FISCAL YEARS 2017 & 2018
TWO-YEAR
UNIFIED PLANNING WORK PROGRAM (UPWP)
AND BUDGET

Adoption Date: May 3, 2016
Effective: July 1, 2016
Modified: December 6, 2016
Amended: May 2, 2017
Modified: September 15, 2017
Modified: November 8, 2017
Amended: May 1, 2018
Modified: June 15, 2018
Modified: June 29, 2018

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, 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: 1001-2016-X; FPN: 402255-1-14-17

Hillsborough County
Metropolitan Planning Organization
P. O. BOX 1110, 18th Floor
Tampa, Florida 33601-1110
Phone: 813/272-5940
www.planhillsborough.org
Fiscal Years 2017 & 2018
Two-Year Unified Planning Work Program

ADOPTED: May 3, 2016
Effective: July 1, 2016
Modified: December 6, 2016
Amended: May 2, 2017
Modified: September 15, 2017
Modified: November 8, 2017
Amended: May 1, 2018
Modified: June 15, 2018
Modified: June 29, 2018

Hillsborough County Metropolitan Planning Organization

Commissioner Lesley “Les” Miller, Jr., Hillsborough County Chairman

Councilman Harry Cohen, City of Tampa Vice Chair

Mr. Paul Anderson, Port Tampa Bay
Commissioner Trent Green, Hillsborough County City-County Planning Commission
Commissioner Ken Hagan, Hillsborough County
Commissioner Pat Kemp, Hillsborough County
Mayor Mel Jurado, City of Temple Terrace
Mr. Joe Lopano, Hillsborough County Aviation Authority
Mayor Rick A. Lott, City of Plant City
Councilman Guido Maniscalco, City of Tampa
Mr. David Mechanik, Hillsborough Area Regional Transit Authority
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
Mr. David Gwynn, P.E., Florida Department of Transportation District 7 (non-voting advisor)

Ms. Elizabeth Alden, AICP
Executive Director

Mr. Cameron Clark, Esq.
MPO Attorney

The MPO does not discriminate in any of its programs or services. Public participation is solicited by the MPO without regard to race, color, national origin, sex, age, disability, family, or religious status. Learn more about our commitment to nondiscrimination and diversity by contacting our Title VI/nondiscrimination coordinator, Johnny Wong at (813)273-3774 ext. 370 or wongj@plancom.org.
TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Introduction and Tasks Overview</td>
<td>3</td>
</tr>
<tr>
<td>Guide to Abbreviations and Acronyms</td>
<td>17</td>
</tr>
<tr>
<td>II. Organization &amp; Management of the Planning Process</td>
<td>19</td>
</tr>
<tr>
<td>III. Work Program</td>
<td>25</td>
</tr>
<tr>
<td>1 Transportation Planning Management</td>
<td>27</td>
</tr>
<tr>
<td>2 Systems and Corridor Planning</td>
<td>37</td>
</tr>
<tr>
<td>ITS, Congestion Management &amp; Crash Mitigation Planning</td>
<td>39</td>
</tr>
<tr>
<td>Security &amp; Emergency Preparedness</td>
<td>41</td>
</tr>
<tr>
<td>Complete Streets &amp; Non-Motorized Planning</td>
<td>43</td>
</tr>
<tr>
<td>Intermodal/Freight Planning</td>
<td>47</td>
</tr>
<tr>
<td>Transit and TDM Planning</td>
<td>49</td>
</tr>
<tr>
<td>Transportation Disadvantaged Planning</td>
<td>51</td>
</tr>
<tr>
<td>Corridor, Sub-Area &amp; Environmental Studies</td>
<td>53</td>
</tr>
<tr>
<td>3 Long Range Transportation Plan and Data Monitoring</td>
<td>59</td>
</tr>
<tr>
<td>4 Transportation Improvement Program</td>
<td>69</td>
</tr>
<tr>
<td>5 Public Participation</td>
<td>77</td>
</tr>
<tr>
<td>6 Local &amp; Regional Coordination and Planning</td>
<td>85</td>
</tr>
<tr>
<td>7 HART Planning Program</td>
<td>95</td>
</tr>
<tr>
<td>IV. Funding and Budget Tables</td>
<td>105</td>
</tr>
<tr>
<td>Appendix A</td>
<td>Forms, Certifications and Assurances</td>
</tr>
<tr>
<td></td>
<td>FTA Certifications and Assurances</td>
</tr>
<tr>
<td>Appendix B</td>
<td>Forms, Certifications and Assurances</td>
</tr>
<tr>
<td></td>
<td>Transportation Disadvantaged Grant Application, Assurance, and Resolution</td>
</tr>
<tr>
<td>Appendix C</td>
<td>Cost Allocation Plan, Including Certificate of Indirect Costs</td>
</tr>
<tr>
<td>Appendix D</td>
<td>Title VI of the Civil Rights Act of 1964/Nondiscrimination Policy Statement and Limited English Proficiency Plan</td>
</tr>
<tr>
<td>Appendix E</td>
<td>Disadvantaged Business Enterprise Policy Statement</td>
</tr>
<tr>
<td>Appendix F</td>
<td>Comments on Preliminary Draft UPWP</td>
</tr>
<tr>
<td>Appendix G</td>
<td>TAC and CAC Endorsement of UPWP</td>
</tr>
<tr>
<td>Appendix H</td>
<td>Joint Certification Statement</td>
</tr>
<tr>
<td>Appendix I</td>
<td>FDOT District 7 Planning Program</td>
</tr>
</tbody>
</table>
List of Tables & Figures

Table 1a: Year 1 UPWP Funds for MPO Staff and Contract Tasks .................................................. 108
Table 1b: Year 2 UPWP Funds for MPO Staff and Contract Tasks .................................................. 109
Table 2a: Year 1 UPWP Proposed Funding Sources and Task Costs .......................................... 110
Table 2b: Year 2 UPWP Proposed Funding Sources and Task Costs .......................................... 111

Figure A1: Year 1 UPWP Funding by Task for MPO Activities ......................................................... 107
Figure A2: Year 2 UPWP Funding by Task for MPO Activities ......................................................... 107
MPO RESOLUTION #2016-2
APPROVING THE FY 2015 & FY 2016
UNIFIED PLANNING WORKING PROGRAM

WHEREAS, the Hillsborough County Metropolitan Planning Organization (MPO) is the designated and constituted body responsible for the urban transportation planning process for the Tampa Bay Transportation Management Area with Hillsborough County, and is also the designated official Planning agency in coordinating transportation for the transportation disadvantaged.

WHEREAS, as required by 23 Code of Federal Regulations (CFR) Section 450.308 and Florida Statutes Section 339.175(9), the MPO has developed a Unified Planning Work Program for Fiscal Years 2016/17 & 2017/18, and included in that work program tasks pursuant to Florida Statutes Section 427.015 and Rule 41-2 Florida Administrative Code (FAC) regarding planning for the transportation disadvantaged.

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

NOW, THEREFORE, BE IT RESOLVED that the Unified Planning Work Program for Fiscal Years Fiscal Years 2016/17 & 2017/18 is approved and authorized to be submitted to state and federal agencies, and that the Executive Director is authorized to develop and execute all supporting and program objectives related grant applications, participation agreements, reimbursements request, and assurances and to authorize expenditures in support of said document.

Passed and Adopted at a regular meeting of the Hillsborough County MPO Board this 3rd day of May 2016

[Signatures]

Commissioner Lesley “Les” Miller, Jr.
MPO Chair

Wanda West
MPO Secretary

Cameron Clark
MPO Attorney
Authentication

The Hillsborough County Metropolitan Planning Organizational regular session, on May 3rd, 2016, endorsed the Fiscal Years 2016/17 & 2017/18 Unified Planning Work Program for Hillsborough County. By this action, the board directs the execution of all associated contracts and agreements by the Chair of Metropolitan Planning Organization or his designee.

[Signature]
Commissioner Lesley “Les” Miller, Jr.
MPO Chair
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 Roscoe

District 7, MPO Liaison (Grant Manager)

[Signature]

[Date]
I. Introduction and Tasks Overview
I. INTRODUCTION AND TASKS OVERVIEW

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, 2016 to June 30, 2018.

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 $251,791 in FY17 and $238,058 in FY18.

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.”

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
Status of Comprehensive Transportation Planning Activities

In the past fiscal year, all federal and state requirements were met by the MPO. In addition, a number of 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:

- Annual MPO Certifications (2014, 2015)
- Transportation Level of Service Report (2014)
- Tri County Access Plan (2014)
- Hillsborough MPO Transportation Vulnerability Assessment Pilot Project (2014)
- Downtown Transit Assets & Opportunities Study (2014)
- Gasparilla Bicycle Safety Rodeo (2015 & 2016)
- Collins Street (SR 39) Complete Streets Study (2014)
- Bruce B. Downs HOV Study (2014)
- 46th and 131st Avenue Complete Streets Study (2015)
- Columbus Drive Redesign (2015)
- Transportation Disadvantaged Service Plan (2015, 2016)
- Annual Evaluation of the Community Transportation Coordinator (2015, 2016) 2040 Socio-economic Data Projections
- Updated Traffic Counts (2015)
- Public Participation Plan amendments (2016)
- Imagine 2040 Long Range Transportation Plan (2014)
- MPO Project Priorities for TIP (2015/16 & 2016/17)
- Approved TIP Amendments (2016)

Planning 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 utilized various policy tools and system improvements to ensure the future functionality of the transportation system 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. MPO staff will focus on a wide range of planning activities. Most notable among these in the next two fiscal years are:

*Intelligent Transportation System (ITS), Congestion Management and Crash Mitigation Planning (Task 2)*

- Updates to Hillsborough County portion of Tampa Bay Regional ITS Architecture (as needed)
Prioritize list of ITS projects submitted for funding through TIP update process (Annually, Summer)

Analysis identified in the CMP Performance Report, with strategies to reduce congestion and improve safety, including:
- Crash severity mitigation
- Peak hour parking restrictions
- HOV and reversible lane markets
- Other Strategies as needed
- Transit signal priority and bus queue jump treatments

Congestion management, safety and lane management strategies, and follow-up analyses of locations recommended for safety/mobility feasibility studies, including Gunn Hwy., Waters Avenue, Dale Mabry Hwy., Fowler Ave., Columbus Dr./19th Ave., and Bloomingdale Ave. (2017-2018)

Vision Zero Plan Including senior mobility access and assessment of City of Tampa crash statistics (2017)

Update CMP System Performance Report (As needed)

**Data Monitoring (Task 3) and Assist Local Governments (Task 6)**
- TBRPM inputs to support corridor or subarea studies (as needed)
- Updated traffic count data (As needed)
- Updated web-based traffic count system (Annually)
- Updates and enhancements to multi-modal transportation database for project planning, the regional transportation model, GIS, and tracking vehicle miles of travel (Ongoing)

**Systems and Corridor Planning - Sub-Area and Environmental Planning (Task 2)**
- Research, analysis, outreach and other tasks in support of sub-area, focused area and corridor studies by others (Ongoing)
- Recommendations derived from sub-area and corridor plans for projects to be considered in the update of the LRTP and/or TIP (Ongoing)
- Comments and responses to Environmental Technical Advisory Team comments regarding candidate projects (Ongoing)
- School areas transportation study (2017)
- Brandon Corridors and Mixed-Use Centers Pilot Project (2017)
- Transportation Analysis in support of the Tampa Innovation District Master Plan (2017/18)

**Long Range Transportation Plan (Task 3)**
- 2040 LRTP (2014) and amendments (if needed)
- 2045 LRTP policy research and technical data work for 2019 update (Fall 2017)
- Updates of Performance Measures as needed for consistency with Federal and State guidance and data availability (as needed)

**Systems and Corridor Planning - Complete Streets/Safety (Tasks 2)**
- Complete Streets Policy and Implementation Tasks (as needed)Hillsborough County Strategic Trail Plan (2017/18)
- Trail Plan connecting Pinellas to Manatee, looking at gaps between Dale Mabry to Downtown and Palm River to Gibsonton (e.g. Greenway Crossing at Dale Mabry Highway) (2017)
- Plant City Walk-Bike Study (2017)
- Spruce Street Bicycle Blvd Feasibility Study(2017/18)

**Systems and Corridor Planning - Transit and TDM Planning (Task 2)**
- Service Planning for areas identified by HART and/or Hillsborough County Transportation for Economic Development effort (as requested)
- Transit Service Plan for Northwest Hillsborough County (2017/18)
HART 1st Mile/Last Mile Study (2017/18)
HART Maintenance Facility Feasibility Study (2017/18)

**Regional Plans and Programs (6)**
- Implementation of the Tampa Bay Regional Strategic Freight Plan.
- Support the Tampa Bay TMA Leadership Group
- Support for the TBARTA CCC, the Joint CAC, and MPO staff directors, including an annual meeting of the CCC and Central Florida Alliance.
- Updated list of regional highway and multi-use trails priorities (Annually)
- Regional task sheets in UPWPs (Annually)
- A comprehensive, up-to-date, and easily accessible regional transportation website

**Growth Management (Tasks 3, 4, 6)**
- Utilize LRTP and TIP plan information to support the determination of needs in the transportation system.
- Maintain and provide travel behavior, facility and level of service data for various modes.
- Provide information to stakeholders on the impact of rules and programs.
- Coordinate with agency and government stakeholders in the region on growth management issues.
- Facilitate consistency in procedures for mitigating the impacts of growth across jurisdictional boundaries and among local governments.

**FAST Act expanded scope for metropolitan planning process (Tasks 2, 6)**
- Improve transportation system resiliency and reliability by coordinating and assisting local and regional entities on vulnerability and mitigation studies. (e.g. FHWA Green Infrastructure for Coastal Highway Resilience grant)
- Reducing (mitigating) the stormwater impacts of surface transportation through coordination and planning and design studies with implementing entities.
- Enhancing travel and tourism by working with traditional transportation partners and non-traditional partners (e.g. tourism bureau, private sector, economic development organizations, etc.)

**FY 2016 Federal Planning Emphasis Areas**
On March 18, 2015, the U.S. DOT issued Planning Emphasis Areas to MPOs and state DOTs. The UPWP responds to them as follows:
- MAP 21 Implementation: a performance management approach is incorporated into the 2040 Plan under task 3 – Long Range Transportation Planning and Data.
- Models of Regional Planning Cooperation: The West Central Florida Chairs Coordinating Committee, integration into TBARTA, and the Tampa Bay TMA Leadership Group are examples of such models supported by task 6 – Regional and Statewide Coordination.
- Ladders of Opportunity: addressing gaps in connectivity to essential services will be addressed in task 2 – System and Corridor Planning and task 3 – Long Range Transportation Planning and Data Collection.

**Expectations for the Long Range Transportation Plan**
The MPO updates its long range plan every five years to take changes in land-use, the transportation network and growth assumptions into account and maintain a planning horizon of at least 20 years. The 2040 Plan was adopted in 2014, and will be updated to 2045 by December 2019.

Recent federal “expectations” for long range plans will require more specificity in the Plan, including:
• Allowing similar projects such as planning studies, bicycle and pedestrian projects, ridesharing activities and safety or operational projects to be grouped together, but they must be described specifically enough to determine consistency with projects being advanced into the TIP.
• Showing all projects on facilities serving regional needs, including all phases (e.g., design, right-of-way, construction) and total project costs.
• Forecasting operating and maintenance costs for the Plan’s entire timeframe, by jurisdiction and general source of funding.
• Specifying revenue sources to support the costs associated with each project phase, including the details for any new revenue source assumed in the Plan; this includes any discretionary FTA “New Start” funding that the region intends to compete for.
• Discussing the types of potential environmental mitigation activities and opportunities developed in consultation with Federal, State and Tribal wildlife, land management and regulatory agencies.
• Describing any specific transit capital projects such as maintenance, transfer, multi-modal or park-and-ride facilities, or transit facility renovation to be funded with FTA or “flexed” FHWA dollars.
• Specifically describing any transit service contemplated for a new area or corridor in order to be eligible for federal funding.
• Likewise, specifying any new fixed guideway transit service such as Bus Rapid Transit, Light Rail Transit, Streetcar or Commuter Rail projects to be funded with FTA or “flexed” FHWA dollars as a project with defined termini and cost estimates, including preliminary feasibility and environmental compliance phases.

In addition, federal guidance suggests that the MPO include “emerging issues” in the Plan, which are not requirements but the MPO is encouraged to proactively address:
• Safety and transit asset management
• Performance measurement
• Freight
• Sustainable transportation and context sensitive solutions
• Purpose and need statements to link planning and NEPA compliance for major projects
• Strategies for climate change adaptation
• Scenario planning

Maintaining 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.
Tasks Performed with Funds under Title 49 of the Federal Transit Act
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 Transportation 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 has since merged with TBARTA to become the TBARTA-CCC.

Florida’s Planning Emphasis Areas

Advancing Multi-Modal Transportation Planning
Over the past decade, transportation planning has expanded to include more emphasis on non-automobile modes with consideration given to freight movements, bicycle and pedestrian planning, complete streets, and integration of transit use into multi-modal plans for agencies and jurisdictions. Plans may be developed to consider multi-modal planning at a jurisdictional or regional system wide level. Many MPOs may already look at some or all of these factors when planning for future transportation improvements. MPOs are encouraged to consider the following areas in all of their modal planning for future system improvements. Tasks 2 – Systems Planning addresses all modes of transportation and as well as land-use interactions. The Brandon Corridors and Mixed-Use Centers Pilot Project and the George Road Complete Streets study are examples of this approach.

Freight Planning
Florida is the third most populous state in the United States. Florida consumes a significant amount of goods and commodities. The challenge for Florida is to keep up with the growing demand for goods. The safe and efficient movement of goods and commodities, including throughput and trade, moves Florida’s economy. All freight transportation modes can be considered and include trucking, rail, waterborne, air, pipeline and even space play critical roles in moving goods and commodities.

The Florida Department of Transportation (FDOT) has embarked on the development and implementation of a Freight and Mobility and Trade Plan. The plan defines policies and investments that will enhance Florida’s economic development efforts in the future. Consideration of this statewide plan should be given as MPOs explore and plan for future transportation investments. In addition, FHWA has many resources on their Freight Planning website. Intermodal and freight planning is also addressed in tasks 2 including a 2016 Freight Logistics Zone Strategic Plan.
Transit Planning
The mission of the FDOT Transit Office is to "identify, support, advance and manage cost effective, efficient and safe transportation systems and alternatives to maximize the passenger carrying capacity of surface transportation facilities." As communities continue to grow, many planners are faced with highway facilities that can no longer accommodate expansion for a variety of reasons or choose not to accommodate through roadway expansion. As congestion increases and travel time reliability decreases, alternative modes of travel are being sought to meet the growing demand and traveling preferences of the public. MPOs and local jurisdictions are planning for transit expansion to accommodate the increasing need for alternatives to automobile travel.

