocation model.
• Application of an Activity Based Model (ABM), coordinated through FDOT.
• Utilize data to develop layers in GIS, which may include land use, population, employment, and environmentally sensitive areas, to be used with the regional land use allocation.
• Monitor land use amendments to adopted local comprehensive plans and revise, as necessary, the latest socioeconomic data sets for long- and short-range planning and air quality conformity determinations.
• Methods for new data vary with type of data; they include use of secondary data, visual inspection of maps, and aerials as well as direct measurement.
• Maintain transportation databases enhancing the agency's technical capacity to aid in the decision-making process.
• Conduct ETDM screening of projects advancing into the TIP.
• Address Greenhouse gas reduction requirements, coordinate land use and transportation strategies, as required.
• Peer review with revisions to socio-economic datasets, as needed.
• To comply with the Executive Order on Environmental Justice, update the demographic analysis of Hillsborough County to identify Communities of Concern.
• Provide learning opportunities for high school, undergraduate, and graduate students through experience with planning projects.
• Travel to and participate in necessary workshops/meetings.
• Consultants may assist with these tasks.
• FHWA, FTA, and other funds may be used in support of these tasks.

END PRODUCTS:

• Multimodal Level of Service Methodology Update (2018)
• 2045 Update to the LRTP, including summary report, public engagement report and technical documents (adoption by November 2019)
• Traffic Counts for Hillsborough County and the City of Tampa (2020)
• Enhancements to the Tampa Bay Regional Planning Model (as needed)
• Amendments to the adopted LRTP (if needed)
• Technical memoranda to support LRTP decision-making (as needed).
• Brochures, flyers, maps, pamphlets, websites, advertising and other collateral material to support public outreach associated with the 2045 Plan Update (as needed)
• TBRPM inputs to support corridor or sub-area studies (as needed)
• Technical User Manual (Ongoing)
• Updated web-based traffic count system (Annually)
• Written agreement with FDOT and transit providers for performance measure data and targets
• Updates to motorized and non-motorized transportation data (Ongoing)
• Updates and enhancements to transportation database for project planning, the regional transportation model, GIS, and tracking vehicle miles of travel (Ongoing)
• Tables, charts, and maps illustrating current highway, freight, transit, bicycle, and pedestrian conditions (Ongoing)
• Review of socioeconomic projections developed in cooperation with the TRT (Ongoing)
• Air quality conformity determination reports (if required)
• Up-to-date land use/socioeconomic database consistent with development patterns and local comprehensive plans (Ongoing)
• FTA Section 5305(d) will support tracking transit-related special generators and socio-economic factors (Ongoing)

RESPONSIBLE AGENCIES:
MPO - Lead Agency; FDOT; Hillsborough County; Cities of Tampa, Plant City, and Temple Terrace; HART, Aviation and Port Authorities; Tampa-Hillsborough County Expressway Authority; Tampa Bay Area Regional Transit Authority

• Dates indicated are for a calendar year: January – December.
### Task 3: Long Range Transportation Planning and Data

#### Estimated Budget Detail for FY 2018/19

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## Task 3 Long Range Transportation Planning and Data
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TASK 4: TRANSPORTATION IMPROVEMENT PROGRAM

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

PREVIOUS WORK:
Completed
- MPO Project Priorities for TIP (2018 & 2019)
- TIP document (2017 & 2018)

Ongoing
- Development of a citizen-friendly online TIP viewer tool.

REQUIRED ACTIVITIES:
- Establish highway, transit, bicycle, pedestrian, intermodal, air quality and transportation disadvantaged priorities for Hillsborough County.
- Evaluate project prioritization based on the adopted LRTP.
- Analyze funding available under the Transportation Alternatives, Surface Transportation Program (urban attributable), and state intermodal programs and coordinate with local and state partners to recommend projects for funding; assist local entities, identify candidate projects and develop funding applications;
- Coordinate annually with agencies and local governments to develop a tentative and final five-year multi-modal TIP (with required certifications) consolidating roadway, transit, transportation disadvantaged, bicycle, pedestrian, and intermodal improvements.
- Coordinate annually with public transit operators and private providers of freight movement regarding their priorities.
- If necessary, ensure the conformity of the TIP with air quality standards and / or emissions budgets established in the State Implementation Plan (SIP).
- Ensure that the Statewide TIP is consistent with the final TIP.
- Initiate and process TIP amendments as needed.
- Review the TIP for consistency and coordination with:
  - Comprehensive Plans
  - Local and State Work Programs
  - PD&E, Sub-Area, and Corridor Studies
ITS Planning (Refer to Task 2.1)
Federal & State MPO certification comments
Federal air quality requirements for non-attainment areas

- Performance measure data collection & analysis and target setting process consistent with federal and state guidance.
- Coordinate on an annual basis with FDOT and HART on the development of the federal obligation report.
- Through the MPO web site, provide an annual listing of projects for which federal funds have been obligated in the preceding year.
- Integrate the web-based TIP with agency GIS information for enhanced public accessibility and stakeholder feedback opportunities.
- Advertise and conduct annual public hearings for the adoption of the TIP priorities and document.

- Participate in periodic statewide meetings addressing TIP reporting and technical requirements.
- Consult with agencies and officials responsible for tourism and natural disasters in developing plans and TIPs
- FTA funds will support compiling transit and TDM projects, amendments, an unbiased project prioritization process, and project selection.
- Travel to and participate in necessary workshops/meetings.
- Consultants may assist with these tasks.
- FHWA, FTA, and other funds may be used in support of these tasks.

END PRODUCTS:

- TIPs for the next fiscal years, including:
  - MPO Priority List (Annually, Summer)
  - Final TIP document, including on-line viewer too (Annually, Summer)
  - Air Quality Conformity Determination Report (if needed)
  - 2018 & 2019 Federal Obligation Reports (Annually, Fall)
  - Amendments to the current adopted five-year TIP (as needed).

RESPONSIBLE AGENCIES:

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

- Dates indicated are for a calendar year: January – December.
### Task 4 Transportation Improvement Planning

#### Estimated Budget Detail for FY 2018/19

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## Task 4 Transportation Improvement Planning

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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 MPO 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 MPO’s Public Participation Plan, including how well protected populations are involved. Use this information to develop new methods to effectively engage the public.

PREVIOUS WORK:
Completed
• Annually held 70+ meetings of advisory committees and MPO Board, including public hearings.
• Six regular meetings and one public hearing of the TDCB (FY2017, 2018)
• Title VI/Nondiscrimination Plan (Spring 2018)
• Measures of Effectiveness Report on the MPO’s Public Participation Plan (Spring 2018)

Ongoing
• Complete Streets Project Design with USF – West Columbus Ave (Summer 2018)
• Updated Public Participation Plan and Limited English Proficiency Plan
• Responses to requests for information
• Update website, www.planhillsborough.org
• Monthly editions of Connections to Tomorrow electronic newsletter
• Support for MPO Board and Committee Members to maintain rosters and quorums

REQUIRED ACTIVITIES:
• Organize meetings, prepare agenda materials, resolutions, and complete information packets for advisory committees, TDCB, Planning Commission, and MPO Board.
• Consult with local and regional officials on developing transportation plans and programs and identify critical transportation issues to be put on agendas and research, as needed.
• Collaboration with the public outreach for the Tampa Bay Next and Regional Transit Feasibility Plan.
• Provide timely public notice and full public access to key decisions; legal ads and required notice for public hearings.
• Ensure compliance with applicable laws, rules, and procedures when conducting meetings and board and committee business.
• Produce written records of regular and special meetings.
• Continue posting meeting calendar, agendas, agenda packets, minutes, and other meeting materials on the MPO’s website.
• Continue government access television coverage of MPO Board meetings.
• Continue providing web-based options for viewing MPO Board meetings, including social media streaming for Public Hearings and video repositories for monthly meetings.
• Explore and implement innovative multi-media and web-based communication tools to enhance public engagement, using low cost ways to involve more people.
• Update mailing lists on an ongoing basis.
• Update the MPO by-laws, as needed.
• Solicit and orient new MPO, advisory committee and TDCB members.
• Sponsor conferences and workshops and travel to necessary workshops and meetings.
• Provide learning opportunities for high school, undergraduate, and graduate students through experience with planning projects.
• Fund a limited number of door-to-door trips for persons with disabilities to TDCB and MPO events.
• Consult the public through meetings, presentations to community groups, public events, surveys and questionnaires, and other means to elicit equity impacts of transportation plans and projects; as needed, conduct public opinion research to measure awareness, priorities, preferences and trends regarding mobility and public transportation.
• Hold MPO public meetings and events at ADA-accessible locations at a variety of times to maximize public participation opportunities.
• Use demographic data to identify key population groups with a stake in transportation planning decisions, and target information and involvement efforts to key audiences.
• Engage Communities of Concern and identified Indian Tribes, public ports, private transportation providers, and the tourism industry through mailings, newsletters, and other regular communications. Seek co-sponsored public forums.
• Disseminate technical information and interpret transportation plans for citizens, public agencies, consultants, elected and appointed officials and boards; create summaries, brochures, displays, and other collateral materials in a form and language to foster comprehension.

• Use large type and high contrast for printed materials about the transportation disadvantaged program.
• Continue to enhance the agency’s website to expand public access to information and make use of the latest available technology for access to persons with disabilities.
• Provide translations and alternative formats (i.e., Spanish language, Braille or audible formats) of publications, presentations, and materials, by request or as needed, to follow the MPO’s Limited English Proficiency (LEP) plan.
• Translate key messaging and marketing materials for the 2045 Long Range Transportation Plan into different dialects of Spanish, and other languages, as requested.
• Publish and distribute periodic electronic newsletters distributed via e-mail.
• Continue to explore remote meeting and web-broadcast meeting capabilities for public meetings.
• Biannually, update Measures of Effectiveness against which the MPO’s Public Participation Plan is evaluated; update the MPO’s Public Participation Plan bi-annually.
• Enhance tracking tools to collect measurable data on an ongoing basis, such as quantity, source and subject matter of information requests and public comments; quantity, location and attendance of public meetings and other events.
• Maintain annual logs of meetings, public outreach, media coverage and publications.
• Prepare, distribute, record, and analyze comment cards or other mechanisms that allow citizens to evaluate the MPO’s effectiveness at meetings, workshops, publications, and informational requests.
• Maintain MPO committee demographic data to determine representativeness regarding demographic characteristics.
• Travel to necessary training and workshops.
• Consultants may assist with this task.
• FHWA and FTA funds will be used to disseminate transportation plan information.

END PRODUCTS:
• Bi-annual MOE Report and PPP Update (Spring 2020)
• Print MPO Documents:
  o Multi-Use Trial Map (2020)
  o CTC Evaluation (annually)
  o MPO Annual Report (annually)
  o Ride Guide (as needed)
• Monthly meeting agendas, informational materials, and draft documents for regularly scheduled meetings of the MPO and its committees (Ongoing)
• Public notices, advertisements, and other multi-media tools for public meetings, workshops, hearings, and other MPO communications (Ongoing)
• Complete public record of decisions and discussion, including minutes of all board and committee meetings (Ongoing)
• Updated membership rosters, mailing lists, and bylaws (Ongoing)
• Connections to Tomorrow eNews (Monthly)
• Responses to and tracking of public information requests (Ongoing)
• Responses to requests for speakers associated with LRTP update and other MPO plans and studies (Ongoing)
• Translation and other services as needed to comply with ADA, Title VI of the Civil Rights Act of 1964 and LEP requirements (Ongoing)
• Updates to public information materials including the MPO website and other collateral materials (Ongoing)
• University of South Florida, Dept. of Urban Planning Fellowship Program (annually)

RESPONSIBLE AGENCIES:

MPO - Lead Agency

• Dates indicated are for a calendar year: January – December.
### Estimated Budget Detail for FY 2018/19

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### Task 5 Public Participation & Stakeholder Engagement

#### Estimated Budget Detail for FY 2019/20

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TASK 6: LOCAL/REGIONAL COORDINATION AND PLANNING

PURPOSE:
Ensure coordination and consistency between local, regional, and state transportation, urban design, land use, and comprehensive planning efforts with the TIP, LRTP, and other transportation plans. Further, maintain and enhance the ongoing multi-county collaborative transportation planning process and participate in other regional and statewide planning activities and organizations that have an impact on the regional multimodal transportation system.

PREVIOUS WORK:
Completed
✓ Coordinate with and assist local officials and planning agencies for ensuring consistency between transportation/community plans and programs
✓ Review and comment on proposed comprehensive plan amendments to ensure consistency with MPO plans and programs
✓ Coordinate with local governments on changes to development regulations that impact roadway, transit, bicycle and pedestrian design on major corridors
✓ Participation in local agencies’ policy and technical subcommittees
✓ Participate in regular and special meetings of the Tampa Bay Regional Planning Council (TBRPC); Florida MPO Advisory Council; Tampa Bay Area Regional Transit Authority (TBARTA); Corridor Management entities for Courtney-Campbell Causeway and Suncoast Parkway; Florida Aviation System Planning Process; Tampa Bay Partnership; and Florida Transportation Commission. (Ongoing)
✓ Held public meetings of the CCC, Regional Multi-Use Trails Committee, and MPO Staff Directors. (Ongoing)
✓ Held a joint coordination meeting with the Central Florida MPO Alliance (Annually).
✓ Participate in the Regional Transportation Interagency Exchange facilitated by FDOT. (Ongoing)
✓ Participate in the development and implementation of the Tampa Bay Regional Strategic Freight Plan with the FDOT Regional Goods Movement Advisory Committee. (Ongoing)
✓ Maintain the Regional GIS transportation database. (Ongoing)
✓ Review the existing UPWP tasks structure and developed regional UPWP tasks. (Biennially)
✓ Compared projects in the FDOT Tentative Work Program with the list of cost-affordable transportation improvements and priorities in the Regional LRTP. (Annually)
Reviewed and updated the technical prioritization of candidate projects for Transportation Regional Incentive Program (TRIP) and Transportation Alternatives funding (Annually or as needed)

✓ Updated the regional Public Participation Plan (PPP) in coordination with TBARTA to develop a joint public engagement process. (2017-18)

✓ Update the Tri-County Access Plan (a Locally Coordinated Human Services Transportation Plan). Reviewed and ranked applications for Section 5310 funding (Annually).

✓ Participated in the federal certification of the Tampa Bay Transportation Management Area. (2017)

✓ Regional PPP/MOE Report (Fall 2017)

✓ Participate in the Technical Review Team Meetings (TRT) for the Tampa Bay Regional Planning Model & other tools. (ongoing – monthly)

✓ Gulf Coast Safe Streets Summit (February 2018)

REQUIRED ACTIVITIES:

• Review of comprehensive plan amendments, development plans and changes in development regulations.

• Technical and financial analyses, modeling, presentations, and community outreach in support of Hillsborough County Policy Leadership Group and related activities.

• Assist local agencies with transportation planning related topics, as needed, and requested, including the Hillsborough County Health Department, Sheriff's Office, Environmental Protection Commission, University of South Florida, modal agencies, transportation management organizations, and other local entities.

• Provide technical support to local officials, agencies and jurisdictions on planning, growth management, and other issues related to transportation and community plans, priorities and funding, such as mobility fees, transportation investments to support economic growth, transportation network alternative scenarios, and other topics.

• In coordination with local, regional, and state entities, address the need for better transportation infrastructure to serve economic development and redevelopment areas (including enhancing travel and tourism). Provide public outreach assistance, as needed.

• Perform technical analyses to formulate MPO positions on policies that will directly impact the transportation systems of Tampa, Temple Terrace, Plant City, and unincorporated Hillsborough County.

• Prepare for and attend board meetings of local governing bodies and transportation authorities /organizations.

• Continue to explore opportunities to strengthen intergovernmental coordination with the Seminole Tribe of Florida/Seminole Nation of Oklahoma, including outreach to appropriate contacts and establishing coordination mechanisms.
• Participate in the Florida MPO Advisory Council activities and meetings to share best practices, conduct statewide research tasks, and stay abreast of statewide policy changes.

• Provide input to the Bay Area Legislative Delegation and Florida Transportation Commission on issues affecting West Central Florida.

• Annually review Transportation Regional Incentive Program (TRIP) and regional multiuse trails priorities, prioritize candidate projects and make a recommendation to the TBARTA CCC board.

• Support regional transit planning in coordination with TBARTA, FDOT, and local transit agencies.

• Tasks in support of regional congestion management processes and/or regional performance measures.

• Coordinate project implementation phasing during development of the State Tentative Work Programs and the individual MPO TIPs and Develop/refine regional priority lists, as needed and required.

• Coordinate with Pinellas and Pasco MPO on the development of the regional component of the LRTP. The regional LRTP would function similar to a three-ring binder, with each MPO having its own 'chapter' while coordinating on regional scenario planning to build consensus on a preferred scenario, and utilizing a single survey source (e.g. MetroQuest) with proactive outreach to stakeholder groups around the region.

• Coordinate with Pinellas and Pasco MPO on the identification of funding strategies for the regional LRTP high priority projects. Expansion of the regional LRTP beyond the 3 county area will be evaluated in the future.

• Continue to coordinate with the FDOT Regional Goods Movement Advisory Committee on the implementation of the Tampa Bay Regional Strategic Freight Plan.

• Provide input on the Florida SIS and the Florida Transportation Plan.

• Participate in Scenic Highway Corridor Management entities for the Courtney-Campbell Causeway and the Suncoast Parkway.

• Develop an interagency coordination agreement for air quality planning as/if required by nonattainment airshed designation(s) or other federal regulatory action. As needed, support the air quality planning process and monitor mobile source emissions.

• Participate and support the efforts of the Tampa Bay Clean Cities Coalition.

• Support regional coordination and intra-regional access to pedestrian and cycle facilities and initiatives.

• Coordinate regional rideshare and vanpool program planning with TBARTA and Transportation Management Organizations.

• Participate in the Technical Review Team (TRT) for the Tampa Bay Regional Planning Model and other tools to ensure seamless travel demand analyses across county borders.
• Participate in the Florida Model Task Force for consistent travel demand analysis methods and technical advances statewide.

• Refine and update regional GIS layers and databases for the eight counties. Consider/research an online GIS tool for public use.

• Update and maintain the congestion management process (CMP) and database including supporting multi-county CMP initiatives and corridor studies. Implement strategies based on the CMP tool box and implement into the LRTP as appropriate. Consider forming a CMP subcommittee.

• Regional Multi-Use Trail mapping and priorities including Coast to Coast, SUNTrail Program coordination and support.

• Provide a forum to ensure products, processes, and activities are consistent with and among coordinating MPOs.

• Integrate regional perspectives within MPO presentations to the local community.

• Review the existing UPWP tasks structure and develop regional UPWP tasks.

• Support TBARTA’s MPO Regional Coordination Structure Research and Best Practices Study

• Continue to implement strategies for engaging the public in accordance with the Regional PPP Tools, including a website, printed materials, and other strategies in the PPP. In addition, provide allowances for public participation activities.

• Conduct a review of the effectiveness of the regional public-involvement process and the LEP and Title VI policies in coordination with TBARTA CCC.

• Provide administrative and staff support to the following groups and their subcommittees: Tampa Bay TMA Leadership Group, an advisory committee to the Hillsborough, Pasco, and Pinellas MPOs; TBARTA CCC; and TBARTA MPO Staff Directors meetings. Support at a minimum includes: arranging for venues and conference calls, prepare and distribute agendas and meeting packets, follow up on agenda items as needed/directed, including coordination with partner agencies, monitor update schedule for regional documents and coordinate the drafting, review, and final distribution of updated documents. Other tasks include maintaining up-to-date distribution list, posting materials online and other administrative tasks as needed.

• Update the TMA Profile as needed, including a review of cross-county trip making; an annual update of Transportation Alternatives.

• Participate and coordinate with other agencies in regional studies, such as the Regional Transit Feasibility Plan, led by HART, the Regional Vulnerability Assessment (e.g. FHWA-Tampa Bay Resiliency & Durability to Extreme Weather Pilot Program Project), tourism and freight planning activities, as well as coordination with FDOT on the state Autonomous, Connected Electric and Shared (ACES) Vehicle Planning Initiative.

• Participate in regional studies, including the Regional Transit Feasibility Plan, led by HART.

• Hold Tri-County Meetings of the Bicycle Pedestrian Advisory Committees.

• Hold Tri-County Meetings of the Transportation Disadvantaged Local Coordinating Boards.
• Participate in the TBARTA Regional Public Participation Working group to coordinate outreach activities and events for regional public participation.
• Coordinate with Pinellas and Pasco MPOs on the development of the regional component of the LRTP, including coordinated public outreach and scenario planning activities.
• Attendance, registration, membership and travel costs related to professional training, seminars, meetings, workshops, and conferences.
• TMA Leadership Group major project priorities and Transportation Alternative priorities.
• TMA Leadership Group – Tri-County LCB (TCLCB) Priorities.
• Travel to and participate in necessary workshops/meetings.
• Consultants may assist with these tasks.
• FHWA, FTA, and other funds may be used in support of these tasks.

END PRODUCTS:
(end products in this task are produced on an ongoing basis, unless noted otherwise)

• Regional component of LRTP (Winter 2018)
• FHWA – Tampa Bay TMA Resiliency and Durability to Extreme Weather Pilot Program Project (Winter 2019/2020)
• Review comments on local plans, studies, and reports for consistency with LRTP (Ongoing)
• Participation in other regional and statewide organizations’ planning activities to provide the West Central Florida regional needs and perspective (as needed)
• Reports regarding regional and statewide planning activities that may impact the West Central Florida area (as needed)
• Local plan consistency with regional and state plans (Ongoing)
• Cross-county continuity in transportation facilities (Ongoing)
• District-wide travel demand models (Ongoing)
• Comments on proposed regional and state plans and DRI’s (as needed)
• Implementation of the Tampa Bay Regional Strategic Freight Plan (Ongoing)
• A comprehensive, up-to-date, and easily accessible regional transportation website (Ongoing)
• Public meetings of the TBARTA CCC, and MPO Staff Directors, including an annual meeting of the CCC and Central Florida Alliance. (Ongoing)
• Updated list of regional highway and multi-use trails priorities (Annually)
• Regional task sheets in UPWP’s (Bi-annually)
• Transportation Regional Incentive Program - TRIP (Annually)
• Public engagement in support of the regional component of the LRTP, utilizing informational materials and/or multi-media tools (Ongoing)
• Public meetings of the Tampa Bay TMA Leadership Group, and planning products as directed by the members, including:
  o Contract for administrative services (as needed)
  o Tri-County future land use map (as needed)
  o Priorities for major projects and Transportation Alternatives (annually)
  o Updated TMA profile (as needed)
  o Regional Transit Feasibility Plan (Fall 2018)
  o TMA LRTP (November 2019)
• Priorities for FTA Section 5310 funding (as needed)
• Contract for administrative services for TBARTA (Ongoing)
• Congestion Management Process (CMP) priorities and products (as needed)
• Tri-County Transportation Disadvantaged Local Coordinating Board meetings (quarterly)
• Meeting facilitation for TMA Leadership Group (Annually)
• Tri-County Ride Guide (as needed)
• Regional Multi-Use Trails Map (as needed)
• Meetings of the BPAC, MUTC, RP3 and TRIP Working Groups (as needed)
• Priorities for FTA 310 Funding (as needed)

RESPONSIBLE AGENCIES:
MPO - Lead Agency, Tampa Bay Area Regional Transit Authority
  • Dates indicated are for a calendar year: January – December.
### Estimated Budget Detail for FY 2018/19

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### Task 6. Local & Regional Coordination and Planning

#### Estimated Budget Detail for FY 2019/20

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TASK 7: HART PLANNING PROGRAM

PURPOSE:
Continue to develop services and programs that focus on analyzing needs, identifying and evaluating alternatives and priorities, and developing strategies to implement the selected improvements. Coordination with passengers, businesses, local and regional governments, community groups, other stakeholders, and transit operators.

Continue collection of transit system and route level data, including ridership and schedule performance, to support detailed analysis of HART transit and streetcar services. Use this information to monitor service and develop transit service improvements.