Where appropriate, MPOs should consider transit-oriented development, exclusive bus lanes, bus rapid transit, transit expansion, new starts alternatives and other transit options when planning for transportation system enhancements. MPOs are encouraged to visit FDOT’s Public Transit Office webpage for more information.

Task 2 – System Planning and Task 5 (Local and Regional Coordination and Planning) allows the MPO staff to coordinate with Hillsborough Area Rapid Transit (HART) on the Transit Development Plan and provide technical consultant support such as Service Planning for Northwest Hillsborough County planned for FYs 17/18.

Complete Streets
The ability for Florida residents and visitors to have safe and convenient travel and access to economic hubs, shopping centers and public places is a vital part to creating a livable community. To ensure successful livable communities, transportation planning decisions must be made that encourage and consider economic development, appropriate local land uses, community culture and the natural environment. One strategy to accomplish these goals is to implement a Complete Streets plan that integrates people and the environment in the planning, design and construction of transportation networks. Complete Streets is accomplished through contextual design in which transportation planning and road design decisions are determined by the context of the environment versus a one-size fits all planning and design approach.

FDOT has implemented a Complete Streets policy that is targeted to promote safety, quality of life and economic development in Florida. Successful implementation of this policy requires FDOT to routinely plan, design, construct, reconstruct and operate a context-sensitive transportation system. Implementation of this policy at the regional and local level may require MPOs to incorporate context-sensitive solutions and transportation system designs that consider local safety issues, land use development, community needs, and context sensitive solutions in their transportation planning process.

As MPOs work to meet the needs of their transportation users, consideration should be given, where appropriate, to complete streets policies that improve accessibility and public safety, address cultural needs, encourage economic development and promote mobility across all modes of transportation.

The following resources are available to help MPOs develop an approach to Complete Streets: FDOT Complete Streets - Workshops and Multi-Modal Corridor Planning Guidebook.

Under tasks 2 system planning, the MPO has completed a number of complete streets projects including the George Road Complete Street Study, the Walk-Bike V Study with many anticipated in the 2017 and 2018. New projects include the Greenway Crossing of Dale Mabry Hwy, the Plant City Walk-Bike Study, and Hillsborough County Strategic Trail Plan.

Bicycle/Pedestrian
Florida continues to be one of the leading states with high fatality and serious injury rates among bicyclists and pedestrians. Tackling this significant safety concern requires collaboration and
support from all planning partners to develop effective bicycle and pedestrian planning strategies that reduce crashes, fatalities and injuries.

Florida is committed to working to address the challenge of improving safety for pedestrians and bicyclists. In 2010 FDOT established the Florida Bicycle and Pedestrian Council to provide a forum for stakeholders to participate and provide input into bike and pedestrian considerations. FDOT has updated several of its manuals and guidance documents, such as the Florida Greenbook, FDOT Design Standards and FDOT Plans Preparation Manual, to include guidance on incorporating innovative engineering countermeasures to improve pedestrian and bicyclist safety on Florida roadways. In 2011 FDOT implemented a Bicycle and Pedestrian Focused Initiative that targets the reduction of fatalities and serious injuries of pedestrian and bicyclists on Florida roadways through a comprehensive approach that includes engineering, enforcement, education, and emergency response countermeasures. In 2013 FDOT finalized its first Pedestrian and Bicycle Strategic Safety Plan and implemented Florida’s Pedestrian and Bicycle Safety Coalition to assist with implementation of the plan.

To support pedestrian and bicycle safety, MPOs are encouraged to develop policies that support the integration of safe and well connected bicycle and walking networks into their overall transportation system. MPOs may also want to explore developing and implementing a Pedestrian Safety Action Plan, as suggested in the 2014 State Planning Emphasis Area bulletin. MPOs are encouraged to continue any efforts started as a result of the issuance of the 2014 State Planning Emphasis Area.

In existing MPO pedestrian safety programs, emphasis could be placed on enhancing or constructing new pedestrian and bicycling facilities, improving roadway and pedestrian lighting, and installing pedestrian safety devices such as marked crosswalks and pedestrian signals. MPOs can also reevaluate the effectiveness of their existing safety plan to determine if the program is still appropriate and producing positive results. MPOs are encouraged to use the following resources to develop your strategies: FDOT Safety Office Webpage, State of Florida Pedestrian & Bicycle Strategic Safety Plan, Bicycle and Pedestrian Council, Pinellas County Pedestrian Safety Plan and AlertTodayFlorida.com.

Bicycle/pedestrian issues are an important part of the MPO’s planning program. The advantage of having an integrated system planning tasks (tasks 2) is the ability to consider all modes during a planning project. In addition to the multi-modal and complete streets project noted above, a Spruce Street Bicycle Blvd feasibility study is planned for the coming fiscal year.

**Regional Coordination**

Regional coordination between MPOs in the West Central Florida area is facilitated through the TBARTA MPO Chairs Coordinating Committee (CCC), which represents the MPOs of Pinellas, Hillsborough, Pasco, Polk, Sarasota/Manatee, and Hernando/Citrus counties. The TBARTA CCC provides a forum for coordination among its member MPOs and TPOs, identifying tasks and responsibilities necessary to conduct an ongoing regional transportation planning process in accordance with Chapter 339.175, F.S., and FAST Act. The regional planning councils have non-voting representatives on the CCC as does the Florida Turnpike Enterprise, FDOT and TBARTA. The Functions of the TBARTA - CCC are set forth in an interlocal agreement between the participating MPOs based on the statutory requirements of the CCC imposed by State law and the participating MPO’s transportation management area requirements. The MPO will continue to participate and provide staff support to the CCC planning process in FY 2016/17 and 2017/18.
The MPO also participates in a regional public involvement process through the Advisory Committee and the Regional Multi-Use Trail Committee in conjunction with regional planning activities associated with the Chairs Coordinating Committee. Staff participates in regular meetings of the Regional Multi-Use Trails Committee, TBARTA, and the Citizen’s Advisory Committee (CAC). These activities will continue in FY 2016/17 and 2017/18 although it should be noted that, with the emergence of the TMA Leadership Group, the frequency of CCC and associated committee meetings will be significantly reduced.

The CCC and TBARTA have merged many of their functions in an effort to simplify and make regional transportation planning easier for the public to understand. Legislative changes are pending to complete this process.

**UPWP Development**

Planning tasks included in this UPWP were solicited from other transportation agencies that receive state and federal funding, such as FDOT, HART, the Tampa-Hillsborough Expressway Authority, Hillsborough County Aviation Authority, and Tampa Port Authority. The UPWP was presented to the Citizens and Technical Advisory Committees and the MPO Board’s Policy Committee in April 2016. In addition, it was presented to the MPO in April and May 2016. 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 were reviewed by the MPO’s Citizen, Technical, Bicycle/Pedestrian, Livable Roadways advisory committees. Appendix F 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 ground 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, wongj@plancom.org at least 3 business days before the public meeting.
Regarding budgeting for work tasks, each tasks in the UPWP corresponds to an adopted budget and associated indirect cost rate detailed in the “Estimated Budget Detail” worksheet. The 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 17 is .3084. This cost has been applied to all MPO related UPWP Tasks. The MPO’s full Cost Allocation Plan and the Certificate of Indirect cost can be found in the Appendix C of the UPWP.

Planning Factors

The MPO performs its planning activities in accordance with federal and state laws and rules. FAST Act requires MPOs to consider ten specific factors in the development of transportation plans and programs. The planning factors require the MPO to:

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency including enhancing travel and tourism;
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 operating;
8. Emphasize the preservation of the existing transportation system;
9. Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation; and
10. Enhance travel and tourism.

The MPO’s 2040 Plan was developed in accordance with adopted Goals, Objectives, and Policies which address each of the eight planning factors.

The process for developing MPO products is continuing, cooperative, and comprehensive, involving regular update cycles, informal partnerships and formal review processes with metropolitan area stakeholders, and 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.

Safety is among the MPO’s most heavily weighted planning factor. 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 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. Follow-up analyses and activities with jurisdictions and implementing authorities will continue as needed. The MPO has a follow-up project with the Tampa-Hillsborough Expressway Authorities (THEA) regarding Gandy Blvd elevated connector project.

Access and mobility for people and freight is 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, 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. Currently, the MPO is completing a study on freight logistics zones and collaborating on research with the Center for Urban Transportation Research on a land use analysis to enhance successful logistics activity center development.

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, 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 is 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 transit circulator studies in the University Area, SouthShore, and Downtown Tampa. The purpose of these mid-range 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.

The MPO promotes efficient system management and operation through a Congestion Management / Crash Mitigation Process. Topics over the past two years include follow-up studies of key corridors and strategies, such as the Bruce B. Downs Blvd. HOV lane analysis, reversible lanes on Bloomingdale Avenue, and an examination of mobility and safety issues on East Hillsborough Avenue. The MPO has also addressed this factor by supporting an ITS Committee with local government and agency partners.
Guide to Abbreviations and Acronyms

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADA</td>
<td>Americans with Disabilities Act</td>
</tr>
<tr>
<td>BPAC</td>
<td>Bicycle/Pedestrian Advisory Committee</td>
</tr>
<tr>
<td>BRT</td>
<td>Bus Rapid Transit</td>
</tr>
<tr>
<td>CAAA</td>
<td>Clean Air Act Amendments of 1990</td>
</tr>
<tr>
<td>CAC</td>
<td>Citizens Advisory Committee</td>
</tr>
<tr>
<td>CCC</td>
<td>West Central Florida MPO Chairs Coordinating Committee</td>
</tr>
<tr>
<td>CIP</td>
<td>Capital Improvements Program</td>
</tr>
<tr>
<td>CMAQ</td>
<td>Congestion Mitigation/Air Quality</td>
</tr>
<tr>
<td>CMP</td>
<td>Congestion Management Process</td>
</tr>
<tr>
<td>CTC</td>
<td>Community Transportation Coordinator</td>
</tr>
<tr>
<td>CUTR</td>
<td>Center for Urban Transportation Research (at USF)</td>
</tr>
<tr>
<td>DEP</td>
<td>(Florida) Department of Environmental Protection</td>
</tr>
<tr>
<td>EPA</td>
<td>US Environmental Protection Agency</td>
</tr>
<tr>
<td>EPC</td>
<td>Environmental Protection Commission of Hillsborough County</td>
</tr>
<tr>
<td>ETAT</td>
<td>Environmental Technical Advisory Team</td>
</tr>
<tr>
<td>ETDM</td>
<td>Efficient Transportation Decision Making</td>
</tr>
<tr>
<td>FAA</td>
<td>Federal Aviation Administration</td>
</tr>
<tr>
<td>FAST Act</td>
<td>Fixing America’s Surface Transportation Act</td>
</tr>
<tr>
<td>FDOT</td>
<td>Florida Department of Transportation</td>
</tr>
<tr>
<td>FHWA</td>
<td>Federal Highway Administration</td>
</tr>
<tr>
<td>FTP</td>
<td>Florida Transportation Plan</td>
</tr>
<tr>
<td>HUD</td>
<td>US Department of Housing and Urban Development</td>
</tr>
<tr>
<td>JPA</td>
<td>Joint Participation Agreement</td>
</tr>
<tr>
<td>ITS</td>
<td>Intelligent Transportation Systems</td>
</tr>
<tr>
<td>LEP</td>
<td>Limited English Proficiency</td>
</tr>
<tr>
<td>LOS</td>
<td>Level of Service</td>
</tr>
<tr>
<td>LRTP</td>
<td>Long Range Transportation Plan</td>
</tr>
<tr>
<td>MPO</td>
<td>Metropolitan Planning Organization</td>
</tr>
<tr>
<td>MPOAC</td>
<td>Florida MPO Advisory Council</td>
</tr>
<tr>
<td>NAAQS</td>
<td>National Ambient Air Quality Standards</td>
</tr>
<tr>
<td>PPP</td>
<td>Public Participation Plan</td>
</tr>
<tr>
<td>RTA</td>
<td>Regional Transportation Analysis (modeling process)</td>
</tr>
<tr>
<td>SAFETEA-LU</td>
<td>Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users</td>
</tr>
<tr>
<td>STWG</td>
<td>School Transportation Working Group</td>
</tr>
<tr>
<td>SE Data</td>
<td>Socio-Economic Data</td>
</tr>
<tr>
<td>SIS</td>
<td>Strategic Intermodal System</td>
</tr>
<tr>
<td>STP</td>
<td>Surface Transportation Program</td>
</tr>
<tr>
<td>TAC</td>
<td>Technical Advisory Committee</td>
</tr>
<tr>
<td>TAZ</td>
<td>Traffic Analysis Zone</td>
</tr>
<tr>
<td>TBARTA</td>
<td>Tampa Bay Area Regional Transportation Authority</td>
</tr>
<tr>
<td>TBRPC</td>
<td>Tampa Bay Regional Planning Council</td>
</tr>
<tr>
<td>TDCB</td>
<td>Transportation Disadvantaged Coordinating Board</td>
</tr>
<tr>
<td>TDM</td>
<td>Transportation Demand Management</td>
</tr>
<tr>
<td>Abbreviation</td>
<td>Description</td>
</tr>
<tr>
<td>--------------</td>
<td>-------------</td>
</tr>
<tr>
<td>FTA</td>
<td>Federal Transit Administration</td>
</tr>
<tr>
<td>FY</td>
<td>Fiscal Year</td>
</tr>
<tr>
<td>GIS</td>
<td>Geographic Information Systems</td>
</tr>
<tr>
<td>HART</td>
<td>Hillsborough Area Regional Transit Authority</td>
</tr>
<tr>
<td>HCEPC</td>
<td>Environmental Protection Commission of Hillsborough County</td>
</tr>
<tr>
<td>ITS</td>
<td>Intelligent Transportation Systems</td>
</tr>
<tr>
<td>TDP</td>
<td>Transit Development Plan</td>
</tr>
<tr>
<td>TOD</td>
<td>Transit Oriented Development</td>
</tr>
<tr>
<td>TIP</td>
<td>Transportation Improvement Program</td>
</tr>
<tr>
<td>TMA</td>
<td>Transportation Management Area</td>
</tr>
<tr>
<td>TRIP</td>
<td>Transportation Regional Incentive Program</td>
</tr>
<tr>
<td>UPWP</td>
<td>Unified Planning Work Program</td>
</tr>
<tr>
<td>USDOT</td>
<td>United States Department of Transportation</td>
</tr>
</tbody>
</table>
II. Organization & Management of the Planning Process
II. ORGANIZATION AND MANAGEMENT OF THE PLANNING PROCESS

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 Tampa Port Authority. 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 2015 the MPO formed the School Transportation Working Group (STWG). The following diagram shows the relationship of the MPO to its standing subcommittees.

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 reviewed at its offices located at the County Center, 601 East Kennedy Boulevard, 18th Floor, Tampa, Florida 33601-1110.
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
- Environmental Protection Commission of Hillsborough County
- Hillsborough Area Regional Transit Authority (HART)
- Hillsborough County
- Florida Department of Transportation (FDOT), District 7
- Hillsborough County Aviation Authority
- Hillsborough County City-County Planning Commission
- Tampa-Hillsborough Expressway Authority
- Tampa Port Authority
- Center for Urban Transportation Research (CUTR) at USF
- Tampa Bay Area Regional Transportation Authority (TBARTA)
- Tampa Bay Regional Planning Council (TBRPC)
- West Central Florida MPO Chairs Coordinating Committee (CCC)

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, the Tampa Port Authority, 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.

<table>
<thead>
<tr>
<th>MPO Agreements</th>
<th>Execution Date</th>
<th>Expiration</th>
</tr>
</thead>
<tbody>
<tr>
<td>MPO Staff Services Agreement</td>
<td>October 12, 2014</td>
<td>(See Note a)</td>
</tr>
<tr>
<td>Intergovernmental Coordination and Review and Public Transportation Coordination Joint Participation Agreement (JPA)</td>
<td>February 2, 2015</td>
<td>(See Note b)</td>
</tr>
<tr>
<td>Transportation Planning Funds JPA (PL &amp; STP)</td>
<td>July 1, 2016</td>
<td>June 30, 2018</td>
</tr>
<tr>
<td>Interlocal Agreement for the creation of the MPO</td>
<td>September 4, 2014</td>
<td>(See Note c)</td>
</tr>
<tr>
<td>Federal Transit Administration Section 5305(d) JPA</td>
<td>December 6, 2014</td>
<td>June 30, 2017</td>
</tr>
<tr>
<td>Second Amended &amp; Restated Interlocal Agreement for Regional Transportation &amp; Coordination in West Central Florida</td>
<td>July 12, 2011</td>
<td>(See Note b)</td>
</tr>
<tr>
<td>Hillsborough County Planning Commission Interlocal Agreement regarding the Brandon Corridors and Mix-Use Centers Study</td>
<td>November 10, 2015</td>
<td>(see Note d)</td>
</tr>
</tbody>
</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.
d) The agreement will end upon completion of the project which is anticipated to be September 30, 2016

Certifications and Assurances
The MPO complies with all applicable grant requirements and conditions. Certifications and assurances are provided in Appendix A and B.
III. Work Program
III. WORK PROGRAM

This planning program was developed in cooperation with FDOT and local agencies. The major tasks of planning work include:

**TASK 1 - TRANSPORTATION PLANNING MANAGEMENT**

**TASK 2 - SYSTEMS AND CORRIDOR PLANNING**

Including the following topic areas:
- ITS, Congestion Management & Crash Mitigation Planning
- Security & Emergency Preparedness Planning
- Complete Streets & Non-Motorized Planning
- Intermodal / Freight Planning
- Transit and Transportation Demand Management (TDM) Planning
- Transportation Disadvantaged Planning
- Corridor, Sub-Area, and Environmental Studies

**TASK 3 - LONG RANGE TRANSPORTATION PLAN AND DATA MONITORING**

**TASK 4 - TRANSPORTATION IMPROVEMENT PROGRAM**

**TASK 5 - PUBLIC PARTICIPATION**

**TASK 6 – LOCAL & REGIONAL COORDINATION AND PLANNING**

**TASK 7 - HART PLANNING PROGRAM**

**Calendar Year Nomenclature for Work Tasks**

Dates indicated in the UPWP are shown by calendar year and season to make the document easily understandable by the public. The time frames for each season are as follows:

- **Winter** (November, December, January)
- **Spring** (February, March, April)
- **Summer** (May, June, July)
- **Fall** (August, September, October)
TASK 1
Transportation Planning Management
**TASK 1: Transportation Planning Management**

**PURPOSE:**
Management and monitoring of planning tasks. Compliance with administrative, financial, and legal requirements for maintaining continuing, comprehensive, and cooperative transportation planning for Hillsborough County. Maintain a transportation planning work program that responds to the needs of the community and meets state and federal requirements. Monitor and report on progress in achieving objectives. Track, review, and assess local, state, and federal transportation legislation, rules, directives, and policies to determine their impact on MPO policies and procedures and the multi-modal transportation system of Hillsborough County.