PREVIOUS WORK:
Completed
• Prepared Program of Projects for FY 2017 and 2018 federal grants.
• Developed and submitted to FDOT the HART’s 2018-2027 major update of the ten-year Transit Development Plan (TDP). The updated ten-year plan for service and capital projects was based on anticipated funding. The 2018-2027 major update required extensive data analysis. This included identifying service and facility needs, reviewing alternative funding scenarios, and development of specific action strategies to implement highest priority needs. In addition, the effort involved utilizing FDOT T- Best software to prepare ridership projections for alternatives under review.
• Conducted a Comprehensive Service Analysis (COA) in order to examine the best service alternatives needed to address key operational performance needs.
• Prepared Program of Projects for FY 2017 and 2018 federal grants.
• Capital improvement plans for County impact fees allocated to HART.
• Coordinated with the City of Tampa, City of Temple Terrace, Hillsborough County, and the FDOT on sidewalk and bus stop improvements.
• Participated in regional transportation planning activities.
• Reviewed Hillsborough County’s Comprehensive Plan Amendments and provided input commentary for areas pertaining to HART service.
• Reviewed major update of the Transportation Element of Hillsborough County Comprehensive Plan for transit components.
• Reviewed and analyzed land use applications submitted to the County and City to support improved connections to transit.
• Submitted proposals to secure federal discretionary funding from the Section 5339-B Bus and Bus Facilities and Section 5339-C Low or No Emissions Bus Program.
• Completed the Operations and Maintenance Feasibility Study to determine the general magnitude of acreage and costs of developing near-term and long-term scenarios for expansion fleet and facility needs to maintain CNG fleet.
• HART successfully completed requirements of the Federal Transit Administration’s Environmental Sustainability and Management System (ESMS) at its main operations facility at 21st Avenue, achieving ISO 14001:2004 standard certification.
• Developed strategies to improve mobility through First and Last Mile connections to transit in Brandon, University Area, Northdale, and Temple Terrace.
• Solicited consultant services for the development of the Regional Transit Feasibility Study to clearly identify the major corridor in the region to result in one catalyst project.
• Conducted a safety preparedness drill on the TECO Line Streetcar System. The exercise involved coordination of the actions of local first responders, streetcar staff, and navigating equipment in case of emergencies.
• Solicited consultant service to analyze Intelligent Transportation System (ITS) needs.
• Developed recommendation on enhancing transit in Brandon, and Northwest Hillsborough, assessing needs, travel patterns, major destinations and other transportation projects. The studies involve coordination with local jurisdictions, transportation agencies, and stakeholder groups.
• Solicited consultant services for the development of the HART Transit Asset Management Plan for compliance with Section 5326 to implement a strategic approach for assessing needs and prioritizing investments to maintain the state of good repair.

Ongoing

• Input into the development of the TIP, UPWP, and FDOT Work Program.
• Transit system and route-level ridership and performance data entered into the Trapeze database system.
• Update the Florida Transit Information System (FTIS).
• Update the HART ITS five-year strategic plan.
• ARC GIS analysis for ridership review, ridership patterns and bus stop analysis.
• Conduct ESMS drills at HART maintenance facilities.

REQUIRED ACTIVITIES:
The following are the activities that will be undertaken with planning funding in FY 2018/2019-FY2019/2020. These activities would be undertaken by HART staff, with specialized assistance provided by planning consultants.

• Prepare the annual updates to the Transit Development Plan (TDP) to submit in September 2019 and September 2020. The TDP presents a ten-year plan for service and capital projects based on anticipated funding.
• Advance PD&E studies for future Metro-Rapid corridors: Fowler Ave between USF and I275, and Florida Ave and Nebraska Ave between Downtown Tampa and Fowler Ave.

• Continue to analyze facility needs and identify and evaluate strategies to provide additional capacity for fleet and staff needs. Continue to assess security of HART facilities, systems, and services and develop mitigation, as required.

• Continue planning for infrastructure improvements that support the service, such as bus stop amenities, sidewalks, park and ride lots, transfer centers, and bus bays, including improvements for disabled passengers.

• Monitor ridership and operations on existing services. Service strategies will be dependent upon the funding that will be available to HART.

• Participate in developing documents to comply with federal and state requirements, including the TIP, UPWP, and FDOT Work Program.

• Continue to coordinate with other transit agencies in the region on needs and potential service strategies.

• Continue efforts to ensure that the needs of minority and low-income populations are considered in the planning for transit services, including service monitoring, data collection, analysis and reporting.

• Review roadway design, applications for development permits and rezoning and submit recommendations to the City of Tampa and Hillsborough County for inclusion of transit and pedestrian amenities.

• Develop and implement outreach activities to educate the public on transportation options and obtain their input on needs and service improvement proposals.

• Develop funding applications and undertake administrative and planning requirements related to the grants, including planning analysis, compliance activities and quarterly reporting.

• Review new federal and state funding programs and pursue opportunities for obtaining additional funding for service, facility improvements, and capital projects.

• Provide assistance with Geographic Information Systems efforts for planning projects (technical analysis and mapping). Incorporate system information into GIS databases, including APC data and ridership patterns from on-board surveys and other studies.

• Refine specifications for regional farebox/SmartCard technology and implement into regular service.

• Analyze the existing fare program, and develop recommendations on fare strategy including strategies to speed up the on-board fare payment process.

• Conduct on-board ridership surveys. Administer a major on-board survey every two years to document ridership patterns and important information for planning and marketing efforts.

• Continue coordination with transit agencies from FDOT Districts 1 & 7 to develop a regional approach to revenue collection that will modernize the process of the
collection of fixed-route fares and enhance the mobility of passengers between the respective jurisdictions of the Regional Fare Collection Working Group.

- Conduct safety preparedness drills on the TECO Line Streetcar System. The exercise involves coordination of the actions of local first responders, streetcar staff, and navigating equipment in case of emergencies.
- Develop Sustainable Performance Metrics Report to measure International Organization for Standardization (ISO) 14001 certification for HART Environmental Sustainability and Management System (ESMS).
- Coordinate with the City of Tampa to identify potential opportunities to expand or extend transit connections to the TECOline Streetcar in Downtown Tampa.
- Update the fifth year of the five-year strategic Intelligent Transportation System (ITS) plan to implement planned transit technologies for improved transit service.
- Update the HART Transit Asset Management Plan for compliance with Section 5326 to implement a strategic approach for assessing needs and prioritizing investments to maintain the state of good repair.
- Conduct Voice of the Customer surveys to provide HART with results to populate metrics in the HART Organization Performance Scorecard (HOPS).
- Ferry Boat (Apollo Beach to MacDill)- Work closely with the Hillsborough County project management team to provide necessary documentation to the Federal Transit Administration as the NEPA process proceeds.
- Implement Hyperlink studies to examine select planning areas within Hillsborough County and the City of Tampa that lack access to existing bus routes. Identify feasibility alignment with bus routes and evaluate performance and cost effectiveness.
- Conduct Autonomous Vehicle Demonstration to document safety benefits, public attitudes towards automation in transportation, efficiency level, Highly Automated Climate Control, and charging times.

**END PRODUCTS:**

- Transit Development Plan Progress Report (Fall FY 2019) and Major Update (Fall FY 2020)
- Regional fare program analysis and new fare collection equipment for participating agencies (Fall 2019)
- Transit service plans and recommendations (Fall 2019 & 2020)
- National Transit Database Report (Monthly and Annually)
- Route level on-board ride checks (Daily)
- Surveys of Bus, Paratransit, and Streetcar riders (Ongoing)
- Reports requested by staff and public (Ongoing)
- Submit applications for competitive federal funding (Ongoing)
• Recommendations and cost feasibility for implementing future MetroRapid service. (2020)

• Survey results: Documentation of ridership patterns, and important information for planning and marketing efforts. (Biennial)

• Maintain ISO 14001:2004 standard certification for HART Environmental Sustainability and Management System (ESMS). (2020)

• Budget for ITS needs. (Fall 2019 & 2020)

• Identify candidate projects that hold the best promise to successfully demonstrate improvement of an end to end trip made with transit. (2019/2020)

RESPONSIBLE AGENCIES:

HART - Lead Agency, MPO, FDOT, City & County Agencies

*Work efforts will be completed by existing staff.

• Dates indicated are for a calendar year: January – December.
Note: At the discretion of HART, local and other funding may be used to support these tasks.

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Note: At the discretion of HART, local and other funding may be used to support these tasks.
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FUNDING AND BUDGET TABLES
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Figure A1: Year 1 UPWP Funding by Task for MPO Activities
Figure A2: Year 2 UPWP Funding by Task for MPO Activities
Table 1A: Year 1 UPWP Funds for MPO Staff and Contract Tasks

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<th>FTA Grant Transportation Disadvantaged Staff Budget</th>
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<td>2</td>
<td>System &amp; Corridor Planning</td>
<td>$209,672</td>
<td>$93,570</td>
<td></td>
<td>$123,770</td>
<td>$46,121</td>
<td></td>
<td></td>
<td></td>
<td>$379,563</td>
<td>$237,570</td>
<td>$617,133</td>
</tr>
<tr>
<td>3</td>
<td>Transportation Planning and Data</td>
<td>$189,704</td>
<td>$155,950</td>
<td></td>
<td>$111,982</td>
<td>$240,000</td>
<td></td>
<td></td>
<td></td>
<td>$301,686</td>
<td>$395,950</td>
<td>$697,636</td>
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<td>4</td>
<td>Transportation Improvement Planning</td>
<td>$29,953</td>
<td>$17,681</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$47,634</td>
<td>$47,634</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Public Participation &amp; Stakeholder Engagement</td>
<td>$249,610</td>
<td>$5,198</td>
<td></td>
<td>$147,345</td>
<td>$8,000</td>
<td></td>
<td></td>
<td></td>
<td>$396,955</td>
<td>$13,198</td>
<td>$410,153</td>
</tr>
<tr>
<td>6</td>
<td>Local &amp; Regional Coordination and Planning</td>
<td>$119,813</td>
<td>$5,198</td>
<td></td>
<td>$70,725</td>
<td>$8,000</td>
<td></td>
<td></td>
<td></td>
<td>$190,538</td>
<td>$13,198</td>
<td>$203,736</td>
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<tr>
<td>7</td>
<td>HART Planning Program</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>$998,440</td>
<td>$589,379</td>
<td>$46,121</td>
<td>$400,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$1,633,940</td>
<td>$859,916</td>
<td>$2,293,856</td>
</tr>
</tbody>
</table>

| Funding Source Total | $1,258,356 | $589,379 | $46,121 | $400,000 | $2,293,856 |
Table 2A: Year 1 UPWP Proposed Funding Sources and Task Costs

| Task | Task Name                                      | FHWA PL | FHWA -SU | FTA 5305 (New) || Includes rollover | TD | FHWA R/D Grant | APHA | TOTAL - ALL SOURCES | GRAND |
|------|-----------------------------------------------|---------|----------|----------------|--------------------|----|----------------|------|--------------------|-------|
|      |                                               | FED     | Soft Match* | FED | FED | State Match | Local Match | CTD | FED | Other | Total Federal | Total State | Total Local | Total      |
| 1    | Transportation Planning Management            | 199,688 | 36,084    | 93,301 | 11,788 | 11,788 | 293,989    | 11,788 | 11,788 | 317,564 |
| 2    | System and Corridor Planning                  | 441,806 | 79,834    | 272,935 | 12,377 | 12,377 | 46,121     | 250,000 | 3,500 | 58,498   | 1,138,132 |
| 3    | Long Range Transportation Planning and Data   | 399,191 | 72,134    | 240,000 | 11,198 | 11,198 | 728,777    | 11,198 | 11,198 | 751,173 |
| 4    | Transportation Improvement Planning           | 29,953  | 5,413     | 47,074 | 5,884 | 5,884 | 77,027     | 5,884  | 5,884  | 88,795   |
| 5    | Public Participation & Stakeholder Engagement | 256,593 | 46,366    | 209,876 | 26,235 | 26,235 | 474,469    | 26,235 | 26,235 | 526,938 |
| 6    | Local & Regional Coordination and Planning     | 126,796 | 22,912    | 56,580 | 7,073  | 7,073  | 191,376    | 7,073  | 7,073  | 205,521 |
| 7    | HART Planning Program                         |         |           |       |       |        |            |       |       |         |
|      | **TOTAL**                                     | $1,454,027 | $262,743 | $596,432 | $74,554 | $74,554 | $46,121 | $250,000 | 3,500 | $2,832,894 | $120,675 | $74,554 | $3,028,123 |

* Soft Match - The State provides 100% match for FHWA funds with toll credits. Toll credits are actual dollars that can be expended and soft match credits do not appear in the work.
** Tasks 4 includes $41,161 and Task 5 $115,000 rollover from FY17/18.
Table 2B: Year 2 UPWP Proposed Funding Sources and Task Costs

<table>
<thead>
<tr>
<th>Task</th>
<th>Task Name</th>
<th>FHWA PL</th>
<th>FHWA SU</th>
<th>FTA 5305 (New)</th>
<th>TD</th>
<th>FHWA R&amp;D</th>
<th>APHA</th>
<th>TOTAL - ALL SOURCES</th>
<th>GRAND</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Transportation Planning Management</td>
<td>$199,688</td>
<td>$36,084</td>
<td>$94,301</td>
<td>$11,788</td>
<td>$11,788</td>
<td>$11,788</td>
<td>$213,989</td>
<td>$317,564</td>
</tr>
<tr>
<td>2</td>
<td>System and Corridor Planning</td>
<td>$303,242</td>
<td>$54,796</td>
<td>$144,000</td>
<td>$12,377</td>
<td>$12,377</td>
<td>$46,121</td>
<td>$549,258</td>
<td>$617,133</td>
</tr>
<tr>
<td>3</td>
<td>Long Range Transportation Planning and Data</td>
<td>$345,654</td>
<td>$62,460</td>
<td>$240,000</td>
<td>$11,198</td>
<td>$11,198</td>
<td>$46,121</td>
<td>$676,420</td>
<td>$697,636</td>
</tr>
<tr>
<td>4</td>
<td>Transportation Improvement Planning</td>
<td>$29,953</td>
<td>$5,413</td>
<td>$14,145</td>
<td>$1,768</td>
<td>$1,768</td>
<td>$44,098</td>
<td>$44,098</td>
<td>$47,634</td>
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<tr>
<td>5</td>
<td>Public Participation &amp; Stakeholder Engagement</td>
<td>$254,808</td>
<td>$46,044</td>
<td>$8,000</td>
<td>$117,876</td>
<td>$14,735</td>
<td>$14,735</td>
<td>$430,644</td>
<td>$410,153</td>
</tr>
<tr>
<td>6</td>
<td>Local &amp; Regional Coordination and Planning</td>
<td>$125,011</td>
<td>$22,589</td>
<td>$8,000</td>
<td>$56,580</td>
<td>$7,073</td>
<td>$7,073</td>
<td>$189,591</td>
<td>$203,736</td>
</tr>
<tr>
<td>7</td>
<td>HART Planning Program</td>
<td>$125,011</td>
<td>$22,589</td>
<td>$8,000</td>
<td>$56,580</td>
<td>$7,073</td>
<td>$7,073</td>
<td>$189,591</td>
<td>$203,736</td>
</tr>
<tr>
<td></td>
<td>TOTAL</td>
<td>$1,258,356</td>
<td>$227,385</td>
<td>$400,000</td>
<td>$471,503</td>
<td>$58,938</td>
<td>$58,938</td>
<td>$46,121</td>
<td>$2,293,856</td>
</tr>
</tbody>
</table>

*Soft Match - The State provides 100% match for FHWA funds with toll credits. Toll credits are not actual dollars that can be expended and soft match credits do not appear in the work program.
APPENDICES
Appendix A: FTA- Application, Certifications, and Assurances
### FTA Fiscal Year 2018 Certifications and Assurances

**Federal Fiscal Year Certifications and Assurances for Federal Transit Administration Assistance Programs**

(Signature pages alternative to providing certifications and assurances in TrAMU)

**Name of Applicant:**

The Applicant agrees to comply with applicable provisions of Categories: 01 – 21. OR The Applicant agrees to comply with applicable provisions of the Categories it has selected:

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>01.</td>
<td>Required Certifications and Assurances for Each Applicant.</td>
</tr>
<tr>
<td>02.</td>
<td>Lobbying</td>
</tr>
<tr>
<td>03.</td>
<td>Private Sector Protection.</td>
</tr>
<tr>
<td>04.</td>
<td>Rolling Stock Reviews and Bus Testing.</td>
</tr>
<tr>
<td>05.</td>
<td>Demand Responsive Service.</td>
</tr>
<tr>
<td>06.</td>
<td>Intelligent Transportation Systems</td>
</tr>
<tr>
<td>07.</td>
<td>Interest and Financing Costs and Acquisition of Capital Assets by Lease.</td>
</tr>
<tr>
<td>09.</td>
<td>Alcohol and Controlled Substances Testing.</td>
</tr>
<tr>
<td>11.</td>
<td>State of Good Repair Program.</td>
</tr>
<tr>
<td>12.</td>
<td>Grants for Buses and Rail Vehicles and/or No Excess Vehicle Deployment Grant Programs.</td>
</tr>
<tr>
<td>13.</td>
<td>Urbanized Area Formula Grant Programs and Passenger Ferry Grant Program.</td>
</tr>
<tr>
<td>14.</td>
<td>Enhanced Mobility of Seniors and Individually with Disabilities Programs.</td>
</tr>
<tr>
<td>15.</td>
<td>Rural Areas and Appalachian Development Programs.</td>
</tr>
<tr>
<td>16.</td>
<td>Tribal Transit Programs (Public Transportation on Indian Reservations Programs).</td>
</tr>
<tr>
<td>17.</td>
<td>State Safety Oversight Grant Programs.</td>
</tr>
<tr>
<td>18.</td>
<td>Public Transportation Emergency Relief Program.</td>
</tr>
<tr>
<td>19.</td>
<td>Expedited Project Delivery Pilot Program.</td>
</tr>
<tr>
<td>20.</td>
<td>Infrastructure Finance Programs.</td>
</tr>
</tbody>
</table>

**Note:** Pending updated FTA contract documentation
Appendix B: Transportation Disadvantaged Grant Application, Assurance, and Resolution
Transportation Disadvantaged
Planning Grant Application Form

<table>
<thead>
<tr>
<th>Grant Recipient Legal Name</th>
<th>Hillsborough County Metropolitan Planning Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Employer Identification Number</td>
<td>5960006661</td>
</tr>
<tr>
<td>Registered Address</td>
<td>601 E. Kennedy Blvd., 18th Floor</td>
</tr>
<tr>
<td>City and State</td>
<td>Tampa, FL</td>
</tr>
<tr>
<td>Zip Code</td>
<td>33602</td>
</tr>
<tr>
<td>Contact Person for this Grant</td>
<td>Michele Ogilvie</td>
</tr>
<tr>
<td>E-Mail Address [Required]</td>
<td><a href="mailto:OgilvieM@plancom.org">OgilvieM@plancom.org</a></td>
</tr>
<tr>
<td>Phone Number</td>
<td>813-272-5940</td>
</tr>
<tr>
<td>Fax Number</td>
<td>813-301-7072</td>
</tr>
<tr>
<td>Project Location [County(ies)]</td>
<td>Hillsborough</td>
</tr>
<tr>
<td>Proposed Project Start Date</td>
<td>7/1/2017</td>
</tr>
<tr>
<td>Proposed Project End Date</td>
<td>6/30/2018</td>
</tr>
</tbody>
</table>

Fiscal Year Budget Allocation

| Planning Funds Transferred to Trip & Equipment Grant | $3,000.00 |
| Grant Amount Requested for this Application Period | $43,431.00 |
| Total Budget Allocation Amount | $46,431.00 |

I, Beth Alden, as the authorized Grant Recipient Representative, hereby certify that the information contained in this form is true and accurate and is submitted in accordance with the grant application instructions.

Signature of Grant Recipient Representative

Date

3/13/2017

Planning Grant Application Form 2017
Form Revised 4/22/2015

STANDARD ASSURANCES

The recipient hereby assures and certifies that:

(1) The recipient will comply with the federal, state, and local statutes, regulations, executive orders, and administrative requirements which relate to discrimination on the basis of race, color, creed, religion, sex, age, and handicap with respect to employment, service provision, and procurement.

(2) Public and private for-profit, transit and paratransit operators have been or will be afforded a fair and timely opportunity by the local recipient to participate to the maximum extent feasible in the planning and provision of the proposed transportation planning services.

(3) The recipient has the requisite fiscal, managerial, and legal capacity to carry out the Transportation Disadvantaged Program and to receive and disburse State funds.

(4) The recipient intends to accomplish all tasks as identified in this grant application.

(5) Transportation Disadvantaged Trust Funds will not be used to supplant or replace existing federal, state, or local government funds.

(6) Consultant services purchased through this grant comply with the competitive procurement requirements of Chapter 287 and Chapter 427, Florida Statutes.

This certification is valid for no longer than the contract period for which the grant application is filed:

Date: __________ Signature: ______________________________________
Name: Elizabeth Alden
Title: Executive Director
Hillsborough County Metropolitan Organization
Space for Resolution 17-1
Appendix C: Cost Allocation Plan and Certificate of Indirect Costs
CERTIFICATE OF INDIRECT COSTS

This is to certify that I have reviewed the indirect cost rate proposal submitted herewith and to the best of my knowledge and belief:

(1) All costs included in this proposal March 1, 2018 to establish billing or final indirect costs rates for July 1, 2018 through June 30, 2019 are allowable in accordance with the requirements of the Federal award(s) to which they apply and provisions of this Part. Unallowable costs have been adjusted for in allocating costs as indicated in the cost allocation plan.

(2) All costs included in this proposal are properly allocable to Federal awards on the basis of a beneficial or casual relationship between the expenses incurred and the agreements to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently and the Federal Government will be notified of any accounting changes that would affect the predetermined rate.

I declare that the foregoing is true and correct.

Governmental Unit: Hillsborough County Metropolitan Planning Organization

Signature:

Name of Official: Elizabeth G. D. Alden
Title: MPO Executive Director
Date of Execution: May 1, 2018
10% De Minimis Indirect Cost Rate Certification
[Local Agency Name]
Effective Fiscal Year [xxxx]

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.

Finally, I understand:

1. The de minimis rate of 10% is to be applied to modified total direct costs which means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel and up to the first $25,000 of each subaward (regardless of the period of performance of the subawards under the award). Modified total direct cost excludes equipment, capital expenditures, rental costs, and the portion of each subaward in excess of $25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs.

2. Costs must be consistently charged as either indirect or direct but may not be double charged or inconsistently charged as both.

3. The proper use and application of the de minimis rate is the responsibility of Hillsborough MPO and FDOT Audits and Investigations may perform an audit on our agency to ensure compliance with 2 CFR Part 200 and agreements with FDOT. If it is determined we are inconsistently charging costs, or not in compliance with 2 CFR Part 200 we may be required to reimburse FDOT for any identified overbillings.

4. Hillsborough MPO’s schedule of expenditures of federal awards must include a note on whether it elected to use the 10% de minimis cost rate in accordance with 2 CFR 200 Part 200.510(b)(6).

I declare that the foregoing is true and correct.

Governmental Unit: Hillsborough Metropolitan Planning Organization

Signature:

Name of Official*: Elizabeth Alden

Title: Executive Director

Telephone No.: 813-272-5940 E-mail: aldenb@plancom.org

*(Must be executive, financial officer, or equivalent of agency)
TITLE VI/ NONDISCRIMINATION ASSURANCE

Pursuant to Section 9 of US DOT Order 1050.2A, the [ ] 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 [ ] 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 B in 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 Title VI Coordinator.
5. Participate in training offered on Title VI and other nondiscrimination requirements.
6. If reviewed by FDOT or U.S. DOT, take corrective action to correct any deficiencies found within a reasonable time period, not to exceed ninety (90) calendar days.
7. Have a process to collect, analyze, and report 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: [ ]
Title: MPO Chairman (or designee)

Date: [ ]

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

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

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

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

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

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

   a. Withholding of payments to the Contractor under the contract until the Contractor complies, and/or
   b. Cancellation, termination or suspension of the contract, in whole or in part.

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

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).
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; and (4) the resources available to the recipient.

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

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

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

The obligation to provide meaningful opportunity to individuals who are LEP is not limited to written translations. Oral communications between recipients and beneficiaries often is a necessary part of the exchange of information. Thus, a recipient that limits its language assistance to the provisions of written materials may not be allowing LEP persons “effectively to be informed of or to participate in the program.”
There are several steps which can assist recipients in providing such oral assistance. They range from hiring bilingual staff or staff interpreters competent in the skill of interpreting, to contracting qualified outside in-person or telephonic interpreter services, to arranging formally for the services of qualified voluntary community interpreters who are bound by confidentiality agreements. Generally, it is not acceptable for agencies or recipients to rely upon an LEP individual’s family members or friends to provide the interpreter services. The agency or recipient should meet its obligations under EO 13166 and Title VI by supplying competent language service free of cost.

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

- **Conducting an annual analysis of the Four Factors Test:**
  (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.

- **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 MPO at least 10 working days in advance of the Public Meeting. Identify and locate the translation and interpreter resources that are needed to provide the language assistance.
  As covered under Title VI requirements for nondiscrimination, at each meeting it is necessary to provide the Title VI material and include this material in an alternate language when applicable.

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

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

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

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

The MPOs LEP Policy Statement will be updated annually to ensure compliance with federal laws.
Appendix E: Disadvantaged Business Enterprise Policy Statement
DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION

It is the policy of the [Redacted] 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 [Redacted], 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 [Redacted], in a non-discriminatory environment.