**PREVIOUS WORK:**

- **Completed**
  - UPWP Updates and Amendments (2015 & 2016)
  - 2015 MPO Membership Apportionment Plan (Approved 2016)
  - Annual Joint Certification with FDOT (2015)
  - Intergovernmental Coordination & Review and Public Transportation Coordination Joint Participation Agreement (ICAR) Updated (2015)
  - Procured general planning consultants for a 5-year term (2015)
  - Interlocal Agreement with the Hillsborough County Planning Commission regarding the Brandon Corridors and Mix-Use Centers Study (2015)
  - Creation of the USF Fellowship Program (2015)
  - FY 2017 & 2018 UPWP (2016)
  - Reviewed, monitored, and commented on proposed state legislation regarding changes to the transportation planning process (2015 & 2016)

- **Ongoing**
  - Quarterly Reports and Invoices
  - Grant Applications, Contracts, Joint Participation Agreements, and Budget Submittals
  - Annual Single Audit (with Hillsborough County)
  - Legal services for MPO
  - Provide periodic updates to the MPO, MPO Committees, and MPO’s staff on new developments and changes to legislation and rules at the federal, state, and local level
  - Participate in the Florida MPO Advisory Council, including the Legislation and Policy Subcommittee
  - Prepare correspondence to state and federal elected representatives as directed by the MPO.

**REQUIRED ACTIVITIES:**
- Identify local transportation planning priorities and address federal and state planning emphasis areas.
- Pursue new grant opportunities as they arise to support transportation and related planning.
• Coordinate with other transportation planning agencies in the metropolitan area and provide opportunities for input in the development of the UPWP.
• Certify compliance with state and federal regulations regarding expenditure of funds for transportation planning.
• Assess progress towards meeting UPWP objectives and budget targets on a quarterly basis.
• Prepare UPWP amendments as necessary and prepare new two-year UPWP.
• Identify and implement an electronic grant management system to track revenues, expenditures and grant balances.
• Keep grant records and effectively administer contracts and agreements.
• Assist with annual single audit and forward to FDOT.
• Include MPO grants as decision units in budget of Hillsborough County.
• Necessary training and/or travel
• Update the Interlocal Agreement for the creation of the MPO, the Public Transportation agreement for intergovernmental coordination and review the interlocal agreement for coordinated transportation planning for West Central Florida, and other agreements as needed or required.
• Develop and issue task authorizations under contracts maintained with General Planning Consultants.
• Monitor progress towards goals, including Disadvantaged Business Enterprise goals.
• 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 DBE Policy Statement
  o Limited English Proficiency
  o Metropolitan Transportation Planning Final Rule (23 CFR Part 450, 49 CFR Part 613)
• Participate and travel to transportation workshops, conferences, meetings and coordination activities to provide staff, board, and committee members training and education, maintain technical expertise, promote sound transportation planning, and stay abreast of emerging issues.
• Participate and travel to Potential meetings and related activities with local, state, regional and federal entities including, but 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 conferences, and transportation disadvantaged activities.
• Procure upgraded and replacement computers, other related software/equipment and furniture to enhance the MPO’s capacity to support public outreach and the decision-making process.
• Properly document and dispose of obsolete equipment.
• Update as needed the agency’s Disaster Preparedness Plan to ensure continuity of operations.
• Maintain computer equipment and back-up electronic files based on a regular schedule determined by the MPO to minimize loss of data and store at a remote location.

• Monitor and assess state and federal funding re-authorization by tracking the transportation-related activities of the U.S. Congress and Florida Legislature.

• Monitor and assess federal and state rule making by tracking the new initiatives of the U.S. DOT, the FHWA and FTA, FDOT and the Florida Legislature.

• Report 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.

• Monitor proposed legislation by having MPO staff and/or legal counsel travel to and attend legislative hearings.

• Maintain a library of adopted state, local, and federal policies, standards and guidelines that have bearing on MPO activities. Purchase materials when necessary.

• Maintain knowledge of state and federal rules by traveling to and attending seminars on relevant topics.

• Observe restrictions on use of federal and state funds for lobbying.

• Legal counsel and consultants may assist with these tasks.

• FHWA and/or FTA funds may be used in support of these tasks.

• Consultants may assist with these tasks.

END PRODUCTS:

• UPWP oversight and management (Ongoing)

• Updated Agreements, Requirements & Procedures (Ongoing)

• State/Fed. Certification of MPO process (Annually, Winter – Spring)

• Independent single audit of grants through County (as needed)

• Grant progress reports, invoices, and timekeeping records (Quarterly)

• Grants management system (Spring 2017)

• Funds deobligation request and UPWP amendments (as needed)

• FY 2019 & 2020 UPWP (Winter 2017 and Spring 2018) and amendments and modifications (as needed)

• Legal services for MPO (Ongoing)

• Grant applications and budget submittals (Ongoing)

• Procure and dispose of capital equipment, software & electronic file back-ups (Ongoing)

• Reports and presentations 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 agencies regarding impacts of proposed legislation (Ongoing)

RESPONSIBLE AGENCIES:

MPO*

(*) Lead Agency
### Task 1: Transportation Planning Management

#### Year 1 – FY 2016/17

<table>
<thead>
<tr>
<th>Responsible Agencies</th>
<th>Funding Sources</th>
<th>FHWA (PL)</th>
<th>FHWA (SU)</th>
<th>FTA 5303</th>
<th>FTA State Match</th>
<th>FTA Local Match</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>MPO</td>
<td></td>
<td>$ 231,083</td>
<td>$ 140,101</td>
<td>$ 17,513</td>
<td>$ 17,513</td>
<td></td>
<td>$ 406,209</td>
</tr>
<tr>
<td>Consultant</td>
<td></td>
<td>$ 0</td>
<td>$ (0)</td>
<td></td>
<td></td>
<td></td>
<td>$ (0)</td>
</tr>
<tr>
<td>Other Agency</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Cost to MPO</strong></td>
<td></td>
<td>$ 231,083</td>
<td>$ (0)</td>
<td>$ 140,101</td>
<td>$ 17,513</td>
<td>$ 17,513</td>
<td>$ 406,209</td>
</tr>
</tbody>
</table>

#### Year 2 – FY 2017/18

<table>
<thead>
<tr>
<th>Responsible Agencies</th>
<th>Funding Sources</th>
<th>FHWA (PL)</th>
<th>FHWA (SU)</th>
<th>FTA 5303</th>
<th>FTA State Match</th>
<th>FTA Local Match</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>MPO</td>
<td></td>
<td>$ 265,624</td>
<td>$ 88,195</td>
<td>$ 11,024</td>
<td>$ 11,024</td>
<td></td>
<td>$ 375,868</td>
</tr>
<tr>
<td>Consultant</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Agency</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Cost to MPO</strong></td>
<td></td>
<td>$ 265,624</td>
<td>$ 88,195</td>
<td>$ 11,024</td>
<td>$ 11,024</td>
<td></td>
<td>$ 375,868</td>
</tr>
<tr>
<td>Budget Category Description</td>
<td>FHWA (PL)</td>
<td>FHWA (SU)</td>
<td>FTA 5303</td>
<td>FTA State Match</td>
<td>FTA Local Match</td>
<td>Trans. Disad.</td>
<td>Total</td>
</tr>
<tr>
<td>----------------------------</td>
<td>-----------</td>
<td>-----------</td>
<td>----------</td>
<td>----------------</td>
<td>----------------</td>
<td>--------------</td>
<td>-------</td>
</tr>
<tr>
<td><strong>A. Personnel Services</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$ 157,309</td>
<td>$107,078</td>
<td>$ 13,385</td>
<td>$ 13,385</td>
<td></td>
<td></td>
<td>$ 291,156</td>
</tr>
<tr>
<td>Subtotal:</td>
<td>$ 157,309</td>
<td>$107,078</td>
<td>$ 13,385</td>
<td>$ 13,385</td>
<td></td>
<td></td>
<td>$ 291,156</td>
</tr>
<tr>
<td><strong>B. Consultant Services</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$ 0</td>
<td>(0)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(0)</td>
</tr>
<tr>
<td>Subtotal:</td>
<td>$ 0</td>
<td>(0)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(0)</td>
</tr>
<tr>
<td><strong>C. Travel</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$ 7,769</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$ 7,769</td>
</tr>
<tr>
<td>Subtotal:</td>
<td>$ 7,769</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$ 7,769</td>
</tr>
<tr>
<td><strong>D. Other Direct Expenses</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Legal Services</td>
<td>$ 4,241</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$ 4,241</td>
</tr>
<tr>
<td>computers, software, related equipment &amp; furniture</td>
<td>$ 13,249</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$ 13,249</td>
</tr>
<tr>
<td>Subtotal:</td>
<td>$ 17,490</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$ 17,490</td>
</tr>
<tr>
<td><strong>E. Indirect Rate (Indirect Rate = .3084)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$ 48,514</td>
<td>$ 33,023</td>
<td>$4,127.86</td>
<td>$4,127.86</td>
<td></td>
<td></td>
<td>$ 89,793</td>
</tr>
<tr>
<td>Subtotal:</td>
<td>$ 48,514</td>
<td>$ 33,023</td>
<td>$4,128</td>
<td>$4,128</td>
<td></td>
<td></td>
<td>$ 89,793</td>
</tr>
<tr>
<td>Total:</td>
<td>$ 231,083</td>
<td>(0)</td>
<td>$140,101</td>
<td>$ 17,513</td>
<td>$ 17,513</td>
<td></td>
<td>$ 406,208</td>
</tr>
<tr>
<td>Budget Category</td>
<td>Budget Category Description</td>
<td>FHWA (PL)</td>
<td>FHWA (SU)</td>
<td>FTA 5303</td>
<td>FTA State Match</td>
<td>FTA Local Match</td>
<td>Trans. Disad.</td>
</tr>
<tr>
<td>-----------------</td>
<td>----------------------------</td>
<td>-----------</td>
<td>-----------</td>
<td>----------</td>
<td>----------------</td>
<td>----------------</td>
<td>-------------</td>
</tr>
<tr>
<td>A. Personnel Services</td>
<td>$ 184,982</td>
<td>$ 67,801</td>
<td>$ 8,475</td>
<td>$ 8,475</td>
<td>$ 269,732</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subtotal:</td>
<td>$ 184,982</td>
<td>$ 67,801</td>
<td>$ 8,475</td>
<td>$ 8,475</td>
<td>$ 269,732</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B. Consultant Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subtotal:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C. Travel</td>
<td>$ 7,000</td>
<td></td>
<td></td>
<td></td>
<td>$ 7,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subtotal:</td>
<td>$ 7,000</td>
<td></td>
<td></td>
<td></td>
<td>$ 7,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D. Other Direct Expenses</td>
<td>$ 8,000</td>
<td></td>
<td></td>
<td></td>
<td>$ 8,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Legal Services</td>
<td>$ 10,000</td>
<td></td>
<td></td>
<td></td>
<td>$ 10,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subtotal:</td>
<td>$ 18,000</td>
<td></td>
<td></td>
<td></td>
<td>$ 18,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E. Indirect Rate (Indirect Rate = .3008)</td>
<td>$ 55,642</td>
<td>$ 20,394</td>
<td>$ 2,549.31</td>
<td>$ 2,549.31</td>
<td>$ 81,136</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subtotal:</td>
<td>$ 55,642</td>
<td>$ 20,394</td>
<td>$ 2,549</td>
<td>$ 2,549</td>
<td>$ 81,136</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total:</td>
<td>$ 265,624</td>
<td>$ 88,195</td>
<td>$ 11,024</td>
<td>$ 11,024</td>
<td>$ 375,868</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
TASK 2
Systems and Corridor Planning
TASK 2: System and Corridor Planning

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

- Congestion Management & Crash Mitigation Planning
- 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.
ITS, Congestion Management & Crash Mitigation Planning

PURPOSE:

Participate in planning and funding an integrated and inter-operable Intelligent Transportation System (ITS) within Hillsborough County. Maintain the Congestion Management/Crash Mitigation Process (CMCMP) for Hillsborough County, to be coordinated with the rest of the region and the state. Include an analysis of crash events and patterns, and effect on transportation system effectiveness. Examine travel patterns and system performance data in Hillsborough County and develop, prioritize, and recommend effective and achievable strategies to increase mobility within corridors and sub-areas.

PREVIOUS WORK:

Completed
✓ Columbus Drive /17th/18th/19th Ave Corridor Study 2015)
✓ Tampa /Florida/Highland Street Corridor Study (2016)

Ongoing
✓ Identify candidate projects for consideration in the 2040 Cost Affordable Plan
✓ Update/maintain new version of Transportation Inventory Database
✓ Participation in Community Traffic Safety Team for Hillsborough County
✓ FHWA sponsored Data Business Plan

REQUIRED ACTIVITIES:

• Update the CMCMP Process and 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 operations of one-way pairs. Candidate locations include Gunn Hwy, Waters Ave, Dale Mabry Hwy, Fowler Ave., and Bloomingdale Ave., and other locations as recommended by MPO advisory committees.
• 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.
• Maintain and update, as needed, the Hillsborough County ITS Master Plan. Include ITS priorities in the TIP by identifying, prioritizing, and costing out current projects related to congestion, maintenance, operations, security, and safety.
• Integrate crash analyses and safety strategies into the CMP.
• Evaluate the effectiveness of implemented strategies from previous Corridor and Sub-Area Studies.
• 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 current projects related to congestion, maintenance, operations, security, and safety.
• Assist local governments in implementing recommendations of completed CMCMP studies and plans.
• Seek public input in updating the CMCMP.
• Produce, publish, and distribute informational material outlining CMCMP recommendations.
• Participation in Hillsborough Community Traffic Safety Team.
• Develop Vision Zero Plan (including reassessment of COT crash data, peer to peer pedestrian education programs, and senior mobility access issues)
• Apply for grants as appropriate.
• Produce and distribute safety educational materials.
• Travel to and participate in necessary workshops/meetings.
• Consultants may assist with these tasks.
• FHWA funds may be used to collect & analyze data and prepare plans in support of these tasks.

**END PRODUCTS:**
- Brandon Corridor & Mixed Use Center Pilot Project (Fall 2017)
- Vision Zero Plan (Summer 2017)
- CMCMP Strategy Feasibility Studies of corridors or sub-areas (As Needed)
- Updated CMCMP System Performance Report (Spring 2018)
- Updates to Hillsborough County portion of Tampa Bay Regional ITS Architecture (as needed)
- Data Business Plan Implementation for use of ITS Data (Summer 2018)
- Prioritized projects for consideration in LRTP and TIP (Annually, Summer)
- Assist agencies in implementing management systems and CMCMP recommendations (Ongoing)
- Public outreach to advance the CMCMP, including safety education and other brochures, pamphlets and other printed collateral products recommended in CMP studies (as needed)

**RESPONSIBLE AGENCIES:**
MPO*, FDOT, HART,
Hillsborough County, City of Tampa, and other agencies on the CMS Steering Committee
(^) Lead Agency
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 climate change on the transportation system.

PREVIOUS WORK:

Completed
✓ Follow-up study for Gandy Blvd on the FHWA Pilot Project on Transportation Vulnerability Assessment and Adaptation Strategies (2016)

Ongoing
✓ Resiliency Performance Measures

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 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 Tampa Port Authority and the U.S. Coast Guard.

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

• Serve as the lead MPO for the FHWA sponsored Tampa Bay TMA Vulnerability and Durability Pilot Program study. In addition 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.

• Produce and distribute educational materials.

• Travel to and participate in necessary workshops/meetings.

• Consultants may assist with these tasks.

• FHWA and/or FTA funds may be used.

END PRODUCTS:

• LRTP needs and project priorities reflecting security and emergency preparedness considerations
- Vulnerability Assessment & Adaptation Options Pilot Project Final Report follow-up analyses (as needed or requested)
- Presentations to local, regional, state, and federal agencies and organizations (as needed or requested)
- FHWA – Tampa Bay TMA Resiliency and Durability to Extreme Weather Pilot Program Project (Summer 2018-2020)

RESPONSIBLE AGENCIES:
MPO* (Lead Agency), FDOT, HART, Hillsborough County, City of Tampa, and other agencies on the CMS Steering Committee
**Complete Streets & Non-motorized Planning**

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

**PREVIOUS WORK:**

**Completed**
- George Rd. Connector Complete Streets Study and Health Impact Assessment (June 2016)
- Walk Bike Green Artery (Walk Bike V) Project (2016)
- Tampa-Hillsborough Greenway Trails Plan (2016)
- Tampa Walk Bike Plan – Phase V (2016)

**Ongoing**
- Review road construction projects for bike, pedestrian, and livable roadways considerations.
- Healthy Community Design Partnerships

**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 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 for safe walking and cycling at select locations to create safe, convenient and attractive bicycling and walking environments.
- Support and promote planning activities (e.g. physical activity, public safety, health policies, mental health, air & water quality, and social equity issues) 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.
- Support regional coordination and intra-regional access to pedestrian and cycle facilities and initiatives, participating in the committees for Tampa and Hillsborough County Greenways and regional multi-use trails.
- Support and assist with the Safe Routes to School and coordinate with local governments to identify candidate projects as appropriate.
- Monitor transportation improvement projects, comprehensive and community plans, and land development proposals to ensure that the needs of non-motorized travelers have been considered, offering a well-planned, safe and efficient system for pedestrians and bicyclists that will connect neighborhoods, parks, schools and businesses.
• 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 systems, such as the City of Tampa’s Walk-Bike Plan.
• Analyze the MPO’s Livable Roadways Design Guidelines for use in Complete Streets implementation.
• Conduct Research on Health outcomes related the implementation of complete streets.
• Conduct research on complete streets design/implementation (e.g. Complete Street design along Bullard Parkway/Temple Terrace Highway between Glen Arven Ave & 78th Street)
• Research national best practices and federal and state guidance on innovative walk and bike infrastructure, and assist in deployment of appropriate strategies locally, such as bicycle-activated signals, way finding, protected bike lanes, and colored bicycle lanes to define rights-of-way for bicyclists (e.g. design guidelines for bicycle parking the right-of-way).
• Assist local jurisdictions incorporate pedestrian and cycling-supportive urban design principles in local codes and standards. Develop sample language for local agency consideration.
• Identify opportunities 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, such as the I-275 corridor between Dale Mabry and Downtown Tampa or the US 41 corridor between SR 60 and Gibsonton Rd.
• Support the promotion of bicycle tourism and tours.
• Organize and conduct, or assist 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 information, produce, and distribute awareness-raising materials in support of these tasks.
• Assess bicycle and pedestrian access to parks, trails, schools, community centers, transit stops, and other key locations.
• Travel to necessary workshops/meetings.
• Consultants may assist with these tasks.
• FHWA funds may be used to analyze data and prepare plans in support of these tasks.
• FTA funds may support planning for pedestrian and cycling enhancements that improve access to transit, and for education and awareness of pedestrian and bicycle safety.