The [Redacted] 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 all 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: [Redacted]
Title: MPO Chairman (or designee)

[Redacted]
Hillsborough MPO DBE Utilization

The MPO currently has ten general planning consultants (GPCs). Each firm has a team that certified DBE sub consultants for the MPO’s use on an as-needed basis. The sub consultants have specialties ranging from public engagement to data collection. The MPO authorized the following tasks assigned to DBE consultants since the last federal certification review:

- Element Engineering – Tasks 2 Systems Planning: Focused studies related to urban design, TOD, ROW preservation, integration of modes, strengthening econ devt areas, & other topics, to balance competing priorities... - School Transportation Safety Study (FY 17/18 - $48,328)
- Valerin – Tasks 3 LRTP: 2045 LRTP Outreach to Hispanic populations and support (FY 17/18 - $11,093)
- All Traffic Data Services – Tasks 3 Multimodal, SE, Land Use & Environmental Data: Updated traffic count data (FY 17/18 - $79,875)
Appendix F: Comments and Preliminary Draft UPWP
UPWP Review Process

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

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

Public Comments
Agency Review Comments on Fiscal Year 2017 & 2018 Unified Planning Work Program
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Appendix G: TAC and CAC Endorsement of UPWP
<table>
<thead>
<tr>
<th>MPO Committee and Other Request</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TAC</strong></td>
</tr>
</tbody>
</table>
| **CAC – Individual member Request** | • Analysis of Complete Streets pre & post implementation vehicle and pedestrian crash, injury, fatality, and level of service data – Safety Studies of High Crash Corridors and Locations -list under activities  
  • Mobility/Downtown Parking Plan Implementation Study – request needs to come from Tampa  
  • Evaluate adding physical separators to striped bicycle lanes - include under feasibility studies for non -motorized  
  • Regional Public Participation Database – will be addressed FY18  
  • South County problem areas: I-75 between Gibsonton Drive and Big Bend Rd. – HC has SC tsp and PD&E on BB Rd  
  • Tampa Heights Traffic Calming Study (between Florida and Nebraska) – FDOT briefing will address on Heights MP  
  • Nebraska Ave - Bus stops near Publix do not have crosswalks (Bt/ E. Hanna and Hillsborough) – Addressed w/ FL-Fowler BRT study  
  • Bruce B. Downs/Bearss/Livingston area traffic - request needs to come from HC |
Appendix H: Joint Certification Statement
Pursuant to the requirements of 23 U.S.C. 134(b)(5), 23 CFR 450.33(a), the Department and the Metropolitan Planning Organization (MPO) have performed a review of the certification status of the metropolitan transportation planning process for the Hillsborough MPO with respect to the requirements of:

2. Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 C.F.R. Part 21;
3. 49 U.S.C. 5332 prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
4. Section 1101(b) of MAP-21 (Public Law 109-59) and 49 C.F.R. Part 26 regarding the involvement of disadvantaged business enterprises in USDOT funded projects;
5. 23 C.F.R. Part 230 regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
6. The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and the regulations found in 49 C.F.R. Parts 27, 37, and 38;
7. The Older Americans Act, as amended (42 U.S.C. 6001) prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
8. Section 324 of 23 U.S.C. regarding the prohibition of discrimination on the basis of gender; and

**TYPE OF CERTIFICATION REVIEW**

☐ FDOT Certification Standard/Modified Review

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

☐ Federal Certification Quadrennial Review/FFDOT Review

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

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

[Signatures]

[Signatures]

Date: 10/9/17

Date: 10/3/2017
Appendix I: FDOT District 7 Planning Program
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.

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

**Efficient Transportation Decision Making (ETDM) Process**
The ETDM process was designed to accomplish the streamline objectives that were identified in Moving Ahead for Progress in the 21st Century Act (MAP-21). The District will implement the ETDM process in a five county area. The District ETDM Coordinator will coordinate training and provide guidance to the MPOs and District staff on the implementation of the ETDM process. Each MPO will designate an MPO ETDM Coordinator to work closely with the District ETDM Coordinator and Environmental Technical Advisory Team agency representatives so that the MPO can fully participate in all aspects of ETDM.
Comprehensive Plan Amendments
The District will review amendments made to local government comprehensive plans and comment on their potential impact to transportation facilities of state importance in accordance with Chapter 163.3184, Florida Statutes, which may include the SIS and the SHS. The District typically coordinates the review process as needed with the Department of Economic Opportunity (DEO), the Regional Planning Councils (RPC), local governments, and with FDOT Central Office staff if necessary.

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

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

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

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

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

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

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.
Multi-Modal Systems

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

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 Transit Authority (development of a regional transportation master plan) and District MPOs including the MPO Chair’s Coordinating Committee (broad level policy direction for development of the regional transportation system); the MPO Director’s Coordination Team (coordination of MPOs planning programs and proposed activities); the Tampa Bay Regional Planning Model Technical Review Team (coordination of the development and update of the MPOs Long Range Transportation Plans).
Provide on-going technical and policy advisory assistance to the MPOs in the development of regional planning products, including the Tampa Bay Regional Profile, the Tampa Bay Regional Roadways Strategic Plan and the Tampa Bay Regional Congestion Management System Plan.

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

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

Consultants may assist with tasks listed.

**Funding Source**

<table>
<thead>
<tr>
<th>Federal Funds – FHWA SPR-PL-1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1 (2018/19)</td>
</tr>
<tr>
<td>Year 2 (2019/20)</td>
</tr>
</tbody>
</table>
Board & Committee Agenda Item

**Agenda Item**
Community Transportation Coordinator (CTC) Service Rates for 2018/2019

**Presenter**
Karen Smith, Sunshine Line

**Summary**

Each year the Community Transportation Coordinator (CTC) is required to submit a completed Rate Calculation Model worksheet to the Commission for the Transportation Disadvantaged. This rate model determines the trip rates for reimbursement to the CTC from the Trip/Equipment Grant from the Commission for the Transportation Disadvantaged (CTD). Rates are determined by the model using budget and estimated trip and mileage data from the current fiscal year.

Staff will report on the CTD Disadvantaged Rate Calculation Model for the 2018/2019 grant year effective July 1, 2018:

<table>
<thead>
<tr>
<th>Service Type</th>
<th>Rate Per One-Way Trip</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DOOR-TO-DOOR SERVICE</strong></td>
<td></td>
</tr>
<tr>
<td>AMBULATORY TRIP</td>
<td>$35.73 (currently $24.45)</td>
</tr>
<tr>
<td>WHEELCHAIR TRIP</td>
<td>$61.25 (currently $43.62)</td>
</tr>
<tr>
<td>(requiring the use of vehicle lift)</td>
<td></td>
</tr>
<tr>
<td><strong>GROUP TRIP</strong> * PER PASSENGER</td>
<td>$16.49 (currently $12.37)</td>
</tr>
<tr>
<td>*(5 or more passengers transported in one vehicle at the same time and being picked up at multiple origins and travelling to one single destination or being picked up from one single origin and traveling to multiple destinations)</td>
<td></td>
</tr>
<tr>
<td><strong>GROUP TRIP</strong> * PER GROUP</td>
<td>$79.00</td>
</tr>
<tr>
<td>*(5 or more passengers in one vehicle being picked up from a single origin and traveling to a single destination at the same time)</td>
<td></td>
</tr>
</tbody>
</table>

**BUS PASSES/TICKETS:** Cost of pass or ticket plus administration.*

The per-trip co-payment is on a sliding scale, depending on the client’s household income as follows. Co-payments will not be charged to group trips.

<table>
<thead>
<tr>
<th>Household Income</th>
<th>Co-Pay per Trip</th>
</tr>
</thead>
<tbody>
<tr>
<td>125% (or less) of Federal Poverty Guidelines</td>
<td>No Co-Pay</td>
</tr>
<tr>
<td>126%-300% of Federal Poverty Guidelines</td>
<td>$2.00</td>
</tr>
<tr>
<td>More than 300% of Federal Poverty Guidelines</td>
<td>$5.00</td>
</tr>
</tbody>
</table>

The Transportation Disadvantaged Coordinating Board is required to review and approve the Service Rates annually.
**Recommended Action**
Approve the 2018/2019 Service Rates and its inclusion in the TDSP update.

**Prepared By**
Michele Ogilvie, MPO staff

**Attachments**
Rate Model Worksheet
Preliminary Information Worksheet

CTC Name: Hillsborough County
County (Service Area): Hillsborough County
Contact Person: Karen Smith
Phone #: 813-276-8126

Check Applicable Characteristic:

ORGANIZATIONAL TYPE:  NETWORK TYPE:
- Governmental  - Fully Brokered
- Private Non-Profit  - Partially Brokered
- Private For Profit  - Sole Source

Once completed, proceed to the Worksheet entitled "Comprehensive Budget"
### Comprehensive Budget Worksheet

**Version 1.4**

**County:** Hillsborough County

<table>
<thead>
<tr>
<th>Prior Year's ACTUALS</th>
<th>Current Year's PROPOSED Budget as amended</th>
<th>Upcoming Year's PROPOSED Budget from</th>
<th>Proposed % Change from Current Year to Upcoming Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Out 1st of 2016</td>
<td>Out 1st of 2017</td>
<td>Out 1st of 2018</td>
<td>Out 1st of 2019</td>
</tr>
<tr>
<td>$39,954</td>
<td>$62,503</td>
<td>$39,404</td>
<td>$33.9%</td>
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#### REVENUES (CTC/Operators ONLY / Do NOT include coordination contractors)

**Local Non-Government**

<table>
<thead>
<tr>
<th>Source</th>
<th>2017 Actual</th>
<th>2018 Proposed</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Government</td>
<td>$5,456,847</td>
<td>$5,126,532</td>
<td>-5.6%</td>
</tr>
<tr>
<td>Local Government</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>District School Board</td>
<td>$5,456,847</td>
<td>$5,126,532</td>
<td>-5.6%</td>
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<tr>
<td>Comp. ABA Services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>County Cash</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>County In Kind, Constructed Services</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>City Cash</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>City In Kind, Constructed Services</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Other Cash</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Other In Kind, Constructed Services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bus Pass Program Revenue</td>
<td>37,676</td>
<td>29,260</td>
<td>-27.6%</td>
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#### UPDATES & EQUIPMENT

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<th>Code</th>
<th>Description</th>
<th>2017 Actual</th>
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<tbody>
<tr>
<td>49 USC 5507</td>
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<td>49 USC 5510</td>
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<tr>
<td>49 USC 5511 (Repealing)</td>
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<tr>
<td>49 USC 5511 (Initial)</td>
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<tr>
<td>Block Grant</td>
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<tr>
<td>Service Development</td>
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<tr>
<td>Community Assistance</td>
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</tr>
<tr>
<td>Other DFE (Specify in Explanation)</td>
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<tr>
<td>Bus Pass Program Revenue</td>
<td>394,200</td>
<td>640,759</td>
<td>-21.9%</td>
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#### SHC

<table>
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<th>Source</th>
<th>2017 Actual</th>
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<tbody>
<tr>
<td>Medicaid</td>
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</tr>
<tr>
<td>Other ANA (Specify in Explanation)</td>
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</tr>
<tr>
<td>Bus Pass Program Revenue</td>
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<td></td>
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#### DCF

<table>
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<th>2017 Actual</th>
<th>2018 Proposed</th>
<th>Change</th>
</tr>
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<tbody>
<tr>
<td>Adoption, Divv &amp; Mental Health</td>
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<td>Family Safety &amp; Preservation</td>
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<tr>
<td>Comm. Care Dir (Mental &amp; Addictions)</td>
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<tr>
<td>Other DCF (Specify in Explanation)</td>
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<tr>
<td>Bus Pass Program Revenue</td>
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#### DOH

<table>
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<th>2018 Proposed</th>
<th>Change</th>
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<tr>
<td>Children Medical Services</td>
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#### DOE (HHS)

<table>
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<tr>
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<th>Change</th>
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<tbody>
<tr>
<td>Carl Perkins</td>
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<tr>
<td>Div of Blind Services</td>
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<tr>
<td>Vocational Rehabilitation</td>
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<tr>
<td>Early Care Programs</td>
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<td>Bus Pass Program Revenue</td>
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#### AVI

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#### DOE

<table>
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<td>Other Americans Act</td>
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<tr>
<td>Community Care for Estates</td>
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<tr>
<td>Other DOE (Specify in Explanation)</td>
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<td>Bus Pass Program Revenue</td>
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</table>

#### DCA

<table>
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<th>Change</th>
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</thead>
<tbody>
<tr>
<td>Community Services</td>
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<td></td>
</tr>
<tr>
<td>Other DCA (Specify in Explanation)</td>
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</tr>
<tr>
<td>Bus Pass Admin. Revenue</td>
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<td></td>
</tr>
</tbody>
</table>

<https://www.cfd.tampa.fl.us/135/Downloadable-Forms-2021> Comprehensive Budget
### Comprehensive Budget Worksheet

**Version 1.4**

**County:** Hillsborough County

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Current Year</th>
<th>Upcoming Year</th>
<th>% Change</th>
<th>Proposed Budget</th>
<th>% Change</th>
<th>Current Year</th>
<th>Upcoming Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016</td>
<td>2017</td>
<td>2018</td>
<td>2019</td>
<td>2020</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>To</td>
<td>From</td>
<td>From</td>
<td>From</td>
<td>To</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**APD**

- Office of Disability Determination
- Developmental Services
- Other APD (specify in explanation)

**Bus Pass Program Revenue**

**DI**

- Specify in explanation

**Other Fed. or State**

**Bus Pass Program Revenue**

**Other Revenues**

- Interest Earnings
- Other

**Bus Pass Program Revenue**

**Balancing Revenue in Profit Deficit**

- Actual or Planned Use of Cash Reserve

**Expenditures:** (CTC) Operators Only! Do NOT include Coordination Contractors!

<table>
<thead>
<tr>
<th>Expenditure</th>
<th>2016</th>
<th>2017</th>
<th>2018</th>
<th>2019</th>
<th>2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor</td>
<td>$1,653,825</td>
<td>$2,604,365</td>
<td>$2,223,512</td>
<td>20.7%</td>
<td>8.5%</td>
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<tr>
<td>Fringe Benefits</td>
<td>$1,633,684</td>
<td>$1,721,370</td>
<td>$1,841,686</td>
<td>28%</td>
<td>7%</td>
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<tr>
<td>Services</td>
<td>$415,344</td>
<td>$621,380</td>
<td>$611,550</td>
<td>37.4%</td>
<td>10.3%</td>
</tr>
<tr>
<td>Materials and Supplies</td>
<td>$391,200</td>
<td>$412,370</td>
<td>$408,000</td>
<td>25.5%</td>
<td>10.8%</td>
</tr>
<tr>
<td>Utilities</td>
<td>$44,000</td>
<td>$49,900</td>
<td>$49,166</td>
<td>11.6%</td>
<td>-1.2%</td>
</tr>
<tr>
<td>Cash and Liabilities</td>
<td>$9,880</td>
<td>$9,410</td>
<td>$9,140</td>
<td>29.4%</td>
<td>2.6%</td>
</tr>
<tr>
<td>Taxes</td>
<td>$3,000</td>
<td>$3,000</td>
<td>$3,000</td>
<td>10.8%</td>
<td>10.8%</td>
</tr>
</tbody>
</table>

**Total Expenditures**

- $6,347,873

**CTC:** Hillsborough County

**Explain Changes in columns that are +/- 50% and Abb = $50,000**

**Once completed, proceed to the Worksheet entitled "Budgeted Rate Base"**
# Budgeted Rate Base Worksheet

## 1. Complete applicable GREEN cells in column 3. YELLOW and BLUE cells are automatically completed in column 3.

## 2. Complete applicable GOLD cells in column 5.

### Local Non-Code
- **Local Non-Code**
  - Local Non-Code
  - Local Non-Code
  - Local Non-Code

### Local Government
- **Local Government**
  - Local Government
  - Local Government
  - Local Government
  - Local Government

### CDD
- **CDD**
  - CDD
  - CDD
  - CDD
  - CDD

### Local Utility
- **Local Utility**
  - Local Utility
  - Local Utility
  - Local Utility
  - Local Utility

### Special
- **Special**
  - Special
  - Special
  - Special
  - Special

### Utility
- **Utility**
  - Utility
  - Utility
  - Utility
  - Utility

### Utilities
- **Utilities**
  - Utilities
  - Utilities
  - Utilities
  - Utilities

### Parks
- **Parks**
  - Parks
  - Parks
  - Parks
  - Parks

### Parks/Recreation
- **Parks/Recreation**
  - Parks/Recreation
  - Parks/Recreation
  - Parks/Recreation
  - Parks/Recreation

### Other
- **Other**
  - Other
  - Other
  - Other
  - Other

### School
- **School**
  - School
  - School
  - School
  - School

### School Board
- **School Board**
  - School Board
  - School Board
  - School Board
  - School Board

### Special District
- **Special District**
  - Special District
  - Special District
  - Special District
  - Special District

### CDD/POA
- **CDD/POA**
  - CDD/POA
  - CDD/POA
  - CDD/POA
  - CDD/POA

### Community
- **Community**
  - Community
  - Community
  - Community
  - Community

### Miscellaneous
- **Miscellaneous**
  - Miscellaneous
  - Miscellaneous
  - Miscellaneous
  - Miscellaneous
### Budgeted Rate Base Worksheet

**Version 1.4**  
**CFO:** Hillsborough County  
**County:** Hillsborough County

1. Complete applicable GREEN cells in column 2. YELLOW and BLUE cells are automatically completed in column 3.  
2. Complete applicable GOLD cells in columns and S.  

<table>
<thead>
<tr>
<th>Office of Disability Determination</th>
<th>Operating Expenses</th>
<th>Itemized Earnings</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td></td>
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<tr>
<td>Developmental Services</td>
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<tr>
<td>$</td>
<td>$</td>
<td>$</td>
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<tr>
<td></td>
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<tr>
<td>Other AIDs</td>
<td></td>
<td></td>
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<tr>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td></td>
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</tr>
<tr>
<td>Bus Pass Program Revenue</td>
<td></td>
<td></td>
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<td>$</td>
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<tr>
<td>Other Flat Rate</td>
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<td>$</td>
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<td>Bus Pass Program Revenue</td>
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<td>Other Revenues</td>
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<td>Total Expenditures minus REVENUE</td>
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<td>$</td>
<td>$</td>
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<tr>
<td></td>
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</table>

**EXPERIENCES TO OPERATIONS ONLY**

<table>
<thead>
<tr>
<th>Operating Expenditures</th>
<th>Itemized Earnings</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
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<td></td>
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</tr>
<tr>
<td>Total Expenditures</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Rate Base Adjustment Cell**

*If necessary and justified, this cell is where you would optionally adjust proposed service rates up or down to adjust for program revenue (or unapplied credits), or losses from the Actual period shown at the bottom of the Comprehensive Budget Sheet. This is not the only acceptable location or method of recouping for excess gains or losses. If allowed by the respective funding sources, excess gains may also be allocated by providing system credits to service or by the purchase of additional trips in a period following the Actual period. If such an adjustment has been made, provide notation in the respective education area of the Comprehensive Budget Lab.*

**Rate Base Adjustments**

- 2016 - 2017

**Once Completed, Proceed to the Worksheet entitled "Program-wide Rates"**
1. Complete Total Projected Passenger Miles and ONE-WAY Passenger Trips (GREEN cells) below

Do **NOT** include trips or miles related to Coordination Contractors!
Do **NOT** include School Board trips or miles UNLESS........
**INCLUDE** all ONE-WAY passenger trips and passenger miles related to services you purchased from your transportation operators!
Do **NOT** include trips or miles for services provided to the general public/private pay UNLESS...
Do **NOT** include escort activity as passenger trips or passenger miles unless charged the full rate for service!
Do **NOT** include fixed route bus program trips or passenger miles!

**PROGRAM-WIDE RATES**

<table>
<thead>
<tr>
<th>Total Projected Passenger Miles</th>
<th>1,485,589</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rate Per Passenger Mile</td>
<td>$3.20</td>
</tr>
<tr>
<td>Total Projected Passenger Trips</td>
<td>150,995</td>
</tr>
<tr>
<td>Rate Per Passenger Trip</td>
<td>$31.46</td>
</tr>
</tbody>
</table>

**Fiscal Year**
2018 - 2019

**Avg. Passenger Trip Length**
9.8 Miles

**Rates if No Revenue Funds Were Identified As Subsidy Funds**

| Rate Per Passenger Mile | $4.16 |
| Rate Per Passenger Trip  | $40.89 |

Once Completed, Proceed to the Worksheet entitled "Multiple Service Rates"

**Vehicle Miles**
The miles that a vehicle is scheduled to or actually travels from the time it pulls out from its garage to go into revenue service to the time it pulls in from revenue service.

**Vehicle Revenue Miles (VRM)**
The miles that vehicles are scheduled to or actually travel while in revenue service. Vehicle revenue miles exclude:

- Deadhead
- Operator training, and
- Vehicle maintenance testing, as well as
- School bus and charter services.

**Passenger Miles (PM)**
The cumulative sum of the distances ridden by each passenger.
**Worksheet for Multiple Service Rates**

1. Answer the questions by completing the GREEN cells starting in Section I for all services.

2. Follow the DNYK MIDI prompts directing you to skip or go to certain questions and sections based on previous answers.

### SECTION I: Services Provided

<table>
<thead>
<tr>
<th>Ambulatory</th>
<th>Wheelchair</th>
<th>Sr/Resi</th>
<th>Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

- Go to Section B for Ambulatory Service
- Go to Section C for Wheelchair Service
- Go to Section D for Sr/Resi Service
- Go to Section E for Group Service

### SECTION II: Contracted Services

1. Will the CTC be contracting all of these services TOTALLY in the upcoming budget year?...

2. If you answered YES to #1 above, do you want to arrive at the billing rate by simply dividing the proposed contract amount by the projected Passenger Miles / passenger trips?....

3. If you answered YES to #1 & #2 above, how much is the proposed contract amount for this service? How many of the total projected Passenger Miles or passenger trips relate to the contracted service? What effective rate per trip for contract service is proposed?

4. If you answered #3 above and a Combined Rate per Trip PLUS a per Mile add-on for 1 or more services, INPUT the Desired per Trip Rate (that could be LESS than per trip rate in #3 above) for Rate per Passenger Mile per Balance.

**Effective Rate for Contracted Services:**
- per Passenger Mile
- per Passenger Trip

**Combination Trip and Mile Rate:**
- Leave Blank and Go to Section A for Ambulatory Service
- Leave Blank and Do to Section B for Wheelchair Service
- Leave Blank and Do to Section C for Sr/Resi Service
- Leave Blank and Do to Section D for Group Service
Worksheet for Multiple Service Rates

1. Annote any questions by completing the GREEN cells starting in Section I for all services.
2. Follow the DARK RED prompts directing you to skip or go to certain questions and sections based on previous answers.

SECTION III: Escort Service
1. Do you want to charge all escort fees?
   - Yes
   - No
   Skip to Section IV

2. If you answered Yes to #1, do you want to charge the fee per passenger trip OR ………….. per passenger mile?
   - Yes
   - No
   Leave Blank

3. If you answered Yes to #1 and completed #2, for how many of the projected Passenger Trips was a passenger be accompanied by an escort?
   Leave Blank

4. How much will you charge each escort? …………..
   Leave Blank

SECTION IV: Group Service Loading
1. If the message "You Must Complete This Section" appears to the right, what is the projected total number of Group Service Passenger Miles? (otherwise, leave blank).
   Leave Blank
   Add what is the projected total number of Group Vehicle Revenue Miles?
   Leave Blank

SECTION V: Rate Calculations for Multiple Services:
1. Input Projected Passenger Mile and Passenger Trips for each Service in the GREEN cells and the Rates for each service will be calculated automatically.
   * Miles and Trips you input must sum to the total for all services entered on the "Programwide Rates" Worksheet. MINUS miles and trips for contracted services if the rates were calculated in the Section II above.
   * Be sure to leave the service BOLDS if you answered NO to Section I or YES to question #2 in Section II.

RATES FOR FY: 2018 - 2019

<table>
<thead>
<tr>
<th>Service</th>
<th>2018</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ambul</td>
<td>Wheel Chair</td>
<td>Stretch</td>
</tr>
<tr>
<td>$740.754.64</td>
<td>$185.249</td>
<td>$3,558</td>
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<tr>
<td>$73.43</td>
<td>$73.15</td>
<td>$73.20</td>
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<tr>
<td>$62.40</td>
<td>$62.17</td>
<td>$62.00</td>
</tr>
<tr>
<td>$10.00</td>
<td>$10.00</td>
<td>$10.00</td>
</tr>
</tbody>
</table>

2. If you answered #1 above and want a COMBINED Rate per Trip PLUS a per Mile add-on for 1 or more services.

INPUT the Desired Rate per Trip (must be less than trip rate above) = …………..

Rate per Passenger Mile for Balance = …………..

RATES IF NO REVENUE FUNDS WERE IDENTIFIED AS SUBSIDY FUNDS

<table>
<thead>
<tr>
<th>Service</th>
<th>2018</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ambul</td>
<td>Wheel Chair</td>
<td>Stretch</td>
</tr>
<tr>
<td>$6.67</td>
<td>$6.01</td>
<td>$6.09</td>
</tr>
<tr>
<td>$4.43</td>
<td>$4.53</td>
<td>$4.43</td>
</tr>
<tr>
<td>$10.67</td>
<td>$11.67</td>
<td>$10.00</td>
</tr>
</tbody>
</table>
Worksheet for Program-wide Rates

CTC: Hillsborough Cour Version 1.4
County: Hillsborough County

1. Complete Total Projected Passenger Miles and ONE-WAY Passenger Trips (GREEN cells) below

   Do NOT include trips or miles related to Coordination Contractors!
   Do NOT include School Board trips or miles UNLESS...........
   INCLUDE all ONE-WAY passenger trips and passenger miles related to services you purchased from your transportation operators!
   Do NOT include trips or miles for services provided to the general public/private pay UNLESS...
   Do NOT include escort activity as passenger trips or passenger miles unless charged the full rate for service!
   Do NOT include fixed route bus program trips or passenger miles!