**END PRODUCTS:**

• Complete Streets Policy Implementation Tasks (as needed)
• Greenway Crossing at Dale Mabry Hwy (Spring 2017)
• SR 60/Kennedy Blvd Complete Streets Study (Winter 2017)
• West Hillsborough Complete Streets Study (Winter 2017)
• Plant City Walk-Bike Study (Summer 2017)
• Tampa Pedestrian Safety Planning (Summer/Fall 2018)
• South Coast Greenway Extension Study (Summer/Fall 2018)
• Complete Street design along Bullard Parkway/ Temple Terrace Hwy (Summer 2017)

**Ongoing:**

• Needs and priorities for bicycle and pedestrian improvements and transportation enhancements for inclusion in the 2040 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*, FDOT, Hillsborough County & Public Works, HART, BPAC Member Agencies, and Livable Roadways Committee Member Agencies

(*) Lead Agency
**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 Zones Strategic Plan (June 2016)

**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 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 Tampa Port Authority 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 Hillsborough County Goods Movement Stakeholders Committee.
- 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 safety accommodate the needs of all transportation system users (e.g. Freight Roadway Context Sensitive Design Classification System study).
- Identify needed improvements, priorities and potential funding sources related to freight and goods movement for consideration in the LRTP and the TIP.
- Travel to necessary workshops/meetings.
- Consultants may assist with these tasks.
- FHWA funds may be used to analyze data and prepare plans in support of these tasks.
- FTA funds may be used to analyze data and prepare plans related to rail freight planning.

**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 Zones related studies (as needed)

**RESPONSIBLE AGENCIES:**
MPO*, FDOT, Tampa Port Authority, Hillsborough County Aviation Authority, Hillsborough County and Public Works

(*) Lead Agency; FDOT is Lead Agency for Regional Goods Movement Study
**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**
- Innovation Alliance/USF Area Circulator Study Follow-Up (June 2016)
- Reviewed HART Transit Development Program (TDP) update (2015 and 2016)
- BRT in Tampa Bay Express Lanes Feasibility Study Phase I (Summer 2015)

**Ongoing**
- Review road construction projects for transit considerations
- Participate in TBARTA Transportation Management Committee and FDOT Regional Transportation Interexchange (R-TIE)
- Transit service plan for NW Hillsborough County and Brandon

**REQUIRED ACTIVITIES:**

- In coordination with HART, TBARTA and other organizations, develop and evaluate options for fixed guideway transit services and transit-oriented development in Hillsborough County and the region.
- Re-evaluate fixed guideway 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.
- Conduct planning analyses to support regional and local premium transit studies and/or FTA New Starts grant applications as needed, including technical analysis such as ridership, mobility benefits, cost estimates, environmental and land use impacts, development potential and/or other considerations.
- Support the planning process for the Tampa Bay Premium Transit Feasibility Study
- Participate in HART and TBARTA plans and studies to improve transit connections and TDM services in the community.
- 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 design models for key area such as, New Tampa, and Northwest Hillsborough (e.g. Ehrlich-Bearss Corridor). Assess needs and develop recommendations on enhancing transit connections in these areas. Review previous studies and evaluate existing service, travel patterns, major destinations and
attractions, and other transportation services and projects. Coordinate with local jurisdictions, transportation agencies, stakeholder groups and the public.

- Assist HART in 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.
- Travel to necessary workshops/meetings.
- Consultants may assist with these tasks.
- FHWA and/or FTA funds may be used to analyze data and prepare plans in support of these tasks.

**END PRODUCTS:**

- Comments on HART TDP (Annually, Summer)
- Service Planning for Brandon, New Tampa or other areas identified by HART (as needed)
- Service Planning for Northwest Hillsborough County (Summer 2017)
- HART Maintenance Facility Feasibility Study (Summer 2017)
- Circulator feasibility studies for various areas within the county, e.g. Brandon, USF, Tampa, and Temple Terrace (as needed)
- Brandon Corridor & Mixed Use Centers Pilot Project (Fall 2017)
- Transit studies to support economic development (as needed)

**RESPONSIBLE AGENCIES:**

MPO*, FDOT, TBARTA, Hillsborough County and Public Works, HART, TBARTA, TMOs, (\* Lead Agency
Transportation Disadvantaged Planning

PURPOSE:
Identify transportation disadvantaged populations and their travel needs, and monitor the activities of 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. 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 (2015, 2016)
✓ Transportation Disadvantaged Day in Tallahassee (2015, 2016)
✓ Health Equity in Transportation Study w/ USF/CUTR (June 2016)

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

REQUIRED ACTIVITIES:
• Annually update required sections of the Transportation Disadvantaged Service Plan (TDSP).
• Annually evaluate the performance of the CTC.
• Assist in integration of transportation disadvantaged issues into 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 brochure The Ride Guide and Hillsborough Community Atlas.
• Support providing accessible walkway systems that are 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 related 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 planning partners (e.g. Dept. of Health, Children’s Board, etc.) to study, create informational material, and assist in transportation issues which impacts public health.
• Travel for staff and board members to necessary training conferences, workshops and meetings.
• Consultants may assist with these tasks.
• FWHA and/or FTA funds may be used to evaluate the CTC and produce informational materials and support other transportation-related tasks.

**END PRODUCTS:**

• Title VI Program Document Revisions (Summer 2017)
• 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)
• Health and Transportation section in the Hillsborough County Community Atlas (Summer 2017 – Spring 2018)
• Garden Steps Project Report (Fall 2018)

**RESPONSIBLE AGENCIES:**

MPO*, TDCB, Community Transportation Coordinator (BOCC)

(*) Lead Agency
Corridor, Sub-Area & Environmental Screening Studies

PURPOSE:
Identify policies and physical improvements that support corridor studies 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.

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 projects identified as needs in the LRTP and as projects move into the TIP so that more informed decisions can be made by the MPO.

PREVIOUS WORK:

Completed
✓ Temple Terrace Multi-Modal District Update (2015)
✓ Innovation Alliance Gateway Design Study of I-275@ Fowler Ave & I-275@ Busch Blvd Phase I –Concept Development (2016)

Ongoing
✓ MPO staff support of state, county, city, and transportation agency PD&E studies, district, community, neighborhood plans, other environmental assessments and alternatives analyses for corridors and sub-areas of the county.
✓ Assistance to local agencies in entering projects in the on-line screening tool for Environmental Technical Advisory Team (ETAT) review
✓ Participation in the statewide ETAT review process
✓ Analysis of transportation needs of Key Economic Spaces (KES)
✓ Brandon Corridors and Mixed-Use Centers Study

REQUIRED ACTIVITIES:
• Continue study of BRT in managed lanes throughout Hillsborough County
• 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 (e.g. Fowler Ave. and Busch Blvd (Gateway Design Studies) and Fowler Avenue (Land Use & Transportation Study))
• 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, School Areas Study New Tampa Area)
• 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 Innovation Alliance 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.
• Maintain expertise by attending conferences and seminars on relevant topics.
• 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.
• Participate, to the maximum extent possible, in the state’s ETDM process, including:
  o Identifying data, including GIS and socio-cultural data, to evaluate potential impacts of proposed transportation solutions on communities and the environment.
  o Uploading GIS data for candidate projects such as corridor location, termini, lineage, and timeframe to the environmental screening tool.
  o Providing comments on the community impacts of area projects consistent with the ETDM process.
  o Summarizing comments on projects received from agencies participating on the ETAT.
  o Assisting local agencies with entering projects into the ETDM framework when requested by FDOT.
• Studies related to urban design and integrating modal systems to balance and resolve conflicting priorities.
• Coordinate new projects added to the planning process as a result of updating the MPO’s LRTP with FDOT for inclusion in the ETDM screening tool.
• Consultants may assist with these tasks.
• FHWA and/or FTA 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 econ 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)
• Gateway Design Study of I-275@ Fowler Ave & I-275@ Busch Blvd Phase II–Final Design and Implementation Planning (Winter 2017)
• Corridor or Intermodal Center Study w/ FDOT (Spring 2018)
• Brandon Corridors and Mixed Use Centers Study (Fall 2017)
• Hillsborough County School Areas Study Phase II (Fall/Winter 2018)

**RESPONSIBLE AGENCIES:**

MPO*, FDOT, HART, Local Governments, and other Transportation Authorities
(* Lead Agency
## Task 2 System and Corridor Planning

### Year 1 – FY 2016/17

<table>
<thead>
<tr>
<th>Responsible Agencies</th>
<th>FHWA (PL)</th>
<th>FHWA (SU)</th>
<th>FTA 5303</th>
<th>FTA State Match</th>
<th>FTA Local Match</th>
<th>TD</th>
<th>APHA</th>
<th>FHWA R/D Grant</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>MPO</td>
<td>$103,000</td>
<td>$208,181</td>
<td>$26,023</td>
<td>$26,023</td>
<td>$46,431</td>
<td></td>
<td></td>
<td></td>
<td>$409,657</td>
</tr>
<tr>
<td>Consultant</td>
<td>$138,968</td>
<td>$518,745</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$657,713</td>
</tr>
<tr>
<td>Other Agency</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Cost to MPO</strong></td>
<td>$241,968</td>
<td>$518,745</td>
<td>$208,181</td>
<td>$26,023</td>
<td>$46,431</td>
<td></td>
<td></td>
<td></td>
<td>$1,067,370</td>
</tr>
</tbody>
</table>

### Year 2 – FY 2017/18

<table>
<thead>
<tr>
<th>Responsible Agencies</th>
<th>FHWA (PL)</th>
<th>FHWA (SU)</th>
<th>FTA 5303</th>
<th>FTA State Match</th>
<th>FTA Local Match</th>
<th>TD</th>
<th>APHA</th>
<th>FHWA R/D Grant</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>MPO</td>
<td>$237,934</td>
<td></td>
<td>$115,683</td>
<td>$14,460</td>
<td>$48,121</td>
<td>10,000</td>
<td></td>
<td>$250,000</td>
<td>$430,659</td>
</tr>
<tr>
<td>Consultant</td>
<td>$400,570</td>
<td></td>
<td>$174,413</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$574,983</td>
</tr>
<tr>
<td>Other Agency</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Cost to MPO</strong></td>
<td>$638,504</td>
<td></td>
<td>$115,683</td>
<td>$14,460</td>
<td>$48,121</td>
<td>10,000</td>
<td></td>
<td>$250,000</td>
<td>$1,265,642</td>
</tr>
</tbody>
</table>
## Task 2 System and Corridor Planning

### Estimated Budget Detail for FY 2016/17

<table>
<thead>
<tr>
<th>Budget Category Description</th>
<th>FHWA (PL)</th>
<th>FHWA (SU)</th>
<th>FTA 5303</th>
<th>FTA State Match</th>
<th>FTA Local Match</th>
<th>Trans. Disad.</th>
<th>APHA</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Personnel Services</td>
<td>$ 78,722</td>
<td>$ 159,111</td>
<td>$ 19,889</td>
<td>$ 19,889</td>
<td>$ 35,487</td>
<td></td>
<td></td>
<td>$ 313,098</td>
</tr>
<tr>
<td>Subtotal</td>
<td>$ 78,722</td>
<td>$ 159,111</td>
<td>$ 19,889</td>
<td>$ 19,889</td>
<td>$ 35,487</td>
<td></td>
<td></td>
<td>$ 313,098</td>
</tr>
<tr>
<td>B. Consultant Services</td>
<td>$138,968</td>
<td>$ 518,745</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$ 657,713</td>
</tr>
<tr>
<td>Subtotal</td>
<td>$138,968</td>
<td>$ 518,745</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$ 657,713</td>
</tr>
<tr>
<td>C. Travel</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subtotal:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D. Other Direct Expenses</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subtotal:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E. Indirect Rate (Indirect Rate =.3084)</td>
<td>$ 24,278</td>
<td>$ 49,070</td>
<td>$ 6,134</td>
<td>$ 6,134</td>
<td>$ 10,944</td>
<td></td>
<td></td>
<td>$ 96,559</td>
</tr>
<tr>
<td>Subtotal:</td>
<td>$ 24,278</td>
<td>$ 49,070</td>
<td>$ 6,134</td>
<td>$ 6,134</td>
<td>$ 10,944</td>
<td></td>
<td></td>
<td>$ 96,559</td>
</tr>
<tr>
<td>Total:</td>
<td>$241,968</td>
<td>$ 518,745</td>
<td>$208,181</td>
<td>$ 26,023</td>
<td>$ 46,431</td>
<td></td>
<td></td>
<td>$1,067,370</td>
</tr>
</tbody>
</table>
### Task 2 System and Corridor Planning
#### Estimated Budget Detail for FY 2017/18

<table>
<thead>
<tr>
<th>Budget Category Description</th>
<th>Budget Category (PL)</th>
<th>FHWA (SU)</th>
<th>FTA 5303</th>
<th>FTA State Match</th>
<th>FTA Local Match</th>
<th>Trans. Disad.</th>
<th>APHA</th>
<th>FHWA R/D Grant</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Personnel Services</td>
<td>$182,914</td>
<td>$ 88,932</td>
<td>$11,117</td>
<td>$11,117</td>
<td>$36,779</td>
<td></td>
<td></td>
<td></td>
<td>$330,858</td>
</tr>
<tr>
<td>Subtotal</td>
<td>$182,914</td>
<td>$ 88,932</td>
<td>$11,117</td>
<td>$11,117</td>
<td>$36,779</td>
<td></td>
<td></td>
<td></td>
<td>$330,858</td>
</tr>
<tr>
<td>B. Consultant Services</td>
<td>$400,570</td>
<td>$174,413</td>
<td></td>
<td></td>
<td></td>
<td>$10,000</td>
<td></td>
<td>$250,000</td>
<td>$834,983</td>
</tr>
<tr>
<td>Subtotal</td>
<td>$400,570</td>
<td>$174,413</td>
<td></td>
<td></td>
<td></td>
<td>$10,000</td>
<td></td>
<td>$250,000</td>
<td>$834,983</td>
</tr>
<tr>
<td>C. Travel</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subtotal</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D. Other Direct Expenses</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subtotal</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E. Indirect Rate (Indirect Rate = 0.3008)</td>
<td>$55,020</td>
<td>$26,751</td>
<td>$3,344</td>
<td>$3,344</td>
<td>$11,342</td>
<td></td>
<td></td>
<td></td>
<td>$99,801</td>
</tr>
<tr>
<td>Subtotal</td>
<td>$55,020</td>
<td>$26,751</td>
<td>$3,344</td>
<td>$3,344</td>
<td>$11,342</td>
<td></td>
<td></td>
<td></td>
<td>$99,801</td>
</tr>
<tr>
<td>Total</td>
<td>$638,504</td>
<td>$174,413</td>
<td>$115,683</td>
<td>$14,460</td>
<td>$48,121</td>
<td>$10,000</td>
<td></td>
<td>$250,000</td>
<td>$1,265,642</td>
</tr>
</tbody>
</table>
TASK 3
Long Range Transportation Plan and Data Monitoring
**TASK 3: Long Range Transportation Planning 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.

**PREVIOUS WORK:**

- **Completed**
  - Validated Tampa Bay Regional Planning Model (As needed)
  - Updated traffic count data (Winter 2015)
  - LOS Database Updates (2015)
  - 2040 LRTP Adopted (November 2014)
  - Updated LOS Report – benchmark for hwy LOS on regulated roads in Hillsborough County (2015)
  - FHWA pilot project testing “Bluetooth” probe vehicle data to measure speeds and travel time on major roads

- **Ongoing**
  - Enhancements to the Tampa Bay Regional Planning Model for better estimates of future transit ridership
  - Update bus routes and stops in GIS database
  - Inventory of bicycle and sidewalk facilities on major road network
  - Updates to motorized and non-motorized transportation data
  - Collection and review of law enforcement crash data reports
  - ITS data collection and analysis
  - Update methodology and software database used to develop and maintain SE data
  - Database monitoring and ad-hoc reporting

**REQUIRED ACTIVITIES:**
- Amend the current 2040 LRTP if necessary to address significant changes in land use, project scopes, revenue projections and/or cost estimates.
• Begin policy research, data collection and analysis in preparation for the 2045 LRTP (minimum preparation time for plan is 18 months)
• In coordination with local state and regional entities, address the need for better transportation infrastructure to serve economic development and redevelopment areas. Provide technical assistance as needed.
• Coordinate and collaborate with educational institutions (primary, secondary, vocational, and higher educational) through internships and other partnerships (e.g. USF fellowship program).
• 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 and develop State of the System Report.
• Assist with connected and automated vehicle technology, research, and implementation
• 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, outreach will include proactively 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.
• 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 costs.
  o Calculating multi-modal levels of service.
  o Easier integration of non-motorized data, including latent demand.
  o Rapid data sharing among local partners.
  o Updating the Web Traffic Count System on the MPO website to provide a more user-friendly interface
• 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 D7 in surveys of travel behavior patterns and characteristics.
- Compile data from local, regional, and state transit plans and GIS sources.
- Develop transportation model inputs in support of corridor or subarea 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.
- Collect and summarize traffic count data as requested by local governments.
- Subject to interlocal agreements, pass through funding to reimburse eligible data collection costs.
- 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). The TIP must demonstrate that proposed projects in the TIP will not degrade air quality below levels established by the Clean Air Act Amendments of 1990.
  - 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.
- Participate in the development process for the State Implementation Plan.
- 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 2040 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.
  o 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.
• Necessary planning activities related to federal and state Air Quality Non-Attainment Status compliance and Greenhouse Gas Reduction monitoring requirements.
• 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 populations that have been historically under-represented in the transportation planning process.
• Travel to necessary training or workshops.
• Consultants may assist with these tasks.
• FHWA funds may be used to analyze data, prepare documents, distribute informational materials, and notify the public of public hearings or workshops.
• FHWA funds may be used to collect and analyze intermodal data and purchase/maintain analysis software, as detailed in joint participation agreements with FDOT.
• FTA funds can be used to develop and analyze transit options.

**END PRODUCTS:**

• Enhancements to the Tampa Bay Regional Planning Model (as needed)
• Amendments to the 2040 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 subarea studies (as needed)
• Technical User Manual (Ongoing)
• Updated web-based traffic count system (Annually)
• 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)
• State of the System Report (Winter 2016)
• FTA Section 5305(d) will support tracking transit-related special generators and socioeconomic factors (Ongoing)
• University of South Florida, Dept. of Urban Planning Fellowship Program (annually)
• ROW Preservation studies (Sam Allen Rd & Rice Road) (Winter 2017)
• Assists in connected and automated vehicle technology, research, and implementation - USF AV Feasibility Study (Summer 2018)

RESPONSIBLE AGENCIES:
MPO*; 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 Transportation Authority
(*) Lead Agency
## Task 3 Long Range Transportation Planning and Data

### Year 1 – FY 2016/17

<table>
<thead>
<tr>
<th>Responsible Agencies</th>
<th>Funding Sources</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FHWA (PL)</td>
<td>FHWA (SU)</td>
</tr>
<tr>
<td>MPO</td>
<td>$ 118,462</td>
<td>$ 33,214</td>
</tr>
<tr>
<td>Consultant</td>
<td>$ 24,001</td>
<td>$ 45,670</td>
</tr>
<tr>
<td>Other Agency</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Cost to MPO</strong></td>
<td>$ 142,463</td>
<td>$ 45,670</td>
</tr>
</tbody>
</table>

### Year 2 – FY 2017/18

<table>
<thead>
<tr>
<th>Responsible Agencies</th>
<th>Funding Sources</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FHWA (PL)</td>
<td>FHWA (SU)</td>
</tr>
<tr>
<td>MPO</td>
<td>$ 118,967</td>
<td>$ 92,642</td>
</tr>
<tr>
<td>Consultant</td>
<td>$ 304,035</td>
<td>$ 137,274</td>
</tr>
<tr>
<td>Other Agency</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Cost to MPO</strong></td>
<td>$ 423,002</td>
<td>$ 137,274</td>
</tr>
</tbody>
</table>
## Task 3 Long Range Transportation Planning and Data

### Estimated Budget Detail for FY 2016/17

<table>
<thead>
<tr>
<th>Budget Category Description</th>
<th>FHWA (PL)</th>
<th>FHWA (SU)</th>
<th>FTA 5303</th>
<th>FTA State Match</th>
<th>FTA Local Match</th>
<th>Trans. Disad.</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. Personnel Services</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>$ 90,539</td>
<td>$ 25,385</td>
<td>$ 3,173</td>
<td>$ 3,173</td>
<td></td>
<td></td>
<td></td>
<td>$ 122,270</td>
</tr>
<tr>
<td>Subtotal: $ 90,539</td>
<td>$ 25,385</td>
<td>$ 3,173</td>
<td>$ 3,173</td>
<td></td>
<td></td>
<td></td>
<td>$ 122,270</td>
</tr>
<tr>
<td><strong>B. Consultant Services</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>$ 24,001</td>
<td>$ 45,670</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$ 69,671</td>
</tr>
<tr>
<td>Subtotal: $ 24,001</td>
<td>$ 45,670</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$ 69,671</td>
</tr>
<tr>
<td><strong>C. Travel</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subtotal:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>D. Other Direct Expenses</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subtotal:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>E. Indirect Rate (Indirect Rate = .3084)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>$ 27,922</td>
<td>$ 7,829</td>
<td>$ 978.59</td>
<td>$ 978.59</td>
<td></td>
<td></td>
<td></td>
<td>$ 37,708</td>
</tr>
<tr>
<td>Subtotal: $ 27,922</td>
<td>$ 7,829</td>
<td>$ 979</td>
<td>$ 979</td>
<td></td>
<td></td>
<td></td>
<td>$ 37,708</td>
</tr>
<tr>
<td><strong>Total: $142,463</strong></td>
<td>$ 45,670</td>
<td>$ 33,214</td>
<td>$ 4,152</td>
<td>$ 4,152</td>
<td></td>
<td></td>
<td>$ 229,650</td>
</tr>
</tbody>
</table>

**E. Indirect Rate (Indirect Rate = .3084)**
## Task 3 Long Range Transportation Planning and Data
### Estimated Budget Detail for FY 2017/18

<table>
<thead>
<tr>
<th>Budget Category</th>
<th>Budget Category Description</th>
<th>FHWA (PL)</th>
<th>FHWA (SU)</th>
<th>FTA 5303</th>
<th>FTA State Match</th>
<th>FTA Local Match</th>
<th>Trans. Disad.</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. Personnel Services</strong></td>
<td></td>
<td>$ 91,457</td>
<td>$ 71,219</td>
<td>$ 8,902</td>
<td>$ 8,902</td>
<td></td>
<td></td>
<td>$ 180,480</td>
</tr>
<tr>
<td><strong>Subtotal:</strong></td>
<td></td>
<td>$ 91,457</td>
<td>$ 71,219</td>
<td>$ 8,902</td>
<td>$ 8,902</td>
<td></td>
<td></td>
<td>$ 180,480</td>
</tr>
<tr>
<td><strong>B. Consultant Services</strong></td>
<td></td>
<td>$304,035</td>
<td>$137,274</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$441,309</td>
</tr>
<tr>
<td><strong>Subtotal:</strong></td>
<td></td>
<td>$304,035</td>
<td>$137,274</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$441,309</td>
</tr>
<tr>
<td><strong>C. Travel</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Subtotal:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>D. Other Direct Expenses</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Subtotal:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>E. Indirect Rate (Indirect Rate = .3008)</strong></td>
<td></td>
<td>$27,510</td>
<td>$21,423</td>
<td>$2,677.83</td>
<td>$2,677.83</td>
<td></td>
<td></td>
<td>$54,289</td>
</tr>
<tr>
<td><strong>Subtotal:</strong></td>
<td></td>
<td>$27,510</td>
<td>$21,423</td>
<td>$2,678</td>
<td>$2,678</td>
<td></td>
<td></td>
<td>$54,289</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td></td>
<td>$423,002</td>
<td>$137,274</td>
<td>$92,642</td>
<td>$11,580</td>
<td></td>
<td></td>
<td>$676,078</td>
</tr>
</tbody>
</table>
TASK 4
Transportation Improvement Program
**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. Use sound financial planning to accurately estimate available funds for system expansion, operations, and maintenance costs. 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 (2015 & 2016)

**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 adopted 2040 LRTP.
- Assist local entities to develop project funding applications.
- Analyze state and federal allocations 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.
- 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.
- Incorporate full project costs as required by current legislation.
- Coordinate annually with public transit operators and private providers of freight movement regarding their priorities.
- Determine which new projects added to the TIP each year should be screened through the ETDM Program Screen.
- Evaluate and incorporate the results of the ETDM Programming Screen in the development of the TIP document.
- Ensure the conformity of the TIP with air quality standards and / or emissions budgets established in the State Implementation Plan (SIP).
- Conduct air quality analyses and conformity determination as needed to comply with new federal and state mandates.
- 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:
  o Comprehensive Plans
  o Local and State Work Programs
  o PD&E, Sub-Area, and Corridor Studies
  o ITS Planning (Refer to Task 2.1)
  o Federal & State MPO certification comments
  o Federal air quality requirements for non-attainment areas
• 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.
• Travel to necessary workshops and meetings.
• Integrate the web-based TIP with agency GIS information for enhanced public accessibility.
• Advertise and conduct public hearings annually for the adoption of the TIP priorities and document.
• Participate in periodic statewide meetings addressing TIP reporting and technical requirements.
• FTA funds will support compiling transit and TDM projects, amendments, an unbiased project prioritization process, and project selection.
• STP and/or PL funds may be used in support of these tasks.
• Consultants may assist with these tasks.

**END PRODUCTS:**

• TIPs for the next fiscal years, including:
  o MPO Priority List (Annually, Summer)
  o Final TIP document, including on-line version using web enabled software (Annually, Spring)
  o Air Quality Conformity Determination Report (if needed)
  o 2016 & 2017 Federal Obligation Reports (Annually, Fall)
  o Amendments to the current adopted five-year TIP (as needed).

**RESPONSIBLE AGENCIES:**

MPO*; FDOT; Hillsborough County; Cities of Tampa, Plant City, and Temple Terrace; HART, Aviation and Port Authorities; Tampa-Hillsborough County Expressway Authority
(*) Lead Agency
<table>
<thead>
<tr>
<th>Year</th>
<th>Task 4 Transportation Improvement Planning</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Responsible Agencies</td>
</tr>
<tr>
<td></td>
<td>MPO</td>
</tr>
<tr>
<td>Year 1 – FY 2016/17</td>
<td>$ 62,500</td>
</tr>
<tr>
<td>Year 2 – FY 2017/18</td>
<td>$ 39,345</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year</th>
<th>Responsible Agencies</th>
<th>Funding Sources</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MPO</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Consultant</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Other Agency</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Cost to MPO</td>
<td>$ 62,500</td>
<td>$ 28,000</td>
<td>$ 3,500</td>
</tr>
<tr>
<td></td>
<td>MPO</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Consultant</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Other Agency</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Cost to MPO</td>
<td>$ 39,345</td>
<td>$ 28,129</td>
<td>$ 3,516</td>
</tr>
<tr>
<td>Budget Category Description</td>
<td>FHWA (PL)</td>
<td>FHWA (SU)</td>
<td>FTA 5303</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>-----------</td>
<td>-----------</td>
<td>----------</td>
</tr>
<tr>
<td>A. Personnel Services</td>
<td>$47,768</td>
<td>$21,400</td>
<td>$2,675</td>
</tr>
<tr>
<td>Subtotal:</td>
<td>$47,768</td>
<td>$21,400</td>
<td>$2,675</td>
</tr>
<tr>
<td>B. Consultant Services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subtotal:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C. Travel</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subtotal:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D. Other Direct Expenses</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subtotal:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E. Indirect Rate (Indirect Rate =.3084)</td>
<td>$14,732</td>
<td>$6,600</td>
<td>$824.98</td>
</tr>
<tr>
<td>Subtotal:</td>
<td>$14,732</td>
<td>$6,600</td>
<td>$825</td>
</tr>
<tr>
<td>Total:</td>
<td>$62,500</td>
<td>$28,000</td>
<td>$3,500</td>
</tr>
<tr>
<td>Budget Category Description</td>
<td>FHWA (PL)</td>
<td>FHWA (SU)</td>
<td>FTA 5303</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>-----------</td>
<td>-----------</td>
<td>----------</td>
</tr>
<tr>
<td>A. Personnel Services</td>
<td>$ 30,247</td>
<td>$ 21,624</td>
<td>$ 2,703</td>
</tr>
<tr>
<td>Subtotal</td>
<td>$ 30,247</td>
<td>$ 21,624</td>
<td>$ 2,703</td>
</tr>
<tr>
<td>B. Consultant Services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subtotal</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C. Travel</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subtotal</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D. Other Direct Expenses</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subtotal</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E. Indirect Rate (Indirect Rate = .3008)</td>
<td>$ 9,098</td>
<td>$ 6,505</td>
<td>$ 813.07</td>
</tr>
<tr>
<td>Subtotal</td>
<td>$ 9,098</td>
<td>$ 6,505</td>
<td>$ 813</td>
</tr>
<tr>
<td>Total</td>
<td>$ 39,345</td>
<td>$ 28,129</td>
<td>$ 3,516</td>
</tr>
</tbody>
</table>
TASK 5
Public Participation
**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, its advisory committees, including the Transportation Disadvantaged Coordinating Board (TDCB).

Enhanced citizen awareness, comprehension, and participation in developing plans and programs. 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. Compliance with federal and state requirements. Document outreach activities and evaluate the MPO’s Public Participation Plan, including how well low-income and minority populations are involved. Use this information to develop new methods to ensure all stakeholders are informed, effectively engaged and have the opportunity to participate.

**PREVIOUS WORK:**

**Completed**
- ✓ Annually held more than 70 meetings of the Citizens, Technical, Policy, Bicycle/Pedestrian, ITS, and Livable Roadways advisory committees and their subcommittees and meetings and public hearings of the MPO Board.
- ✓ Six regular meetings and one public hearing of the TDCB (FY2015, 2016)
- ✓ Measures of Effectiveness Report on the MPO’s Public Participation Plan (Spring 2016)

**Ongoing**
- ✓ Updated Public Participation Plan and Limited English Proficiency Plan per recommendations of the Measures of Effectiveness Report
- ✓ Responses to requests for information
- ✓ Update website, www.planhillsborough.org
- ✓ Quarterly editions of Rubber Meets the Road, Walk-Bike News, and Hillsborough Rides “eNews”
- ✓ Analysis of comments on the effectiveness of meetings and publications
- ✓ Public Participation Plan amendments (As needed)
- ✓ 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.
- Support the public participation process for the Tampa Bay Premium Transit Feasibility Study
- Provide timely public notice and full public access to key decisions.
• Ensure compliance with applicable laws, rules, and procedures when conducting meetings and board and committee business.
• Produce written records of regular and special meetings through contracted recording service or staff.
• 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.
• 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’s, TDCB’s, and advisory committees’ 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.
• Engage students and faculty of educational institution (primary, secondary, vocational, and higher education) through collaborative partnerships and internships (e.g. USF fellowship program).
• Create and place legal ads and required notice for public hearings.
• Provide 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.
• Conduct public opinion research to measure awareness, priorities, preferences and trends regarding mobility, public transportation and HART programs.
• Schedule 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 the traditionally under-served, low-income populations, minorities and identified Indian Tribes, through mailings, newsletters, and other regular communications. Seek co-sponsored public forums.
• Create summaries, brochures, displays, and other collateral materials in a form and language to foster comprehension about MPO reports, plans, and projects.
• 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.
• Disseminate technical information and interpret transportation plans for citizens, public agencies, consultants, elected and appointed officials and boards.
• Write, layout, publish and distribute periodic “eNews” (electronic newsletters distributed via e-mail notification).
• Continue to explore remote meeting and web-broadcast meeting capabilities for public meetings.

• Review and update the Measures of Effectiveness against which the MPO’s Public Participation Plan is evaluated during major updates to the Public Participation Plan every two years.

• Update the MPO’s Public Participation Plan bi-annually.

• Update and enhance database-tracking tools, to collect and track 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; and distribution of publications, announcements and informational materials.

• Update and maintain annual logs of meetings, public outreach, media coverage and publications on a weekly basis.

• 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.

• Solicit citizens to apply for membership on MPO advisory committees.

• Travel to necessary training and workshops.

• Consultants may assist with this task.

• FHWA funds will be used to disseminate transportation plan information.

• FTA funds will support public input into future transit improvements and priorities.

END PRODUCTS:

• Monthly meeting agendas, informational materials, and draft documents for over 100 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)

• Rubber Meets the Road, Walk – Bike News, and Hillsborough Rides eNews (periodically)

• 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)

• Complete Streets Project Design with USF - Morgan Street (Summer 2018)

• Bi-annual MOE Report and PPP Update (Spring 2018)

RESPONSIBLE AGENCIES:

MPO*  
(*) Lead Agency
## Task 5 Public Participation & Stakeholder Engagement

### Year 1 – FY 2016/17

<table>
<thead>
<tr>
<th>Responsible Agencies</th>
<th>Funding Sources</th>
<th>FHWA (PL)</th>
<th>FHWA (SU)</th>
<th>FTA 5303</th>
<th>FTA State Match</th>
<th>FTA Local Match</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>MPO</td>
<td></td>
<td>$378,590</td>
<td>$95,695</td>
<td>$11,962</td>
<td>$11,962</td>
<td>$</td>
<td>$498,209</td>
</tr>
<tr>
<td>Consultant</td>
<td></td>
<td>$0</td>
<td>$18,000</td>
<td></td>
<td></td>
<td></td>
<td>$18,000</td>
</tr>
<tr>
<td>Other Agency</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Cost to MPO</strong></td>
<td></td>
<td>$378,590</td>
<td>$18,000</td>
<td>$95,695</td>
<td>$11,962</td>
<td>$</td>
<td>$516,209</td>
</tr>
</tbody>
</table>

### Year 2 – FY 2017/18

<table>
<thead>
<tr>
<th>Responsible Agencies</th>
<th>Funding Sources</th>
<th>FHWA (PL)</th>
<th>FHWA (SU)</th>
<th>FTA 5303</th>
<th>FTA State Match</th>
<th>FTA Local Match</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>MPO</td>
<td></td>
<td>$368,733</td>
<td>$78,821</td>
<td>$9,853</td>
<td>$9,853</td>
<td>$</td>
<td>$467,259</td>
</tr>
<tr>
<td>Consultant</td>
<td></td>
<td>$9,959</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$9,959</td>
</tr>
<tr>
<td>Other Agency</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Cost to MPO</strong></td>
<td></td>
<td>$368,733</td>
<td>$9,959</td>
<td>$78,821</td>
<td>$9,853</td>
<td>$</td>
<td>$477,218</td>
</tr>
</tbody>
</table>
## Task 5: Public Participation & Stakeholder Engagement

### Estimated Budget Detail for FY 2016/17

<table>
<thead>
<tr>
<th>Budget Category</th>
<th>Budget Description</th>
<th>FHWA (PL)</th>
<th>FHWA (SU)</th>
<th>FTA 5303</th>
<th>FTA State Match</th>
<th>FTA Local Match</th>
<th>Trans. Disad.</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. Personnel Services</strong></td>
<td></td>
<td>$274,083</td>
<td>$73,139</td>
<td>$9,142</td>
<td>$9,142</td>
<td></td>
<td></td>
<td>$365,507</td>
</tr>
<tr>
<td><strong>Subtotal:</strong></td>
<td></td>
<td>$274,083</td>
<td>$73,139</td>
<td>$9,142</td>
<td>$9,142</td>
<td></td>
<td></td>
<td>$365,507</td>
</tr>
<tr>
<td><strong>B. Consultant Services</strong></td>
<td></td>
<td>$0</td>
<td>$18,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$18,000</td>
</tr>
<tr>
<td><strong>Subtotal:</strong></td>
<td></td>
<td>$0</td>
<td>$18,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$18,000</td>
</tr>
<tr>
<td><strong>C. Travel</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Subtotal:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>D. Other Direct Expenses</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MPO Admin Cost: (minutes, legal advertising, etc.)</td>
<td></td>
<td>$15,878</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$15,878</td>
</tr>
<tr>
<td>Television Coverage of Meetings</td>
<td></td>
<td>$4,101</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$4,101</td>
</tr>
<tr>
<td><strong>Subtotal:</strong></td>
<td></td>
<td>$19,979</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$19,979</td>
</tr>
<tr>
<td><strong>E. Indirect Rate (Indirect Rate = .3084)</strong></td>
<td></td>
<td>$84,527</td>
<td>$22,556</td>
<td>$2,820</td>
<td>$2,820</td>
<td></td>
<td></td>
<td>$112,722</td>
</tr>
<tr>
<td><strong>Subtotal:</strong></td>
<td></td>
<td>$84,527</td>
<td>$22,556</td>
<td>$2,820</td>
<td>$2,820</td>
<td></td>
<td></td>
<td>$112,722</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td></td>
<td>$378,590</td>
<td>$95,695</td>
<td>$11,962</td>
<td>$11,962</td>
<td></td>
<td></td>
<td>$516,209</td>
</tr>
</tbody>
</table>
### Task 5 Public Participation & Stakeholder Engagement