   **PROGRAM-WIDE RATES**

   | Total Projected Passenger Miles | 1,485,589 |
   | Rate Per Passenger Mile         | $3.20     |
   | Total Projected Passenger Trips | 150,995   |
   | Rate Per Passenger Trip         | $31.46    |

   **Fiscal Year**
   2018 - 2019

   **Avg. Passenger Trip Length** = 9.8 Miles

   **Rates If No Revenue Funds Were Identified As Subsidy Funds**

   | Rate Per Passenger Mile | $4.16   |
   | Rate Per Passenger Trip  | $40.89  |

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- Deadhead
- Operator training, and
- Vehicle maintenance testing, as well as
- School bus and charter services.

Passenger Miles (PM)
The cumulative sum of the distances ridden by each passenger.
Board & Committee Agenda Item

**Agenda Item**
Community Coordination Contract Renewals

**Presenter**
Karen Smith, Sunshine Line staff

**Summary**

**Brandon Sports & Aquatic Center** (BASC) currently has a Coordination Contract with Hillsborough County that is expiring in May. This new contract would replace the expired contract. This agency is a recipient of 5310 funding through the Florida Department of Transportation (FDOT); FDOT requires all recipients to have a Coordination Contract with the local Community Transportation Coordinator (CTC).

Brandon Sports & Aquatic Center’s TRIDENT Program provides training and recreation for the intellectually disabled population, while enhancing their natural talents and teaching them life skills. TRIDENT provides pickup transportation to the BSAC facility and to offsite programming like field trips and trainings. TRIDENT is a year-round program that is continuing to grow each year.

Last year Brandon Sports & Aquatic Center provided 1,500 one-way passenger trips for 34 unduplicated clients with 1 vehicle at an average cost of $15.19 per trip.

The CTC is requesting approval to enter into a new Coordination Contract with Brandon Sports & Aquatic Center.

**DACCO Behavioral Health Inc.** currently has a Coordination Contract with Hillsborough County that is expiring in May. This new contract would replace the expired contract. This agency is a recipient of 5310 funding through the Florida Department of Transportation; FDOT requires all recipients to have a Coordination Contract with the local CTC.

DACCO provides transportation primarily for their residential clients for doctor’s appointments, Alcoholics Anonymous and Narcotics Anonymous meetings, securing an identification card, social security card, and/or food stamps.

Last year DACCO provided 14,339 one-way passenger trips for 1,168 unduplicated clients with 10 vehicles at an average cost of $34.10 per trip.
The CTC is requesting approval to enter into a new Coordination Contract with DACCO.

**Recommended Action**
Approval of Coordination Contracts

**Prepared By**
Michele Ogilvie, MPO staff

**Attachments**
None.
MPO Board Meeting Summary
Tuesday, April 3, 2018

CALL TO ORDER, PLEDGE OF ALLEGIANCE & INVOCATION

Chairman Les Miller called the meeting to order at 9:00 a.m., led the pledge of allegiance and gave the invocation. The meeting was convened on the 26th floor of the County Center.

Commissioner Miller read, for the record, a memo from Commissioner White informing the Board that he was unable to attend due to a scheduling conflict. He also informed presenters not to be extensively long, because a quorum may be lost around 10:30.

PUBLIC COMMENT

Mr. Jim Davidson addressed the board regarding the Florida Department of Transportation’s Transit Concept and Alternatives Review concept for the Regional Transit Feasibility Plan (RTFP) and suggested that the board request exact costs up front, so the public will have an idea of costs. He also commented on the tax plan that is being presented at the April 4th BOCC meeting.

COMMITTEE REPORTS, ONLINE COMMENTS

Ms. Gena Torres, MPO staff, read the various MPO Committee reports. She shared online comments received from: Mr. Mauricio Rosas about the RTFP; Mr. Jay Herndon regarding the expansion of S.R. 39; and Pat Hill expressing his desire to become active with Vision Zero as a public servant. Staff received a Facebook comment from Mr. Chris Vela regarding Vision Zero, vehicle miles traveled, and environmental impacts.

CONSENT AGENDA

A. Approval of Minutes – March 6, 2018
B. Committee Appointments
C. Letter of support for Upper Tampa Bay water quality enhancements in conjunction with Howard Frankland Bridge project – requested by Technical Advisory Committee
D. MPO Advisory Council 2018 Call for Freight Projects – approved by Policy Committee
E. Memorandum of Understanding Between TBARTA, FDOT, HART, PSTA & MPOs – approved by Policy Committee

A motion was made by Commissioner Sandra Murman to approve the Consent Agenda. The motion was seconded by Councilman Guido Maniscalco and carried unanimously.

ACTION ITEMS

A. Comments on Regional Transit Feasibility Plan

Mr. Rich Clarendon, MPO Assistant Executive Director, provided an overview of questions and comments that were raised on the Regional Transit Feasibility Plan. At the February meeting, the MPO received an
update on the vision for the region. Since then, feedback has raised questions about stations, redevelopment potential, and transit that better serves neighborhoods such as Tampa Heights and Seminole Heights. The draft Regional Transit Feasibility Plan is currently in the public comment phase and is getting a lot of attention throughout the region.

The CAC supported the list of questions that were presented and asked about the impact of catalyst on job creation and inquired about the reliability of federal funding that is being sought. The TAC also supported the list of questions and wanted to know if it is always necessary to choose between BRT or rail, or could the two go forward together? They also wanted to know when the RTFP would come back for committee action?

The concerns will be presented to the study team, the TMA Leadership Group, TBARTA, HART, and others. In addition, a request to have the TMA Leadership Group work together on answers and staff provide an update to the board from the leadership group.

There were no questions following the presentation.

A motion was made by Commissioner Murman to transmit MPO comments to the consultant team, HART, TBARTA, and the TMA Leadership Group. The motion was seconded by Councilman Maniscalco and passed unanimously.

There was discussion following the motion.

Councilman Cohen informed board members that the Policy Committee held a very robust discussion on the comments.

Mr. Trent Green inquired about the process of questions being vetted; how does the board interact with discussion to address issues?

Ms. Beth Alden stated that the TMA Leadership Group has been looking to the MPO for feedback from a regional perspective on community plans and priorities. She suggested a conversation be held about the tri-counties priorities - major projects that the region can work on. The Regional Transit Feasibility Plan team will develop a response as they finalize the plan. They are currently accepting comments on the plan and making changes based on feedback and there will be a revised plan that comes out later in the summer.

Councilman Cohen suggested using the document as a master guide.

Commissioner Kemp voiced her concerns on the disconnect between committees and TBARTA in terms of information and presentations.

Ms. Janet Scherberberger wanted to know how the information was going to be transmitted and if the board would have an opportunity to review the information prior to transmission? Ms. Scherberberger expressed the importance to assist the entire region; as well as, find ways to invest in local projects.

Ms. Alden stated that staff was going to transmit a letter but can include the PowerPoint if the board prefers.

Chairman Miller requested staff email a draft letter to the MPO Board prior to finalizing.

Commissioner Murman stated she was glad that Ms. Scherberberger suggested the board have an opportunity to review the letter, and she was not in favor of sending the PowerPoint because she felt the document was negatively toned. If the questions are being sent, she would like for them to be more positive.
Councilman Viera commented on funding mechanisms, burdens on taxpayers, and suggested continuing to keep an eye on transit connectivity between the University of South Florida area and downtown.

Ms. Scherberger followed up on Commissioner Murman’s comments about coming across overly negative. There are some valid points and great questions that need to be answered. From the airport’s perspective, they believe it could be better and needs to be integrated. It’s worth continuing to move forward.

Councilman Cohen stated that he agreed to a point. He feels that it is important for Pinellas and Pasco to view the questions that are being asked in Hillsborough. Find a way to ask for more information to fully vet and weigh all options. The more specific and thoughtful in the way the questions are asked, it shows that we are wanting to move the project forward, but it must be justified and vetted.

Mr. Mechanik suggested that the questions be more objective.

Chairman Miller stated that it appears that the majority of board members suggest the questions be more objective.

Instead of referring the item back to the Policy Committee, Commissioner Murman suggested the draft letter and reworded questions by staff get forwarded to the board for review and comments.

Ms. Scherberger agreed with Commissioner Murman and suggested the TMA and TBARTA have a discussion on the FTA question for a better understanding of sequencing as a region.

Ms. Alden offered to prepare the draft within the next week or so and provide to board members. She also offered to schedule a discussion at the Policy Committee if any board members were interested. There were no objections by board members.

Mayor Lott wanted to know if the Board of County Commissioners have had a workshop on the plan and wanted to know their position?

Chairman Miller stated that the BOCC has not addressed the issue and the item has not come to the BOCC as a whole.

Commissioner Murman informed the group that the BOCC will hold a workshop on the issue at some point. She talked to the County Administrator about the subject, but she feels there are questions that need to be answered before being presented to the BOCC.

Mayor Lott stated he respects and appreciates the hard work of the BOCC and feels that they are the leadership on the issue. In his opinion, before going forward, he would like to know where the BOCC stands on the transportation projects, since they will make the final decision to move forward or not.

Commissioner Murman stated she agrees with Commissioner Kemp that there needs to be more in it for Hillsborough. It is a regional plan and until a funding proposal is received from TBARTA that states what is needed from the Hillsborough BOCC to fund the regional plan, there’s nothing to discuss at this point; other than the Hillsborough portion. TBARTA is running the show on the regional transit plan since they have been given the full authority from the legislature.

Commissioner Kemp was surprised the update was presented with such little information and she does not see how the board can move forward at this point. TBARTA cannot move forward because they do not have the funding. The BOCC, HART, and the MPO are going to have to take the reins somewhere along the way.

Following board discussion, Chairman Miller suggested the board reconsider the motion and leave the item pending until staff rework the questions. The board will have an opportunity for review and staff will bring it back for discussion at the May meeting.
Commissioner Murman made a motion to temporarily postpone the item until staff redrafts the letter and questions and send to the MPO Board for review. The item will be brought back to the board in May. The motion was seconded by Ms. Scherberger and Mr. Mechanic and passed unanimously.

B. Public Participation 2016 – 17 Measure of Effectiveness Report

Mr. Brandon Berry, MPO Intern, provided highlights of the Public Participation Plan, which describes the MPO’s strategies and techniques to inform and engage the public in transportation planning issues, with the purpose of maximizing participation and effectiveness. At least once every two years, the MPO reviews its public participation efforts. The Hillsborough MPO Board is the most commonly followed MPO Board on Twitter.

Mayor Jurado commented on one of the recommendations for 2018-2019, to coordinate data projects with other agencies about Vision Zero metrics. Is there a goal around Vision Zero for actual improvement?

Beth Alden responded to Mayor Jurado’s question regarding the action the board took to set a one-year target for crash statistics. The target is required by the Federal Highway Administration and ties into the transportation improvement project. There will be a more detailed presentation next month to address safety performance measures.

Councilman Viera stated the information was presented very well.

Ms. Scherberger commended the program and its strong social media presence.

A motion was made by Commissioner Murman to approve the Public Participation Plan: Measure of Effectiveness Report (2016-2017). The motion was seconded by Councilman Maniscalco and passed unanimously.

B. MPO Executive Director Annual Evaluation

Based on discussion at the January Policy Committee meeting, the MPO attorney, Mr. Cameron Clark, prepared and distributed a questionnaire to board members concerning the annual performance review of the MPO Executive Director. The attorney provided a summary of the response in board members folders.

A motion was made by Commissioner Murman to accept the summary and transmit to the Planning Commission Director for consideration of any merit increase consistent with agency standards. The motion was seconded by Councilman Cohen and passed unanimously.

STATUS REPORT

A. Invision Tampa Streetcar Study

In Milton Martinez’s absence, Mr. Steve Schukraft, with HDR Engineering provided an update on the study to evaluate modernizing and extending the Tampa Historic Streetcar system. They are coordinating closely with the Regional Transit Feasibility Plan process.

In phase I (Project Feasibility), which is Spring 2017 – Spring 2018, they will prepare a letter from the City, HART, and FDOT to the FTA to ask to move into the project development phase. In Phase II (Project Development), which is Spring 2018 – Winter 2018/2019, they will look at vehicle technology options and continue public outreach.

Councilman Mansicalco spoke in support of the study and inquired about extending services.
Commissioner Kemp echoed Councilman Maniscalco’s comments and thanked Mr. Schukraft for the clarity of the presentation and stated the project is a model.