#### Estimated Budget Detail for FY 2017/18

<table>
<thead>
<tr>
<th>Budget Category</th>
<th>Description</th>
<th>FHWA (PL)</th>
<th>FHWA (SU)</th>
<th>FTA 5303</th>
<th>FTA State Match</th>
<th>FTA Local Match</th>
<th>Trans. Disad.</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. Personnel Services</strong></td>
<td></td>
<td>$267,322</td>
<td>$60,594</td>
<td>$7,574</td>
<td>$7,574</td>
<td></td>
<td></td>
<td>$343,065</td>
</tr>
<tr>
<td><strong>Subtotal:</strong></td>
<td></td>
<td>$267,322</td>
<td>$60,594</td>
<td>$7,574</td>
<td>$7,574</td>
<td></td>
<td></td>
<td>$343,065</td>
</tr>
<tr>
<td><strong>B. Consultant Services</strong></td>
<td></td>
<td>$9,959</td>
<td></td>
<td>$9,959</td>
<td></td>
<td></td>
<td></td>
<td>$9,959</td>
</tr>
<tr>
<td><strong>Subtotal:</strong></td>
<td></td>
<td>$9,959</td>
<td></td>
<td>$9,959</td>
<td></td>
<td></td>
<td></td>
<td>$9,959</td>
</tr>
<tr>
<td><strong>C. Travel</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Subtotal:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>D. Other Direct Expenses</strong></td>
<td>MPO Admin Cost (minutes, legal advertising, etc.)</td>
<td>$16,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$16,000</td>
</tr>
<tr>
<td><strong>Television Coverage of Meetings</strong></td>
<td></td>
<td>$5,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$5,000</td>
</tr>
<tr>
<td><strong>Subtotal:</strong></td>
<td></td>
<td>$21,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$21,000</td>
</tr>
<tr>
<td><strong>E. Indirect Rate (Indirect Rate = .008)</strong></td>
<td></td>
<td>$80,411</td>
<td>$18,227</td>
<td>$2,278</td>
<td>$2,278</td>
<td></td>
<td></td>
<td>$103,194</td>
</tr>
<tr>
<td><strong>Subtotal:</strong></td>
<td></td>
<td>$80,411</td>
<td>$18,227</td>
<td>$2,278</td>
<td>$2,278</td>
<td></td>
<td></td>
<td>$103,194</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td></td>
<td>$368,733</td>
<td>$9,959</td>
<td>$78,821</td>
<td>$9,853</td>
<td>$9,853</td>
<td></td>
<td>$477,218</td>
</tr>
</tbody>
</table>

**E. Indirect Rate (Indirect Rate = .008)**

- **Personnel Services**: $80,411
- **Consultant Services**: $18,227
- **Television Coverage of Meetings**: $2,278
- **Total**: $103,194

**Total**:

- **Personnel Services**: $368,733
- **Consultant Services**: $9,959
- **Television Coverage of Meetings**: $78,821
- **Total**: $477,218
TASK 6
Local & Regional Coordination and Planning
**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:**

- ✓ 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 Transportation 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. (2012-13)
- ✓ Formed the Tampa Bay Transportation Management Area (TMA) Leadership Group, and produced a TMA Profile document and maps. Also developed a prioritization process and priorities ratified by all three MPOs. (2013)
- ✓ Updated the Regional LRTP, to the 2040 horizon year, including highway, transit, and multi-use trail elements, and prepared amendments and brochures. (2010-2013)
- ✓ Provided input into the development of the Florida SIS 2040 Cost Feasible Plan. (2013)
✓ Updated the CCC Interlocal Agreement, Bylaws and Procedures. (2013-14)
✓ Hosted the Florida Greenways and Trails Foundation statewide meeting. (2015)
✓ Consolidated the Regional LRTP with the TBARTA Master Plan. (2015)
✓ Consolidated planning activities of the CCC and TBARTA including the public meeting schedules to reduce the required number of meetings. (2015)
✓ Support the activities of TBARTA, provided input and review for developing the TBARTA Master Plan (2015) and various multimodal regional corridor studies. (Ongoing)
✓ 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. (2014)
✓ Participate in the Technical Review Team Meetings (TRT) for the Tampa Bay Regional Planning Model & other tools. (ongoing – monthly)

**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 Florida Transportation Commission on issues affecting the West Central Florida area.
- 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 to ensure progress toward implementation of the Regional LRTP (annually). Develop/ refine regional priority lists as needed and required.

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 Air 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 support 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.

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

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 including an annual review of Transportation Alternatives.
- Hold Tri-County Meetings of the Bicycle Pedestrian Advisory Committees.
- Hold Tri-County Meetings of the Transportation Disadvantaged Local Coordinating Boards.
- Attendance at and travel to necessary workshops, and meetings, and conferences.
- TMA Leadership Group major project priorities and Transportation Alternative priorities.
- TMA Leadership Group – Tri-County LCB (TCLCB) Priorities.
- Consultants may assist with these tasks.
- FHWA and/or FTA funds may be used to assist with tasks.

**END PRODUCTS:**

(end products in this tasks are produced on ongoing basis unless noted otherwise)

- 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.
- Reports regarding regional and statewide planning activities that may impact the West Central Florida area.
- Local plan consistency with regional and state plans.
- Cross-county continuity in transportation facilities.
- District-wide travel demand models.
- Comments on proposed regional and state plans and DRI’s.
- Implementation of the Tampa Bay Regional Strategic Freight Plan.
- A comprehensive, up-to-date, and easily accessible regional transportation website.
- An update to the FDOT District 1 elements of the Regional LRTP in collaboration with the TBARTA Master Plan update (schedule to be coordinated with TBARTA).
- 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 UPWPs (Annually)
- Transportation Regional Incentive Program - TRIP (Annually)
- Public meetings of the Tampa Bay TMA Leadership Group, and planning products as directed by the members including:
  - Contract for administrative services
  - Tri-County future land use map
  - Public engagement in support of regional transit corridors and studies utilizing informational materials and/or multi-media tools.
  - Priorities for major projects and Transportation Alternatives (annually) and the Tri-County LCB (including FTA Section 5310 funding) (annually)
- Updated TMA Profile

- Contract for administrative services for TBARTA (Ongoing)
- Congestion Management Process (CMP) priorities and products
- Tri-County Transportation Disadvantaged Local Coordinating Board meetings
- FCRC-FSU - Meeting facilitation for TMA Leadership Group (Annually)
- Regional PPP/MOE Report (Fall 2017)
- Support for Regional LRTP (Fall 2018)

**RESPONSIBLE AGENCIES:**

MPO*
Tampa Bay Area Regional Transportation Authority
(“) Lead Agency
### Task 6. Local & Regional Coordination and Planning

#### Year 1 – FY 2016/17

| Responsible Agencies | Funding Sources |  |  |  |  |  |
|----------------------|-----------------|-----------------|-----------------|-----------------|-----------------|
|                      | FHWA (PL)  | FHWA (SU)  | FTA 5303 | FTA State Match | FTA Local Match | Total |
| MPO                  | $42,889      | $98,512      | $12,314   | $12,314        | $166,029        |
| Consultant           | $25,014      | $52,903      |           |                | $77,917         |
| Other Agency         |               |               |           |                |                 |
| Total Cost to MPO    | $67,903      | $52,903      | $98,512   | $12,314        | $243,946        |

#### Year 2 – FY 2017/18

| Responsible Agencies | Funding Sources |  |  |  |  |  |
|----------------------|-----------------|-----------------|-----------------|-----------------|-----------------|
|                      | FHWA (PL)  | FHWA (SU)  | FTA 5303 | FTA State Match | FTA Local Match | Total |
| MPO                  | $95,174      | $68,034      | $8,504    | $8,504         | $180,216        |
| Consultant           | $33,700      | $28,000      |           |                | $61,700         |
| Other Agency         |               |               |           |                |                 |
| Total Cost to MPO    | $128,874     | $28,000      | $68,034   | $8,504         | $241,916        |
### Task 6. Local & Regional Coordination and Planning
#### Estimated Budget Detail for FY 2016/17

<table>
<thead>
<tr>
<th>Budget Category</th>
<th>Budget Category Description</th>
<th>FHWA (PL)</th>
<th>FHWA (SU)</th>
<th>FTA 5303</th>
<th>FTA State Match</th>
<th>FTA Local Match</th>
<th>Trans. Disad.</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. Personnel Services</strong></td>
<td></td>
<td>$ 32,780</td>
<td>$ 75,292</td>
<td>$ 9,411</td>
<td>$ 9,411</td>
<td>$ 9,411</td>
<td></td>
<td>$126,895</td>
</tr>
<tr>
<td><strong>Subtotal:</strong></td>
<td></td>
<td>$ 32,780</td>
<td>$ 75,292</td>
<td>$ 9,411</td>
<td>$ 9,411</td>
<td>$ 9,411</td>
<td></td>
<td>$126,895</td>
</tr>
<tr>
<td><strong>B. Consultant Services</strong></td>
<td></td>
<td>$ 25,014</td>
<td>$ 52,903</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$ 77,917</td>
</tr>
<tr>
<td><strong>Subtotal:</strong></td>
<td></td>
<td>$ 25,014</td>
<td>$ 52,903</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$ 77,917</td>
</tr>
<tr>
<td><strong>C. Travel</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Subtotal:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>D. Other Direct Expenses</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Subtotal:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>E. Indirect Rate (Indirect Rate =.3084)</strong></td>
<td></td>
<td>$ 10,109</td>
<td>$ 23,220</td>
<td>$ 2,903</td>
<td>$ 2,903</td>
<td>$ 2,903</td>
<td></td>
<td>$ 39,134</td>
</tr>
<tr>
<td><strong>Subtotal:</strong></td>
<td></td>
<td>$ 10,109</td>
<td>$ 23,220</td>
<td>$ 2,903</td>
<td>$ 2,903</td>
<td>$ 2,903</td>
<td></td>
<td>$ 39,134</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td></td>
<td>$ 67,903</td>
<td>$ 52,903</td>
<td>$ 98,512</td>
<td>$ 12,314</td>
<td>$ 12,314</td>
<td></td>
<td>$ 243,946</td>
</tr>
</tbody>
</table>
**Task 6: Local & Regional Coordination and Planning**

**Estimated Budget Detail for FY 2017/18**

<table>
<thead>
<tr>
<th>Budget Category</th>
<th>Budget Category Description</th>
<th>FHWA (PL)</th>
<th>FHWA (SU)</th>
<th>FTA 5303</th>
<th>FTA State Match</th>
<th>FTA Local Match</th>
<th>Trans. Disad.</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Personnel Services</td>
<td></td>
<td>$ 73,166</td>
<td>$ 56,606</td>
<td>$ 7,076</td>
<td>$ 7,076</td>
<td>$ 7,076</td>
<td>$ 7,076</td>
<td>$ 143,924</td>
</tr>
<tr>
<td>Subtotal:</td>
<td></td>
<td>$ 73,166</td>
<td>$ 56,606</td>
<td>$ 7,076</td>
<td>$ 7,076</td>
<td>$ 7,076</td>
<td>$ 7,076</td>
<td>$ 143,924</td>
</tr>
<tr>
<td>B. Consultant Services</td>
<td></td>
<td>$ 30,700</td>
<td>$ 28,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$ 58,700</td>
</tr>
<tr>
<td>Subtotal:</td>
<td></td>
<td>$ 30,700</td>
<td>$ 28,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$ 58,700</td>
</tr>
<tr>
<td>C. Travel</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subtotal:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D. Other Direct Expenses</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subtotal:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E. Indirect Rate (Indirect Rate = .3008)</td>
<td></td>
<td>$ 22,008</td>
<td>$ 17,027</td>
<td>$ 2,128</td>
<td>$ 2,128</td>
<td></td>
<td></td>
<td>$ 43,292</td>
</tr>
<tr>
<td>Subtotal:</td>
<td></td>
<td>$ 22,008</td>
<td>$ 17,027</td>
<td>$ 2,128</td>
<td>$ 2,128</td>
<td></td>
<td></td>
<td>$ 43,292</td>
</tr>
<tr>
<td>Total:</td>
<td></td>
<td>$ 125,874</td>
<td>$ 73,634</td>
<td>$ 9,204</td>
<td>$ 9,204</td>
<td></td>
<td></td>
<td>$ 245,916</td>
</tr>
</tbody>
</table>

**Budget Breakdown:**

- **Personnel Services:** $73,166
- **Consultant Services:** $30,700
- **Travel:** $0
- **Other Direct Expenses:** $0
- **Indirect Rate:** $43,292

**Total Budget:** $245,916
TASK 7
HART Planning Program
**TASK 7: HART Transit Planning and System Database**

**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**
- ✓ Submitted to FDOT the annual updates for 2014 and 2015 to the ten-year Transit Development Plan (TDP). The TDP presents an updated ten-year plan for service and capital projects based on anticipated funding.
- ✓ Prepared Program of Projects for FY 201and 2015 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.
- ✓ Completed the Tampa Historic Streetcar Extension Study in FY 2015 to explore the general feasibility of constructing a streetcar extension through the heart of downtown Tampa to Marion Transit Center and to identify improvements required to upgrade the existing system to accommodate modern streetcar or light rail vehicles.
- ✓ Submitted proposal for funding of the Regional Revenue Collection and Inter-Jurisdictional Mobility Project through the federal Transportation Investment Generating Economic Recovery (TIGER) Program in 2015.
- ✓ Submitted proposal for funding for CNG buses through the federal Section 5309: Ladders of Opportunity-Bus and Bus Facilities Program in 2014.
- ✓ Submitted proposal for funding to Florida Department of Transportation District 7 under the federal Section 5310 -Enhanced Mobility of Seniors and Individuals Grant Program.
- ✓ Administered an On-board survey of HART customers to document ridership patterns, and important information for planning and marketing efforts. The final report was issued in September 2014.
- ✓ HART successfully completed requirements of the Federal Transit Administration’s Environmental Sustainability and Management System (ESMS) at its main operations facility at 21st Avenue and has started the process of having ISO 14001:2004 standard certification.
Developed a five-year strategic Intelligent Transportation System (ITS) plan to implement planned transit technologies for improved transit service. The plan outlines future capital needs, maintenance and operational needs for enhanced technologies including static and real-time information, interactive voice response, Wi-Fi on buses and transit priority signalization.

HART OneBusAway program added Touchtone services to assist visually impaired and those without smartphones to access real-time arrival information.

Launched a redesigned website in August 2015 with a modern, responsive redesign to engage the entire community including users on mobile devices.

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.

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 2016/2017-FY2017/2018. These activities would be undertaken by HART staff, with specialized assistance provided by planning consultants.

• Solicit consultant services for the development of the HART 2017-2026 major update of the ten-year Transit Development Plan (TDP) to submit in September 2017. The 2017-2026 major update will require extensive data analysis to identify service and facility needs, review alternative funding scenarios and develop specific strategies to implement highest priority needs. In addition, the effort will involve FDOT T-Best software to prepare ridership projections by alternatives under review. Agency will apply service standards to address productivity, load, and on-time performance to the existing route system.

• Advance PD&E studies for future Metro-Rapid corridors: Tampa International Airport/ Kennedy Boulevard, Brandon/ Downtown Tampa, and New Tampa/ University Area, and Dale Mabry/ MacDill.

• 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 and 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.

• Develop specifications for regional farebox/interSmartCard technology.

• 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.

• Implement planning studies in Brandon, and Northwest Hillsborough (Ehrlich-Bearss). Work is needed to assess needs and develop recommendations on enhancing transit connections in these areas. The work effort will review previous studies and assess needs, including travel patterns, major destinations and attractions, and other transportation services and projects. The study will involve coordination with local jurisdictions, transportation agencies, stakeholder groups and the public.

• 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.

• Solicit auditing services for full 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.

• Solicit 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.

• 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 a study for strategies to improve
mobility through First and Last Mile Connections to transit in Hillsborough County. The study would identify strategies to increase transit utilization through making seamless connections possible to both access and egress transit from points of origination to destinations. It may also include identification of candidate projects that hold the best promise to successfully demonstrate improvement of an end to end trip made with transit.

END PRODUCTS:

- Transit Development Plan Progress Report (Fall FY 2018) and Major Update (Fall FY 2017)
- Regional fare program analysis and new fare collection equipment for participating agencies (Fall 2018)
- Transit service plans and recommendations (Fall 2017 & 2018)
- 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)
- Survey results: Documentation of ridership patterns, and important information for planning and marketing efforts. (Biennial)
- Budget for ITS needs. (2017 & 2018)
- Identify candidate projects that hold the best promise to successfully demonstrate improvement of an end to end trip made with transit. (2018)

RESPONSIBLE AGENCIES:

HART*, MPO, FDOT, City & County Agencies

(*) Lead Agency

*Work efforts will be completed by existing staff.
### Task 7 HART Planning Program

#### Year 1 – FY 2016/17

<table>
<thead>
<tr>
<th>Responsible Agencies</th>
<th>Funding Sources</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FHWA (PL)</td>
<td>FHWA (SU)</td>
</tr>
<tr>
<td>MPO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Agency</td>
<td>$630,000</td>
<td></td>
</tr>
<tr>
<td><strong>Total Cost to MPO</strong></td>
<td>$630,000</td>
<td></td>
</tr>
</tbody>
</table>

#### Year 2 – FY 2017/18

<table>
<thead>
<tr>
<th>Responsible Agencies</th>
<th>Funding Sources</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FHWA (PL)</td>
<td>FHWA (SU)</td>
</tr>
<tr>
<td>MPO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Agency</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Cost to MPO</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Budget Category Description</td>
<td>FHWA (PL)</td>
<td>FHWA (SU)</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>-----------</td>
<td>-----------</td>
</tr>
<tr>
<td>A. Personnel Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subtotal:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B. Other Agency</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subtotal:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C. Travel</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subtotal:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D. Other Direct Expenses</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subtotal:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E. Indirect Rate</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subtotal:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Budget Category</td>
<td>Budget Category Description</td>
<td>FHWA (PL)</td>
</tr>
<tr>
<td>----------------</td>
<td>----------------------------</td>
<td>-----------</td>
</tr>
<tr>
<td>A. Personnel Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Subtotal:</td>
<td></td>
</tr>
<tr>
<td>B. Other Agency</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Subtotal:</td>
<td></td>
</tr>
<tr>
<td>C. Travel</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Subtotal:</td>
<td></td>
</tr>
<tr>
<td>D. Other Direct Expenses</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Subtotal:</td>
<td></td>
</tr>
<tr>
<td>E. Indirect Rate</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Subtotal:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total:</td>
<td></td>
</tr>
</tbody>
</table>
Funding and Budget Tables
Figure A1: Year 1 UPWP Funding by Task for MPO Activities

- Transportation Planning Management: 16%
- System & Corridor Planning: 42%
- Long Range Transportation Planning and Data: 9%
- Public Participation & Stakeholder Engagement: 20%
- Transportation Improvement Planning: 4%
- Local & Regional Coordination and Planning: 9%

Figure A2: Year 2 UPWP Funding by Task for MPO Activities

- Transportation Planning Management: 12%
- System & Corridor Planning: 41%
- Long Range Transportation Planning and Data: 22%
- Public Participation & Stakeholder Engagement: 15%
- Transportation Improvement Planning: 2%
- Local & Regional Coordination and Planning: 8%
Table 1a FY 2016/17

<table>
<thead>
<tr>
<th>Task No.</th>
<th>TASK</th>
<th>FHWA PL</th>
<th>FTA 5303</th>
<th>TD</th>
<th>Surface Transportation Program</th>
<th>American Public Health Association</th>
<th>TOTAL Funds for MPO Available in Current Fiscal Year</th>
<th>TOTAL Funds for Contracts Available in Current Fiscal Year</th>
<th>Task Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Transportation Planning Management</td>
<td>$231,083</td>
<td>$0</td>
<td>$50,000</td>
<td>$125,126</td>
<td>$ (0)</td>
<td>$406,209</td>
<td>$ (0)</td>
<td>$406,209</td>
</tr>
<tr>
<td>2</td>
<td>System &amp; Corridor Planning</td>
<td>$103,000</td>
<td>$138,968</td>
<td>$82,304</td>
<td>$177,922</td>
<td>$46,431</td>
<td>$518,745</td>
<td>$409,657</td>
<td>$657,713</td>
</tr>
<tr>
<td>3</td>
<td>Long Range Transportation Planning and Data</td>
<td>$118,462</td>
<td>$24,001</td>
<td>$29,852</td>
<td>$518,745</td>
<td>$45,670</td>
<td>$159,979</td>
<td>$69,671</td>
<td>$229,650</td>
</tr>
<tr>
<td>4</td>
<td>Transportation Improvement Planning</td>
<td>$62,500</td>
<td>$24,001</td>
<td>$29,852</td>
<td>$518,745</td>
<td>$45,670</td>
<td>$159,979</td>
<td>$69,671</td>
<td>$229,650</td>
</tr>
<tr>
<td>5</td>
<td>Public Participation &amp; Stakeholder Engagement</td>
<td>$378,590</td>
<td>$0</td>
<td>$119,619</td>
<td>$18,000</td>
<td>$498,209</td>
<td>$18,000</td>
<td>$516,209</td>
<td>$1,067,370</td>
</tr>
<tr>
<td>6</td>
<td>Local &amp; Regional Coordination and Planning</td>
<td>$42,889</td>
<td>$25,014</td>
<td>$111,504</td>
<td>$100,500</td>
<td>$52,903</td>
<td>$166,029</td>
<td>$77,917</td>
<td>$243,946</td>
</tr>
<tr>
<td>7</td>
<td>HART Planning Program</td>
<td>$42,889</td>
<td>$25,014</td>
<td>$111,504</td>
<td>$100,500</td>
<td>$52,903</td>
<td>$166,029</td>
<td>$77,917</td>
<td>$243,946</td>
</tr>
<tr>
<td>TOTAL</td>
<td>Funding Source Total</td>
<td>$936,523</td>
<td>$187,984</td>
<td>$166,609</td>
<td>$588,019</td>
<td>$46,431</td>
<td>$635,318</td>
<td>$1,737,582</td>
<td>$823,301</td>
</tr>
</tbody>
</table>

Amendment Legend: red = decrease; green = increase

Hillsborough MPO’s PL & SU budget totals reflect the year of expenditure, not the year funds were authorized.

<table>
<thead>
<tr>
<th>AUTHORIZATION TABLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>FINANCIAL PROJECT NUMBER</td>
</tr>
<tr>
<td>439336-1-14-01 (PL)</td>
</tr>
<tr>
<td>439336-1-14-01 (PL)</td>
</tr>
<tr>
<td>439336-1-14-02 (SU)</td>
</tr>
<tr>
<td>439336-1-14-02 (SU)</td>
</tr>
<tr>
<td>TOTAL BUDGETARY CEILING</td>
</tr>
</tbody>
</table>
Table 1b FY 2017/18

MPO STAFF & CONTRACT TASKS WITH PRIOR YEAR FUNDS
UNIFIED PLANNING WORK PROGRAM - FY 17/18 (Year 2) - Modified 6-29-18

<table>
<thead>
<tr>
<th>Task No.</th>
<th>Task</th>
<th>FHWA PL</th>
<th>FTA 5303</th>
<th>TD</th>
<th>Surface Transportation Program</th>
<th>American Public Health Association</th>
<th>FHWA R/D Grant</th>
<th>Funds for MPO Available in Current Fiscal Year</th>
<th>TOTAL Funds for Contracts Available in Current Fiscal Year</th>
<th>Task Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Transportation Planning Management</td>
<td>$265,624</td>
<td>$110,244</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>System &amp; Corridor Planning</td>
<td>$237,934</td>
<td>$400,570</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Long Range Transportation Planning and Data</td>
<td>$118,967</td>
<td>$304,035</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Transportation Improvement Planning</td>
<td>$39,345</td>
<td>$35,161</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Public Participation &amp; Stakeholder Engagement</td>
<td>$368,733</td>
<td>$98,526</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Local &amp; Regional Coordination and Planning</td>
<td>$95,174</td>
<td>$33,700</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>HART Planning Program</td>
<td>$368,733</td>
<td>$98,526</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>$1,125,777</td>
<td>$738,305</td>
<td></td>
<td>$589,379</td>
<td>$48,121</td>
<td>$349,646</td>
<td>$10,000</td>
<td>$250,000</td>
<td>$1,763,277</td>
</tr>
</tbody>
</table>

Amendment Legend: red = decrease; green = increase

Hillsborough MPO’s PL & SU budget totals reflect the year of expenditure, not the year funds were authorized.

AUTHORIZATION TABLE

<table>
<thead>
<tr>
<th>Financial Number</th>
<th>Project Name</th>
<th>FY</th>
<th>Amount</th>
<th>Budget Ceiling</th>
</tr>
</thead>
<tbody>
<tr>
<td>439336-1-14-01 (PL)</td>
<td>2017</td>
<td>$1,218,277</td>
<td>$3,095,031</td>
<td></td>
</tr>
<tr>
<td>439336-1-14-02 (SU)</td>
<td>2017</td>
<td>$734,076</td>
<td>$1,198,899</td>
<td></td>
</tr>
<tr>
<td>439336-1-14-01 (PL)</td>
<td>2018</td>
<td>$1,876,754</td>
<td>$1,876,754</td>
<td></td>
</tr>
<tr>
<td>439336-1-14-02 (SU)</td>
<td>2018</td>
<td>$464,823</td>
<td>$464,823</td>
<td></td>
</tr>
<tr>
<td>TOTAL BUDGETARY CEILING</td>
<td></td>
<td>$4,293,930</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

FY 2017 & 2018 UPWP
Table 2a FY 2016/17

<table>
<thead>
<tr>
<th>Task</th>
<th>MPO/TPO Name</th>
<th>FED</th>
<th>FED</th>
<th>FED</th>
<th>State Match</th>
<th>Local Match</th>
<th>State Match</th>
<th>Local Match</th>
<th>State of Good Repair</th>
<th>CTD</th>
<th>FED</th>
<th>Total Federal</th>
<th>Total State</th>
<th>Total Local</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1  Transportation Planning Management</td>
<td></td>
<td>$231,083</td>
<td>$140,101</td>
<td>$17,513</td>
<td>$17,513</td>
<td>$371,183</td>
<td>$17,513</td>
<td>$17,513</td>
<td>$406,209</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2  System and Corridor Planning</td>
<td></td>
<td>$241,968</td>
<td>$208,181</td>
<td>$26,023</td>
<td>$26,023</td>
<td>$968,894</td>
<td>$72,454</td>
<td>$26,023</td>
<td>$1,067,370</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3  Long Range Transportation Planning and Data</td>
<td></td>
<td>$142,463</td>
<td>$33,214</td>
<td>$4,152</td>
<td>$4,152</td>
<td>$492,285</td>
<td>$11,962</td>
<td>$11,962</td>
<td>$516,209</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4  Transportation Improvement Planning</td>
<td></td>
<td>$62,500</td>
<td>$28,000</td>
<td>$3,500</td>
<td>$3,500</td>
<td>$219,318</td>
<td>$12,314</td>
<td>$12,314</td>
<td>$243,946</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5  Public Participation &amp; Stakeholder Engagement</td>
<td></td>
<td>$378,590</td>
<td>$95,695</td>
<td>$11,962</td>
<td>$11,962</td>
<td>$492,285</td>
<td>$11,962</td>
<td>$11,962</td>
<td>$516,209</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6  Local &amp; Regional Coordination and Planning</td>
<td></td>
<td>$67,903</td>
<td>$98,512</td>
<td>$12,314</td>
<td>$12,314</td>
<td>$219,318</td>
<td>$12,314</td>
<td>$12,314</td>
<td>$243,946</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7  HART Planning Program</td>
<td></td>
<td>$630,000</td>
<td>$158,000</td>
<td>$88,253</td>
<td>$88,253</td>
<td>$46,431</td>
<td>$876,253</td>
<td>$121,894</td>
<td>$233,463</td>
<td>$3,437,137</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>$1,124,507</td>
<td>$635,318</td>
<td>$603,702</td>
<td>$75,463</td>
<td>$75,463</td>
<td>$630,000</td>
<td>$158,000</td>
<td>$88,253</td>
<td>$2,993,527</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* HART is a direct recipient of 5307 and State of Good Repair funds.

Note: The FY17 PL allocation of $1,124,749 + $268,672 FY16 deobligated funds = $1,393,421. The FY17 STP allocation of $204,000 + $776,659 = $980,659

Hillsborough MPO’s PL & SU budget totals reflect the year of expenditure, not the year funds were authorized.

Authorization Table

<table>
<thead>
<tr>
<th>Financial Project Number</th>
<th>FY</th>
<th>Amount</th>
<th>Budget Ceiling</th>
</tr>
</thead>
<tbody>
<tr>
<td>439336-1-14-01 (PL)</td>
<td>2017</td>
<td>$1,218,277</td>
<td>$3,095,031</td>
</tr>
<tr>
<td>439336-1-14-01 (PL)</td>
<td>2018</td>
<td>$1,876,754</td>
<td></td>
</tr>
<tr>
<td>439336-1-14-02 (SU)</td>
<td>2017</td>
<td>$734,076</td>
<td>$1,198,899</td>
</tr>
<tr>
<td>439336-1-14-02 (SU)</td>
<td>2018</td>
<td>$464,823</td>
<td></td>
</tr>
<tr>
<td>TOTAL BUDGETARY CEILING</td>
<td></td>
<td>$4,293,930</td>
<td></td>
</tr>
</tbody>
</table>
Table 2b FY 2017/18

<table>
<thead>
<tr>
<th>Task</th>
<th>MPO/TPO Name</th>
<th>FHWA R/D Grant</th>
<th>State of Good Repair</th>
<th>FED</th>
<th>Local Match</th>
<th>Total Federal</th>
<th>Total State</th>
<th>Total Local</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Transportation Planning Management</td>
<td>$265,624</td>
<td>$88,195</td>
<td>$11,024</td>
<td>$11,024</td>
<td>$353,819</td>
<td>$11,024</td>
<td>$11,024</td>
<td>$375,868</td>
</tr>
<tr>
<td>2</td>
<td>System and Corridor Planning</td>
<td>$638,504</td>
<td>$174,413</td>
<td>$115,683</td>
<td>$14,460</td>
<td>$48,121</td>
<td>$10,000</td>
<td>$1,178,600</td>
<td>$62,581</td>
</tr>
<tr>
<td>3</td>
<td>Long Range Transportation Planning and Data</td>
<td>$423,002</td>
<td>$137,274</td>
<td>$92,642</td>
<td>$11,580</td>
<td>$652,918</td>
<td>$11,580</td>
<td>$11,580</td>
<td>$676,078</td>
</tr>
<tr>
<td>4</td>
<td>Transportation Improvement Planning</td>
<td>$39,345</td>
<td>$28,129</td>
<td>$3,516</td>
<td>$3,516</td>
<td>$67,474</td>
<td>$3,516</td>
<td>$3,516</td>
<td>$74,506</td>
</tr>
<tr>
<td>5</td>
<td>Public Participation &amp; Stakeholder Engagement</td>
<td>$368,733</td>
<td>$9,959</td>
<td>$78,821</td>
<td>$9,853</td>
<td>$457,513</td>
<td>$9,853</td>
<td>$9,853</td>
<td>$477,218</td>
</tr>
<tr>
<td>6</td>
<td>Local &amp; Regional Coordination and Planning</td>
<td>$128,874</td>
<td>$28,000</td>
<td>$68,034</td>
<td>$8,504</td>
<td>$224,908</td>
<td>$8,504</td>
<td>$8,504</td>
<td>$241,916</td>
</tr>
<tr>
<td>7</td>
<td>HART Planning Program</td>
<td>$245,414</td>
<td>$245,414</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>$1,864,082</td>
<td>$349,646</td>
<td>$471,503</td>
<td>$58,938</td>
<td>$245,414</td>
<td>$10,000</td>
<td>$293,523</td>
<td>$107,059</td>
<td>$68,938</td>
</tr>
</tbody>
</table>

* HART is a direct recipient of 5307 and State of Good Repair funds.

DOT will provide a soft match $336,840 in State Funds

Note: FAST ACT funding increased the FY 17 PL Allocation from $1,124,749 to $1,317,421. The $192,671 was included in the FY18 PL budget.

Hillsborough MPO’s PL & SU budget totals reflect the year of expenditure, not the year funds were authorized.

**AUTHORIZATION TABLE**

<table>
<thead>
<tr>
<th>FINANCIAL NUMBER</th>
<th>PROJECT NUMBER</th>
<th>FY</th>
<th>Amount</th>
<th>Budget Ceiling</th>
</tr>
</thead>
<tbody>
<tr>
<td>439336-1-14-01 (PL)</td>
<td>2017</td>
<td>$1,218,277</td>
<td>$3,095,031</td>
<td></td>
</tr>
<tr>
<td>439336-1-14-01 (PL)</td>
<td>2018</td>
<td>$1,878,754</td>
<td></td>
<td></td>
</tr>
<tr>
<td>439336-1-14-02 (SU)</td>
<td>2017</td>
<td>$734,076</td>
<td>$1,198,899</td>
<td></td>
</tr>
<tr>
<td>439336-1-14-02 (SU)</td>
<td>2018</td>
<td>$464,823</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL BUDGETARY CEILING</td>
<td></td>
<td>$4,293,930</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
APPENDIX A
FTA Certifications and Assurances
FEDERAL FISCAL YEAR 2017 CERTIFICATIONS AND ASSURANCES FOR FEDERAL TRANSIT ADMINISTRATION ASSISTANCE PROGRAMS

Name of Applicant: Hillsborough County Metropolitan Planning Organization

The Applicant agrees to comply with applicable provisions of (Categories 01 – 23. _____

OR

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

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>01.</td>
<td>Required Certifications and Assurances for Each Applicant.</td>
<td>x</td>
</tr>
<tr>
<td>02.</td>
<td>Lobbying</td>
<td></td>
</tr>
<tr>
<td>03.</td>
<td>Procurement and Procurement Systems.</td>
<td></td>
</tr>
<tr>
<td>04.</td>
<td>Private Sector Protections.</td>
<td></td>
</tr>
<tr>
<td>05.</td>
<td>Rolling Stock Reviews and Bus Testing.</td>
<td></td>
</tr>
<tr>
<td>06.</td>
<td>Demand Responsive Service.</td>
<td></td>
</tr>
<tr>
<td>07.</td>
<td>Intelligent Transportation Systems.</td>
<td></td>
</tr>
<tr>
<td>08.</td>
<td>Interest and Financing Costs and Acquisition of Capital Assets by Lease.</td>
<td></td>
</tr>
<tr>
<td>09.</td>
<td>Transit Asset Management Plan, Public Transportation Safety Program, and</td>
<td></td>
</tr>
<tr>
<td></td>
<td>State Safety Oversight Requirements.</td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>Alcohol and Controlled Substances Testing.</td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>Fixed Guideway Capital Investment Grants Program (New Starts, Small Starts,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>and Core Capacity Improvement).</td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td>State of Good Repair Program.</td>
<td></td>
</tr>
<tr>
<td>13.</td>
<td>Grants for Buses and Bus Facilities and Low or No Emission Vehicle Deployment</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Grant Programs.</td>
<td></td>
</tr>
<tr>
<td>14.</td>
<td>Urbanized Area Formula Grants Programs and Passenger Ferry Grant Program.</td>
<td></td>
</tr>
<tr>
<td>15.</td>
<td>Enhanced Mobility of Seniors and Individuals with Disabilities Programs.</td>
<td></td>
</tr>
<tr>
<td>16.</td>
<td>Rural Areas and Appalachian Development Programs.</td>
<td></td>
</tr>
<tr>
<td>17.</td>
<td>Tribal Transit Programs (Public Transportation on Indian Reservations</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Programs).</td>
<td></td>
</tr>
<tr>
<td>18.</td>
<td>State Safety Oversight Grant Program.</td>
<td></td>
</tr>
<tr>
<td>19.</td>
<td>Public Transportation Emergency Relief Program.</td>
<td></td>
</tr>
<tr>
<td>20.</td>
<td>Expedited Project Delivery Pilot Program.</td>
<td></td>
</tr>
<tr>
<td>21.</td>
<td>Infrastructure Finance Programs.</td>
<td></td>
</tr>
<tr>
<td>22.</td>
<td>Paul S. Sarbanes Transit in Parks Program.</td>
<td></td>
</tr>
<tr>
<td>23.</td>
<td>Construction Hiring Preferences.</td>
<td></td>
</tr>
</tbody>
</table>
FTA FISCAL YEAR 2017 CERTIFICATIONS AND ASSURANCES

FEDERAL FISCAL YEAR 2017 FTA CERTIFICATIONS AND ASSURANCES SIGNATURE PAGE
(Required of all Applicants for federal assistance to be awarded by FTA and all FTA Grantees with an active Capital or Formula Award)

AFFIRMATION OF APPLICANT

Name of the Applicant: Hillsborough County Metropolitan Planning Organization

Name and Relationship of the Authorized Representative: Elizabeth Alden, Executive Director

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

FTA intends that the Certifications and Assurances the Applicant selects on the other side of this document should apply to each Award for which it now seeks, or may later seek federal assistance to be awarded during federal fiscal year 2017.

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

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

Signature ______________________ Date: 5/2/17

Name: Elizabeth Alden, Executive Director

Authorized Representative of Applicant

AFFIRMATION OF APPLICANT’S ATTORNEY

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

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

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

Signature ______________________ Date: 5/2/17

Name: Cameron Clark, MPO Attorney

Attorney for Applicant

Each Applicant for federal assistance to be awarded by FTA and each FTA Recipient with an active Capital or Formula Project or Award must provide an Affirmation of Applicant’s Attorney pertaining to the Applicant’s legal capacity. The Applicant may enter its electronic signature in lieu of the Attorney’s signature within FTA’s electronic award and management system, provided the Applicant has on file and uploaded to FTA’s electronic award and management system this hard-copy Affirmation, signed by the attorney and dated this federal fiscal year.
LOBBYING CERTIFICATION for GRANTS, LOANS and COOPERATIVE AGREEMENTS

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

(1) No Federal or state appropriated funds have been paid or will be paid by or on behalf of the Hillsborough County MPO, to any person for influencing or attempting to influence an officer or employee of any Federal or state agency, or a member of Congress or the state legislature in connection with the awarding of any Federal or state contract, the making of any Federal or state grant, the making of any Federal or state loan, extension, continuation, renewal, amendment, or modification of any Federal or state contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The Hillsborough County MPO shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants and contracts and subcontracts under grants, subgrants, loans, and cooperative agreement), which exceeds $100,000, and that all such subrecipients shall certify and disclose accordingly.

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

[Signature]
Chairperson

[Signature]
Hillsborough MPO

May 2, 2017
Date
DEBARMENT and SUSPENSION CERTIFICATION

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

(1) The Hillsborough County MPO hereby certifies to the best of its knowledge and belief, that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;

(b) Have not, within a three-year period preceding this proposal, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction, violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses listed in paragraph (b) of this certification; and

(d) Have not, within a three-year period preceding this certification, had one or more public transactions (federal, state or local) terminated for cause or default.

(2) The Hillsborough County MPO also hereby certifies that if, later, it becomes aware of any information contradicting the statements of paragraphs (a) through (d) above, it will promptly provide that information to the U.S.D.O.T.

MPO Chairman

May 2, 2017

Date
Application for Federal Assistance SF-424

1. Type of Submission: ☑ Application
   - Preapplication
   - Application
   - Changed/Corrected Application

2. Type of Application: ☑ New
   - Continuation
   - Revision
   - Other (Specify):

3. Date Received: [Redacted]

4. Applicant Identifier: [Redacted]

5a. Federal Entity Identifier: [Redacted]
5b. Federal Award Identifier: FL-80-009

State Use Only:
6. Date Received by State: [Redacted]
7. State Application Identifier: [Redacted]

8. APPLICANT INFORMATION:

   a. Legal Name: Hillsborough County Metropolitan Planning Organization

   b. Employer/Taxpayer Identification Number (EIN/TIN): 50-026-1001

   c. Organizational DUNS: 0695721370000

   d. Address:
      - Street1: 681 East Kennedy Boulevard
      - Street2: 18th Floor
      - City: Tampa
      - County/Parish: Hillsborough
      - State: FL: Florida
      - Province:
      - Country: USA: United States
      - Zip/Postal Code: 33602-4932

   e. Organizational Unit:
      - Department Name: [Redacted]
      - Division Name: [Redacted]

   f. Name and Contact Information of Person to be Contacted on Matters Involving this Application:
      - Prefix: Mr.
      - * First Name: Elizabeth
      - Middle Name: [Redacted]
      - Last Name: Alden
      - Suffix: [Redacted]
      - Title: Executive Director
      - Organizational Affiliation: Hillsborough County Metropolitan Planning Organization
      - * Telephone Number: 813-272-5940
      - Fax Number: 813-301-7172
      - * Email: aldenh@plancom.org
**Application for Federal Assistance SF-424**

* 9. Type of Applicant 1: Select Applicant Type:
   - E: Regional Organization
   Type of Applicant 2: Select Applicant Type:
   Type of Applicant 3: Select Applicant Type:
   * Other (specify):

* 10. Name of Federal Agency:
   Federal Transit Administration

11. Catalog of Federal Domestic Assistance Number:
   20.505
   CFDA Title:
   Metropolitan Planning

* 12. Funding Opportunity Number:
   FL-80-2009
   * Title:
   Transit Planning Tasks in FY 17/18 UPWP for Hillsborough County

13. Competition Identification Number:
   N/A
   Title:

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

* 15. Descriptive Title of Applicant’s Project:

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

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

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

17. Proposed Project:
   * a. Start Date: 7/1/2017
   * b. End Date

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

19. Is Application Subject to Review By State Under Executive Order 12372 Process?
   - [ ] a. This application was made available to the State under the Executive Order 12372 Process for review on
   - [ ] b. Program is subject to E.O. 12372 but has not been selected by the State for review.
   - [x] c. Program is not covered by E.O. 12372.

20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)
   - [ ] Yes
   - [x] No

   If "Yes", provide explanation and attach

21. "By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge, I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 21, Section 1001)
   - [x] ** I AGREE

   ** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: Mr., Ms.
Middle Name: 
* Last Name: Aliden
SUFFIX: 

* Title: Executive Director

* Telephone Number: 513-272-5910
Fax Number: 513-361-7172

* Email: aliden@plancen.org

* Signature of Authorized Representative: [Signature]
* Date Signed: [Date]

FY 2017 & 2018 UPWP
Section 5305(d)  

Approved Project Budget for FFY17  
(totals in dollars)

**TECHNICAL CLASSIFICATIONS**

<table>
<thead>
<tr>
<th>Classification</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>44.21.00</td>
<td>Program Support and Administration</td>
<td>$135,244</td>
</tr>
<tr>
<td>44.22.00</td>
<td>General Development and Comprehensive Planning</td>
<td>$189,526</td>
</tr>
<tr>
<td>44.23.01</td>
<td>Long Range Transportation Planning: System Level</td>
<td>$117,604</td>
</tr>
<tr>
<td>44.23.02</td>
<td>Long Range Transportation Planning: Project Level</td>
<td>$58,802</td>
</tr>
<tr>
<td>44.24.00</td>
<td>Short Range Transportation Planning</td>
<td>$41,161</td>
</tr>
<tr>
<td>44.25.00</td>
<td>Transportation Improvement Program</td>
<td></td>
</tr>
<tr>
<td>44.26.12</td>
<td>Coordination of Non-Emergency Human Services Transportation</td>
<td></td>
</tr>
<tr>
<td>44.26.13</td>
<td>Participation of Transit Operators in Metropolitan Planning</td>
<td></td>
</tr>
<tr>
<td>44.26.14</td>
<td>Planning for Transit Systems Management/Operations to Increase Ridership</td>
<td></td>
</tr>
<tr>
<td>44.26.15</td>
<td>Support Transit Capital Investment Decisions through Effective Systems Planning</td>
<td></td>
</tr>
<tr>
<td>44.26.16</td>
<td>Incorporating Safety &amp; Security in Transportation Planning</td>
<td></td>
</tr>
<tr>
<td>44.27.00</td>
<td>Other Activities</td>
<td>$47,042</td>
</tr>
</tbody>
</table>

**TOTAL NET PROJECT COST** $589,379

**ACCOUNTING CLASSIFICATIONS**

<table>
<thead>
<tr>
<th>Classification</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>44.30.01</td>
<td>Personnel</td>
<td>$251,377</td>
</tr>
<tr>
<td>44.30.02</td>
<td>Fringe Benefits 39%</td>
<td>$160,717</td>
</tr>
<tr>
<td>44.30.03</td>
<td>Travel</td>
<td></td>
</tr>
<tr>
<td>44.30.04</td>
<td>Equipment</td>
<td></td>
</tr>
<tr>
<td>44.30.05</td>
<td>Supplies</td>
<td></td>
</tr>
<tr>
<td>44.30.06</td>
<td>Contractual</td>
<td></td>
</tr>
<tr>
<td>44.30.07</td>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>44.30.08</td>
<td>Indirect Charges 30.08%</td>
<td>$177,285</td>
</tr>
</tbody>
</table>

**TOTAL NET PROJECT COST** $589,379

**FUND ALLOCATIONS**

<table>
<thead>
<tr>
<th>Classification</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>44.40.01</td>
<td>MPO Activities</td>
<td>$589,379</td>
</tr>
<tr>
<td>44.40.02</td>
<td>Transit Operator Activities</td>
<td></td>
</tr>
<tr>
<td>44.40.03</td>
<td>State and/or Local Agency Activities</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL NET PROJECT COST** $589,379

Federal Share (80%) $471,503  
Local Share (20%) $117,876

**ACCOUNTING**

<table>
<thead>
<tr>
<th>Classification</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>91.37.08.8P-2</td>
<td>Technical Studies - Planning</td>
<td></td>
</tr>
</tbody>
</table>
### TECHNICAL CLASSIFICATIONS

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>44.21.00</td>
<td>Program Support and Administration</td>
<td>$108,195</td>
</tr>
<tr>
<td>44.22.00</td>
<td>General Development and Comprehensive Planning</td>
<td>$151,620</td>
</tr>
<tr>
<td>44.23.01</td>
<td>Long Range Transportation Planning: System Level</td>
<td>$94,083</td>
</tr>
<tr>
<td>44.23.02</td>
<td>Long Range Transportation Planning: Project Level</td>
<td>$47,042</td>
</tr>
<tr>
<td>44.24.00</td>
<td>Short Range Transportation Planning</td>
<td></td>
</tr>
<tr>
<td>44.25.00</td>
<td>Transportation Improvement Program</td>
<td>$32,929</td>
</tr>
<tr>
<td>44.26.12</td>
<td>Coordination of Non-Emergency Human Services Transportation</td>
<td></td>
</tr>
<tr>
<td>44.26.13</td>
<td>Participation of Transit Operators in Metropolitan Planning</td>
<td></td>
</tr>
<tr>
<td>44.26.14</td>
<td>Planning for Transit Systems Management/Operations to Increase Ridership</td>
<td></td>
</tr>
<tr>
<td>44.26.15</td>
<td>Support Transit Capital Investment Decisions through Effective Systems Planning</td>
<td></td>
</tr>
<tr>
<td>44.26.16</td>
<td>Incorporating Safety &amp; Security in Transportation Planning</td>
<td></td>
</tr>
<tr>
<td>44.27.00</td>
<td>Other Activities</td>
<td>$37,634</td>
</tr>
</tbody>
</table>

**TOTAL NET PROJECT COST**  $ 471,503

### ACCOUNTING CLASSIFICATIONS

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>44.30.01</td>
<td>Personnel</td>
<td>$201,102</td>
</tr>
<tr>
<td>44.30.02</td>
<td>Fringe Benefits (39%)</td>
<td>$128,574</td>
</tr>
<tr>
<td>44.30.03</td>
<td>Travel</td>
<td></td>
</tr>
<tr>
<td>44.30.04</td>
<td>Equipment</td>
<td></td>
</tr>
<tr>
<td>44.30.05</td>
<td>Supplies</td>
<td></td>
</tr>
<tr>
<td>44.30.06</td>
<td>Contractual</td>
<td></td>
</tr>
<tr>
<td>44.30.07</td>
<td>Other</td>
<td>$141,827</td>
</tr>
<tr>
<td>44.30.08</td>
<td>Indirect Charges (%)</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL NET PROJECT COST**  $ 471,503

### FUND ALLOCATIONS

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>44.40.01</td>
<td>MPO Activities</td>
<td>$471,503</td>
</tr>
<tr>
<td>44.40.02</td>
<td>Transit Operator Activities</td>
<td></td>
</tr>
<tr>
<td>44.40.03</td>
<td>State and/or Local Agency Activities</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL NET PROJECT COST**  $ 471,503
APPENDIX B
Transportation Disadvantaged Grant Application and Assurances
## 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>59 6000661</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:Ogilvie@plancom.org">Ogilvie@plancom.org</a></td>
</tr>
<tr>
<td>Phone Number Format 111-111-1111</td>
<td>813-272-5940</td>
</tr>
<tr>
<td>Fax Number Format 111-111-1111</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>
<tr>
<td>Fiscal Year Budget Allocation</td>
<td></td>
</tr>
<tr>
<td>Planning Funds Transferred to Trip &amp; Equipment Grant</td>
<td>$3,000.00</td>
</tr>
<tr>
<td>Grant Amount Requested for this Application Period</td>
<td>$43,431.00</td>
</tr>
<tr>
<td>Total Budget Allocation Amount</td>
<td>$ 0.00</td>
</tr>
</tbody>
</table>

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: [Signature]

Date: 3/13/2017
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: 5/2/17

Signature: [Signature]

Name: Elizabeth Alden

Title: Executive Director

Hillsborough County Metropolitan Organization
RESOLUTION 17-1
HILLSBOROUGH COUNTY
METROPOLITAN PLANNING ORGANIZATION

TRANSPORTATION DISADVANTAGED TRUST FUND PLANNING GRANT
AUTHORIZED RESOLUTION

A RESOLUTION of the BOARD of the Hillsborough County Metropolitan Planning Organization (Applicant), hereinafter BOARD, hereby authorizes the filing of a Transportation Disadvantaged Trust Fund Grant Application with the Florida Commission for the Transportation Disadvantaged.

WHEREAS, this BOARD has the authority to file a Transportation Disadvantaged Trust Fund Grant Application and to undertake a transportation disadvantaged service project as authorized by Section 427.0159, Florida Statutes, and Rule 41-2, Florida Administrative Code.

THEREFORE, NOW BE IT RESOLVED that:

1. The BOARD has the authority to file this grant application.

2. The BOARD authorizes the Hillsborough County Metropolitan Planning Organization Executive Director, hereinafter DIRECTOR, to file and execute the application on behalf of the Metropolitan Planning Organization with the Florida Commission for the Transportation Disadvantaged.

3. The BOARD’S Registered Agent in Florida is the DIRECTOR, The Registered Agent’s address is: 601 East Kennedy Boulevard- 18th Floor, Tampa, FL 33602.

4. The BOARD authorizes the DIRECTOR to sign any and all agreements or contracts which are required in connection with the application.

5. The BOARD authorizes the DIRECTOR to sign any and all assurances reimbursements invoices, warranties, certifications and any other documents which may be required in connection with the application or subsequent agreements.

DUTY PASSED AND ADOPTED THIS 2nd DAY OF MAY 2017
Board of Hillsborough County MPO

Lesley “Les” Miller, MPO Chair

ATTEST
Cameron Clark, MPO Attorney

Wanda West, MPO Secretary
APPENDIX C
Cost Allocation Plan, Including 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 May 2, 2017 to establish billing or final indirect costs rates for July 1, 2017 through June 30, 2018 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: [Signature]

Name of Official: Elizabeth Alden
Title: MPO Executive Director
Date of Execution: May 2, 2017
APPENDIX D
Title VI of the Civil Rights Act of 1964/
Nondiscrimination Policy Statement
and Limited English Proficiency Policy Statement
TITLE VI/ NONDISCRIMINATION ASSURANCE

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

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

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

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

Dated 5/2/17 by [Signature], Chief Executive Officer
APPENDICES A and E

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

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

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

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

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

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

a. withholding of payments to the Contractor under the contract until the Contractor complies, and/or

b. cancellation, termination or suspension of the contract, in whole or in part.

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

(7.) **Compliance with Nondiscrimination Statutes and Authorities:** Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21; The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects); Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex); Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27; The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age); Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex); The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not); Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 -- 12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38; The Federal Aviation Administration’s Non-discrimination Statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex); Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations 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; (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 Program
DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION

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

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

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

Chairperson ___________________    Hillsborough MPO ___________________    May 2, 2017
Name of MPO ___________________    Date ___________________
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:

- Jane English Creative Design – Tasks 2 Systems Planning: Fixed Guideway Cost Reduction Strategies & re-evaluation (2040 LRTP Needs Assessment) (FY13/14)
- Connetics Transportation Group – Tasks 3 LRTP: Updated revenue forecast and project cost estimates - 2040 LRTP Needs Assessment (FY 13/14)
- Connetics Transportation Group – Task 8 Regional Coordination: Bus Rapid Transit in Express Lanes/ Corridor Study & Feasibility Assessment (FY 13/14)
- All Traffic Data Services Inc. - Task 5 Corridor Studies: School Transportation Study – Traffic Counts for 23 School Intersections (FY 14/15)
- All Traffic Data Services Inc. - Tasks 6 Data Collection: Traffic Count Collection (FY14/15)
- Florida Transportation Engineering, Inc. - Task 2 Systems Planning & 3 LRTP: Hillsborough County MPO Vulnerability Assessment Pilot Project - Gandy Connector Follow-Up Study (FY15/16)
- Adams Traffic, Inc. - Task 2 Systems Planning - Bullard Parkway Complete Street Study (FY 16/17)
APPENDIX F
Comments on Preliminary Draft UPWP
UPWP Review Process

The UPWP is developed per the guidelines in the Florida Department of Transportation Metropolitan Planning Organization Program Management Handbook. This Handbook specifies a process for coordinating with partner agencies and providing an opportunity to review the UPWP before its adoption. A preliminary draft of the UPWP was distributed 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 Transportation Authority
Tampa Bay Regional Planning Council
Tampa Port Authority
Tampa-Hillsborough Expressway Authority
Agency Review Comments on
Fiscal Year 2017 & 2018 Unified Planning Work Program

Page 1
Agency Review Comments on
Fiscal Year 2017 & 2018 Unified Planning Work Program

Page 5
Agency Review Comments on
Fiscal Year 2017 & 2018 Unified Planning Work Program

Page 8
Agency Review Comments on
Fiscal Year 2017 & 2018 Unified Planning Work Program

Page 9
APPENDIX G
TAC and CAC Endorsement of UPWP
Citizens Advisory Committee action taken at their meeting of April 12, 2017:
   Recommended forward for approval by the MPO Board

Technical Advisory Committee action taken at their meeting of April 17, 2017:
   Recommended forward for approval by the MPO Board
APPENDIX H
Joint Certification Statement
JOINT CERTIFICATION STATEMENT ON THE METROPOLITAN TRANSPORTATION PLANNING PROCESS

Pursuant to the requirements of 23 U.S.C. 134(b)(5), 2: CFR 450.334(a), the Department and the Metropolitan Planning Organization (MPO) have performed a review of the certification status of the metropolitan transportation planning process for the 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;
7. The Older Americans Act, as amended (42 U.S.C. 6101) prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
8. Section 324 of 21 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 held on January 25, 2016.

☐ Federal Certification Quadrennial Review/FDOT Review

Included in this certification package is a summary of noteworthy achievements by the MPO, attachments associated with these achievements, and a list of any recommendations and/or corrective actions. The contents of this Joint Certification Package 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.

Paul Steinman, P.E.
District Seven Secretary
Florida Department of Transportation

Date: 05/10/16

MPO Chairman (or designee)
Hillsborough MPO

Date: 5/3/2016

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

FY 2017 & 2018 UPWP 180
APPENDIX I
FDOT District 7 Planning Program
**FDOT District Seven 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 Improvement 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 ongoing 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 Transportation Authority (development of a regional transportation master plan) and District MPOs including the MPO Chair’s Coordinating Committee (broad level policy direction for development of the regional transportation system); the MPO Director’s Coordination Team (coordination of MPOs planning programs and proposed activities); the Tampa Bay Regional Planning Model Technical Review Team (coordination of the development and update of the MPOs Long Range Transportation Plans).

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

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

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

Consultants may assist with tasks listed.