Mr. Green stated he had points of clarification; however, in the interest of time, he will discuss with Ms. Alden or Mr. Schukraft later.

Janet Scherberger inquired about the process for taking the project to the FTA. Mr. Schukraft stated the first step is for approval to move into project development. Ms. Scherberger also asked about coordinating with the Regional Transit Feasibility Plan and 275 Rapid Transit. Mr. Schukraft stated the details have not been worked out, but that is the goal of the project.

Mr. Mechanic wanted to know if there is an opportunity to capture more ridership and eliminate duplicative service. Mr. Schukraft stated new trips would increase ridership.

Council Cohen agreed with a lot of the comments made from other members but expressed some of the same concerns Ms. Scherberger made regarding coordination and connecting with other modes of transportation.

Commissioner Murman inquired about modernizing the current street car system.

Ms. Scherberger provided additional comments about potentially connecting to rapid transit on Florida and Fowler Avenue.

**EXECUTIVE DIRECTOR’S REPORT**

Ms. Alden provided information on the South Coast Greenway and the Community Gardens Conference and access to fresh food. She also thanked board members for participating in the board retreat. A summary of the retreat was provided in board members’ folders. Consensus building education and outreach will be discussed at a future meeting.

The next TMA meeting will be held May 11, 2018 at 9:30 a.m., Pasco County Utilities Building, located at 19420 Central Boulevard in Land O’Lakes.

Friday, June 1st will be the second workshop for the MPO Regional Planning Best Practices Study at the St. Petersburg Collaborative Labs.

The next MPO Board meeting is scheduled for Tuesday, May 1, 2018 at 9:00 a.m. on the 26th Floor of the County Center.

**OLD BUSINESS & NEW BUSINESS**

There was no old or new business.

**ADJOURNMENT**

A quorum was maintained for the duration of the meeting. There being no further business, the meeting adjourned at 10:25 a.m.
Committee Reports

Meeting of the Citizens Advisory Committee (CAC) on March 14

The committee **approved and forwarded to the MPO Board:**
- **✓** Public Participation Plan Measures of Effectiveness Report, including a recommendation to expand accessibility with real-time engagement such as more live streaming of meetings;
- **✓** Comments and questions on the Regional Transit Feasibility Plan.

They also heard reports from:
- The Tampa Bay Regional Planning Council on hurricane evacuation and resiliency to climate change;
- The City of Tampa on the Invision Tampa Streetcar study; members asked how this project relates to the Regional Transit Feasibility Plan.

Meeting of the Technical Advisory Committee (TAC) on March 19

The committee **approved and forwarded to the MPO Board:**
- **✓** Letter of support for Upper Tampa Bay water quality enhancements in conjunction with the Howard Frankland Bridge Project.
  - TAC members were interested in the potential acreage of seagrass recovery, and that Tampa Bay Estuary Program already has a working relationship with FDOT on this effort.
- **✓** Comments on the Regional Transit Feasibility Plan
  - Members asked if having to choose between steel-wheel transit or BRT was necessary, and for more information the study schedule.
- **✓** Public Participation Plan MOE Report
  - Supportive of using Instagram and other social media tools.

The TAC also received presentations on:
- Invision Tampa Streetcar Study – there was interest in how the extension of the streetcar was coordinated with TBNext, The Heights Mobility Plan and the MPO’s study of Tampa/Florida.
- I-75 Diverging Diamond Interchanges – members were impressed with the safety and congestion benefits of diverging diamonds.

The TAC chair was invited to participate in the Plan Hillsborough Retreat on March 23rd at Stetson Law School.

Meeting of the Bicycle/Pedestrian Advisory Committee (BPAC) on March 14

The committee heard status reports on the:
o Invision Tampa Streetcar Study – comments and questions from committee members included the hours of operation, speed of the new vehicles, headways and the process to secure funding.

o Complete Street Corridor Screening from FDOT – members asked questions relating to the new design of FDOT road sections; speed limits; the need for greater separation on higher speed roadways; and the process for context classification.

BPAC members also received public comments on the need for bike lane maintenance in the Town N’ Country area, on Sheldon Road and adjacent roadways. These have been forwarded to the proper maintenance authorities.

Meeting of the Livable Roadways Committee on March 21

A verbal report will be provided at the board meeting.

Meeting of the Policy Committee on March 27

The committee approved and forwarded to the MPO Board:

✓ Memorandum of Understanding between TBARTA, FDOT, HART, PSTA, & MPOs – with one dissenting vote.
✓ MPO Advisory Council 2018 Call for Freight Projects
✓ MPO Executive Director’s Annual Evaluation

They received a presentation on potential Comments on the Regional Transit Feasibility Plan, and after extensive discussion, concluded that this is a good round-up of questions, but asking questions is only the first step. The MPO should help with pulling answers together. Some answers may be available already; other answers will require information and responses from multiple agencies, and regional collaboration will be needed to develop the right path forward for Tampa, Hillsborough, and the region.

They also heard a status report on State Funding for Transit, and asked for the slides to be distributed to the board members.

Meeting of the School Transportation Working Group (STWG) on March 28

A verbal report will be provided at the board meeting.

Meeting of the TBARTA MPO Directors on March 23

The directors focused on the agenda for the July 13 joint meeting of the TBARTA MPO Chairs with the Central Florida MPO Alliance, which will be held at Hillsborough Community College’s Plant City campus, beginning at 10am. Topics may include connecting the Tampa and Orlando markets; how Brightline got started; and the Tampa Bay TMA’s tri-county growth scenarios, allowing with the annual updates of regionally significant project priorities.
Tampa Bay Transportation Management Area (TMA) Leadership Group Executive Summary

Representing the MPOs in Pasco, Pinellas, & Hillsborough Counties

Summary for 3.9.18 meeting

Based on the importance and reach of the conversations that happen at the TMA Leadership Group, we are looking to keep our stakeholders aware of the outcomes of these meetings. The following is a summary of the most recent meeting highlights; you can find the full agenda online. This meeting was also videotaped, which you can watch on YouTube.

The group heard several updates on the status of Regional Express Bus initiatives, and other topics relating to transit connections

- Members had stated at a previous meeting that they would like to see more regional express bus routes developed as soon as possible
- Starting in June, PSTA will extend its existing express route from the Gateway to Tampa International Airport via the Howard Frankland Bridge, and will extend another express route from downtown St. Petersburg to downtown Tampa via the Gandy
  - The services will run during peak travel times with the intent to seek funding to expand
- HART discussed its planned park-and-ride express route from Wesley Chapel to Tampa International Airport
  - There was some confusion about the overlap between this route and the planned BRT route in the RTFP
- The City of Tampa presented its plans for the new streetcar route study, which identified a preferred north-south extension from Tampa Heights through the center of downtown, serving numerous businesses and city parking garages
  - The city is requesting approval into FTA’s Small Starts Project Development this month
- FDOT discussed its intermodal studies throughout the region, which look to identify ideal transfer points between various modes of transportation
  - Also mentioned was an FDOT pilot study of shoulder-running express bus in Pinellas County that is nearing completion

An initial discussion of transportation project priorities for funding in the coming year was taken up and final decisions on priorities will be made at the May meeting

- Group members discussed whether to take off projects that were funded, or leave the projects on the list until construction is complete
- The group also discussed how to define priorities
The MPO directors noted that the priority list has been integrated into the priority lists of the MPOs, and that list is transmitted to the Florida Department of Transportation for funding. However, there were members who felt the priorities should include big-picture vision projects and also legislative asks that may not be under the purview of FDOT.

The group tentatively agreed to put both the CSX project and the BRT project from the Regional Transit Feasibility Plan on the priority list, although the scale/phasing and order of those projects will be determined in May.

Scott Pringle of Jacobs, the consultant for the Regional Transit Feasibility Plan, provided a response to requests for information group members had made at the previous meeting in February.

For the past few months, the Regional Transit Feasibility Plan discussion has revolved around two possible catalyst projects:
- Shoulder-running bus rapid transit along the I-275 Corridor including Wesley Chapel, USF, Tampa, Gateway, St. Petersburg.
  - This was the consultant’s suggested catalyst plan due to cost effectiveness and coordination with Tampa Bay Next interstate modernization.
- Commuter rail in the northern corridor following the CSX rail line, from Downtown Tampa to USF.
  - This project is preferred by some members due to its potential for passenger rail service linking Hernando and Pasco County with Tampa, and transit-oriented development possibilities along the route.

At the March meeting, Pringle brought back information in response to several requests, but two main ones: To look at the US 41 corridor and a 41-mile CSX route to be able to compare to the 41 miles along the I-275 corridor, and to look at a 12-mile CSX project with a connection directly to USF.

- Original CSX suggested route (downtown Tampa to USF)
  - 9-mile route
  - $620 million estimated capital cost
  - 3.6 million annual ridership
  - $11 cost per trip
- Tampa with direct connection to USF
  - 11.2-mile route
  - $780 million estimated capital cost
  - 3.7 million annual ridership
  - $11 cost per trip
- Tampa to SR 54 near US 41
  - 16-mile route
  - $1.19 billion estimated capital cost
  - 4.6 million annual ridership
  - $13 cost per trip
- Tampa to Brooksville
  - 45-mile route
  - $2.62 billion estimated capital cost
  - 4.7 million annual ridership
$28 cost per trip
- Tampa to Oldsmar, Clearwater, and St. Petersburg
- 50-mile route
- $3.32 billion estimated capital cost
- 7.8 million annual ridership
- $22 cost per trip

- Pringle also clarified the full costs from various funding sources in the I-275 concept, which includes between $920M and $1.15B in money that FDOT would spend in the future interstate modernization projects to accommodate shoulder-running BRT

- The discussion that resulted from this presentation focused mainly on how relevant the numbers from the CSX routes were to the eventual actual costs
  - Pasco Commissioner Jack Mariano felt that the numbers should take the possibility of private investment and resulting development around rail stations into account
  - Pringle noted that the study had requested that the projects be looked at using criteria for funding established by the Federal Transit Administration to compare applications from across the country, and that the FTA criteria was what he focused on
  - FDOT District 7 Secretary David Gwynn clarified that the formula for FTA funding was very specific and is only calculated based on the elements that Pringle had looked at

**Pasco MPO Director Craig Casper and Hillsborough MPO Director Beth Alden discussed right-of-way for CSX and interstate transit, respectively**

- A few highlights of the CSX presentation:
  - There are two major CSX subdivisions that are up for sale:
    - One from Hernando County to Busch Boulevard in Tampa
    - One from Busch Boulevard west to Clearwater and curving south into St. Pete
    - There may be additional available subdivisions, including one in South Tampa, but that remains unknown
  - The CSX line cannot accommodate light rail within existing right-of-way, only commuter rail and CSX would retain usage of the tracks for freight service
  - Gwynn noted that, were the region to agree on the need to purchase CSX right-of-way, that would not be within FDOT’s purview and would need an act of the state legislature
    - He also noted the legislature wouldn’t make that purchase without a project to go with it
  - Alden’s presentation focused on how right-of-way on the interstate has been handled in other communities
    - Communities included South Florida and Minneapolis/St. Paul
      - In South Florida, express bus service was added in managed lanes on I-95 between Miami and Ft. Lauderdale, and ridership increased 22% year-over-year
      - In the Twin Cities, bus-only shoulders (of which there are now 334+ miles constructed) provided 9 minutes of travel time savings on average. Ridership also increased 9 percent over two years.

**TBARTA Executive Director Ray Chiaramonte gave an update on the MPO Regional Coordination Best Practices Study**

- The study is moving from Phase I, which examined existing conditions and directions, to Phase II, which will identify best practices from peer regions and develop case studies
• A second workshop will be held June 1 at Collaborative Labs, and a third workshop is tentatively planned for September
• The study is scheduled for completion in December

The group also decided to meet in Pasco at the next meeting May 11
Subject: Save the Date! Regional Transit Forum - July 20th

Save the date for the
Regional Transit Forum
Friday, July 20, 2018
Tampa Airport Marriott
More information to follow

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REGIONAL TRANSPORTATION LEADERSHIP WORKSHOP #2

Join Us! Help define the Future of Regional Transportation Coordination in Tampa Bay

Save the Date
June 1, 2018
10am

EpiCenter
at St. Petersburg College
13805 58th Street North
Clearwater, FL 33760
10:00am – 3:00pm

Register by May 18, 2018
https://mporegionalworkshop2018.eventbrite.com

Lunch will be available for a fee of $10.00 cash onsite. Please RSVP for lunch and indicate your dietary preferences when you register. Please arrive by 9:30am to for sign-in and seating.

Contact Michael Case, Principal Planner, with any questions about the upcoming event at 813-282-8200 or michael.case@tbarta.com.

For project information, please visit: